

SHALFLEET PARISH COUNCIL

MINUTES OF THE MEETING OF SHALFLEET PARISH COUNCIL HELD AT SHALFLEET CE PRIMARY SCHOOL ON WEDNESDAY, 13th SEPTEMBER 2023 AT 7.15 PM

Present: Cllrs: S Stables (Chair), H Hewston, A Ingram, S Cowley
Clerk: Sally Woods
Deputy Clerk: Amy Parkinson
Ward Cllr Nick Stuart
2 members of public

63/23-24 CHAIRMAN'S WELCOME:

The Chairman welcomed everyone to the September meeting of Shalfleet Parish Council and hoped they had a good month's break.

64/23-24 TO NOTE WARD COUNCILLORS REPORTS:

Cllr Peter Spink: Sent his apologies.

Cllr Nick Stuart: He distributed copies of his report at the meeting.

Discussion held on the sewage problems in the area and Cllr Stuart was seeking a meeting with SW representative. He agreed to invite Cllrs to this meeting.

Mrs Cowley asked Cllr Stuart to ask if 'Swiftbricks' could be added to new builds, and he agreed to take this up.

Speeding – As Cllr Stuart had this in his report it was agreed to deal with **item 72** on the agenda at this point.

The Clerk confirmed the requests made by residents for sensor activated speed signs to be installed at Main Road, Wellow, Ningwood Hill and Bouldnor, as well as a pedestrian crossing at Bouldnor. The Chairperson said there were issues over these requests, such as where the speed activated signs would be installed, the cost, and if use a mobile unit, who moves it.

Noted any safety issues should be reported on to the Island Roads register but there was no money for additional street furniture/items such as this.

Cllr Stuart offered to talk to Highways and said IWC and IWALC were willing to co-ordinate more with Councils.

Cllrs felt more work needs to be done before PC pursue further. Could look at putting money in the PC budget for next year.

Resident said he had mentioned this problem a year ago and nothing had happened, felt he was wasting his time and asked the PC to do whatever they could to stop vehicles speeding, particularly in Main Road, Wellow. It was suggested that he contact the Police as they take note of problem areas where speeding occurs and make an effort on these, also suggested he speak to Ward Cllr. Speedwatch also discussed and problem of lack of volunteers to undertaken this.

65/23-24 APOLOGIES FOR ABSENCE: Cllrs P Broadhead, T Cowley

66/23-24 DECLARATIONS OF INTEREST REGARDING AGENDA ITEMS: None.

67/23-24 TO ACCEPT ANY DISPENSATIONS FOR AGENDA ITEMS: None received.

68/23-24 TO CONFIRM AND APPROVE THE MINUTES OF THE PREVIOUS MONTHLY MEETING HELD 12TH JULY 2023 (Copies circulated to Cllrs):

Cllr S Cowley said the Climate emergency was to be an agenda item. The Clerk confirm it would be on a future agenda.

Cllr S Cowley asked why Community Asset was not on the agenda, it was confirmed it was.

Cllr S Cowley proposed the third paragraph on the last page of the July Minutes be struck off - **resolved.**

Cllr Hewston proposed to approve the minutes, Cllr Ingram seconded - **resolved.**

The Minutes having been agreed were signed by the Chairman as a true record.

Cllr Stuart said he would like to stay but was due at Brighstone PC meeting. He gave his apologies and left the meeting.

69/23-24 30 MINUTE QUESTION TIME (3 minutes per member of public):

Mrs Cowley asked why it stated under Question Time, that this was relating to items on the agenda. Noted the Clerk set the agenda, and this abides by PC Standing Orders (sent next day to Cllrs to confirm this).

It was also noted that a question asked during this session does not require a response or debate.

Discussion followed on this, and vote taken: 2 For removing 'relating to items on the Agenda', 2 Against – Chairman gave casting vote, and it remains.

70/23-24 PLANNING:

a) Updates and decisions:

Enforcement:

The Lookout, Victoria Road – Cllr T Cowley had confirmed that Yurts were being advertised as holiday accommodation, so a Complaint Form was completed and sent in, as agreed at July meeting. Acknowledgement had been received and PC will be informed of the outcome of their investigations.

The Deputy Clerk found several applications for which the PC had not been notified of the decisions of and these were read out with those that had:

Approved by IWC:

23/00416/FUL Dodpits Dairy, Warlands Lane, Shalfleet: Demolition of barn; proposed residential dwelling.

23/00149/HOU Alma Cottage, Wellow Top Road, Shalfleet: Proposed single storey side extension to replace existing garden room with solar panels on roof; new garage.

23/00777/RVC Eades Farm, Clay Lane, Newbridge: Removal of agricultural occupancy condition on planning permission TCP/18763/S/200028 to allow the dwelling to be used by Eades Farm for diversification, including holiday letting purposes.

23/01151/6PA Shalcombe Holding, Shalcombe Road: Determination of Prior Approval: Agricultural prior notification for barn.

23/00299/HOU Wellow Alpaca Stud, Main Road, Wellow: Proposed detached garage.

22/00710/HOU Speedwell, Solent Road, Shalfleet: Proposed garage/workshop.

23/01115/HOU Teazle Cottage, Main Road, Wellow: Proposed extension at first floor level on rear elevation.

Consent to Tree works in a Conservation Area:

Brook Cottage, Main Road, Shalfleet: reduction in height to around 1.8 m to Bay and Laurel.

Comments agreed between meetings:

23/01226/HOU Cranleigh, Ningwood Hill, Shalfleet: Proposed single storey extension to form linked ancillary accommodation (revised scheme).

The Parish Council had no objection to this application.

23/01311/FUL Sun Meadow, Station Road, Shalfleet: Proposed residential annexe and extension to residential curtilage.

The Parish Council had no objection to this application.

23/01260/HOU Creek Farm Cottage, Hamstead Drive, Shalfleet: Proposed extension on north/west elevations to provide porch, hall, additional bedroom and bathroom with associated pergola, rooflights and alterations; proposed terrace at first floor level on east elevation; proposed detached studio with study bedroom.

The Parish Council had no comment to make on this application.

23/01334/HOU Cider Cottage, Main Road, Wellow: Proposed single storey front and side extensions to form bedroom, bathroom, carer ensuite, indoor therapy pool and therapy room; proposed outbuilding, pergola with hoisting, new front gate and driveway.

The Parish Council had no comment to make on this application.

23/01348/FUL Hillside, Main Road, Shalfleet: Single storey extension with a link to the existing dwelling to form a bedroom with en-suite and a living dining kitchen area; removal of existing timber cladding to the main dwelling to be replaced with hardiplank or similar cladding to match the new extension; photovoltaic panels on the southern elevation.

The Parish Council had no comment to make on this application.

Appeal:

22/00705/FUL Longlast, Cranmore Avenue: Appeal dismissed.

b) **To agree comments on application:** None.

71/23-24 FINANCE/REPORTS:

- i) **To agree to purchase a second user photocopier from Island Copier Co. Ltd at a cost of £900 (interest free credit over 5 years) and reduced maintenance costs to 0.4 p per black and white copy and 2.9p colour (at present pay 1p per black and white and 4.5p colour).**

This matter was raised previously by Cllr S Cowley. He had suggested the PC purchase a photocopier. Clerk had looked into maintenance implications and Island Copier Co. Ltd. confirmed the existing service could remain.

Clerk pointed out the PC had used Island Copier Co. Ltd for years. She had previously contacted other companies and they had come out the best price wise. They have always been very prompt when being called out for maintenance issues and ensure Parish Office never runs out of toner. After speaking to owner of the company, he felt this particular machine would last another 20 years.

Cllr S Cowley proposed the PC purchase this machine, seconded Cllr Ingram, **resolved**.

Action: Clerk

- ii) **To ratify PC decision (made by email) to agree £160 quotation to weed out the hedge at Bouldnor Field.**

Cllr S Cowley against, **resolved** by majority decision. Noted work had started on this.

- iii) **To ratify PC decision (made by email) to pay £75 annual subscription to SoundCloud (programme for installing meeting recordings on to the PC website).**

PC have been paying £10 per month for six month trial, previously agreed. Cllrs agreed by email to continue – **resolved**.

- iv) **To agree to purchase a new Parish Office bell/intercom/door release system as existing does not function very well. Three prices obtained 2 x £149.99 and 1 x £95.99 (which has good reviews and does everything needed. (Will require installation/cost element for this).**

Chairperson had asked for this item to be considered, as the existing system does not function properly – person ringing the intercom cannot hear Parish Office staff speaking.

Clerk had asked electrician for a quote to install, and he said he really needs to see what system is agreed and wiring required, before quoting.

Deputy Clerk established Monitor and Doorbell £102.52 + £3.93 p + p + import fee and accessories. Door lock with power supply £29.96 and 60’ cable £13.40, plus installation cost.

Resolved Clerk obtain permission from Trustees of Newbridge Community Centre and if they are in agreement, then go ahead and order and arrange installation by electrician. **Action: Clerk**

- v) **To consider request from Ability Dogs 4 Young People for a grant (information circulated to Cllrs).**

Resolved to give donation of £50.

Action: Clerk

- vi) **To agree to pay annual Chairperson’s Allowance of £200.**

Cllrs noted it had been agreed at budget time to not pay this and the Clerk had added this item to the agenda in error, (as she normally does add it annually).

Discussion followed. The Chairman pointed out it was more six months ago, so there could be a decision change, without a rescindment required.

Resolved to not pay the £200 Chairperson’s Allowance.

- vii) **To agree quotation from Solicitor to check through the Lease and Licence for Newbridge Community Centre.**

Had one quote – Chairperson asked Clerk to ask for two more, which she had done. Not heard back from the two solicitors Clerk asked for further quotes from. In order to move this forward, and make sure it was done properly, Cllrs agreed the £600 cost initially quoted, for the solicitor to go through the paperwork on behalf of the PC.

Clerk to go through draft Licence and Lease and send comments to solicitor for him to bring this to completion with solicitors of the Trustees.

Action: Clerk

- viii) **To approve list of payments (copies circulated to Cllrs):**

Chq No.	Paid to	For	Amount
SO	Sally Woods	Salary	900.00
BAC	Sally Woods	Remainder Salary	341.72
BAC	Amy Parkinson	Salary + £10.80 mileage	214.48
DD	BT	Phone & Broadband (July)	75.62
DC	SoundCloud	Next Pro monthly (July)	10.00
BAC	Newbridge Com Assoc	CLH Room hire	30.00
DC	HMRC	3 mths Tax + NI	524.51
TOTAL			£2,096.33
DD	BT	Phone & Broadband (Aug)	70.66
DC	SoundCloud	Next Pro Yearly	75.00
BAC	Wight Computers	Web hosting and SSL certificate	156.00
BAC	Ringway Island Roads	Bin emptying April – Oct 2023	339.36
BAC	WBS	Copier paper	32.39
SO	Sally Woods	Salary	900.00
BAC	Amy Parkinson	Salary	248.23

BAC	Sally Woods	Remainder Salary	310.81
BAC	IW CAB	Donation	50.00
BAC	Vaughtons	Chain of Office Gold slider Cllr S Cowley	101.04
DC	SurveyMonkey	CLH Housing Needs Survey	99.00
BAC	BDO LLP	External Audit	378.00
BAC	Newbridge Com Assoc	CLH Room hire	30.00
TOTAL			£2,790.49
TWO MONTH TOTAL		£5,086.82	

Bank – Cllr S Cowley suggested Clerk look into whether some of the PC monies could gain more interest in a different account – **resolved.** **Action: Clerk**

72/23-24 SPEEDING:

- i) **To consider resident’s request for the PC to obtain a sensor activated speed sign for Wellow Main Road.**

Dealt with under Ward Cllrs reports.

- ii) **To consider resident’s request for speed control on Ningwood Hill.**

Dealt with under Ward Cllrs reports.

73/23-24 TO NOTE, AND AGREE ANY COMMENT ON, THE PROPOSED IWC COUNCIL TAX REDUCTION SCHEME:

Information circulated to Cllrs and noted.

74/23-24 TO NOTE THE CLERKS REPORT (Circulated to Cllrs):

Youth Football – site meeting held 18th July 2023. Pitch marked out and Parish Councillors happy for Mark to mow the grass, fill any holes and trial using the pitch.

Clerk emailed Planning to ask if permission required for a metal container (to house mower, goals and equipment). Reply stated one can be placed there if on a temporary basis, but if longer, may have to obtain planning permission. Clerk informed Mark Holmes of this in writing.

If all goes well, the Mark will look at installing drainage in the field next year.

Anti-Social Behaviour – Clerk wrote to the Inspector Gooding (copying in the Island MP and Donna Jones) with the concerns of residents expressed at the July meeting. He had said he would provide a written update for the September PC meeting. Clerk chased for this. Inspector Gooding replied apologising and saying he would reply.

Reply received, circulated to Cllrs (which Clerk made Resident 1 and his wife aware of when they came to the office yesterday – they are extremely grateful to the PC for their help in this matter). Inspector Gooding’s email gave an outline of staffing levels within the local Police team and the areas and Parish Councils they cover. He gave an update on the incidents the PC had been informed of and made him aware of.

Agenda and Minute delivery – just a polite request – when Cllrs have their meeting paperwork dropped in, the Clerk respectfully wishes to point out all six Cllrs are delivered to, plus eight noticeboards to put the notices up on – usually takes about an hour. If Cllrs need to speak to staff about PC matters, please could they call the office. Thank you.

IWALC/NALC Hang gliding Regulations – chased IWALC Secretary, following email to her in June 2023. She apologised – will deal with, had been on annual leave. Received form from NALC request for legal advice – completed form and emailed back to IWALC Secretary 30.8.23.

Received confirmation from IWALC that this had been sent to NALC.

CAB donation request – PC agreed at the July meeting that a donation be given. As £200 can be given, subject to seeing their accounts, the Clerk requested these and circulated. Cllrs agreed, by majority decision that £50 be given. Informed, paid and thank you received back.

School Leavers Dictionaries – email received from the Headteacher thanking the PC for these and Cllrs attending the Leavers Assembly to present them.

She also said she would be delighted if the PC would hold a meeting during the school day and some of their children could come along and see how it all works (Clerk will speak to Headteacher when School reopens after the summer break). Will also invite members to their next Community meeting, where they look at ways to connect and support local communities.

S17 Footpath – Clerk continues to contact all the many agencies involved with this and give the resident updates. At the end of August resident contacted Clerk to say she had walked the path – the nettles had been strimmed, so she could walk one side of the channel okay. After about an hour in Shalfleet, she walked back to Newbridge and found that water was flowing across the path, pouring out of the water treatment plant. So, it appears to be intermittent. She said it was a bit smelly – she could smell it as she came across the field. Clerk agreed to keep her updated, and she her. More work obviously needs doing.

Rights-of-Way Officer came back to say he will take another look (was not too bad several weeks prior). He has also emailed SW again to advise that urgent action needed to resolve flooding in order to avoid RoW having to take formal enforcement action.

West Wight Town & Parish Council Association – the Chairperson and Clerk will be attending the next meeting on Monday 25th September 2023 at 7 pm at Freshwater.

Graham Biss will be attending to give an update on The Greenway.

Dog Fouling sign at Withyfields – continue to chase IWC for a new one, or quote for same, as the existing is quite faded (request of resident). Noted Fleetway sign also faded. Both Clerk and Deputy Clerk have chased and will continue to.

Dog Bin Request – resident emailed requesting the PC install a dog bin at the entrance to S15 footpath in Warlands Lane, Shalfleet. Clerk contacted Island Roads and unfortunately, they are at full bin emptying capacity at the moment and cannot take on anymore. Clerk informed resident. During discussion with the Chairman on this matter, it was agreed it would be useful when people raise problems like this, if they could provide photographic evidence. The Clerk put mention on this in ‘Village News’.

River Caul Bourne – Clerk contacted SW and asked for an update. Informed on 22nd August that the tree was removed a couple of weeks ago – good news. Informed resident who reported this in, she still feels there are issues, but good news is the kingfisher is back.

Tree Warden – request for one put in August edition of Village News, if no success Clerk will arrange the contractor PC use to undertake this annually, as agreed at July meeting. Have asked Brighstone Landscaping for a quote for this.

The PC now have a new Tree Warden – Mrs Sarah Tyrell, who kindly agreed to inspect all trees on PC land and report back to the Clerk. Mrs Tyrell had already put in a request for a tree to be planted at Withyfields. Will put a tree report on future agenda, together with a list of replacement/new trees required.

Parish Council Chairmen – it was confirmed the Clerk had updated the List of PC Chairmen/Chairperson in the Parish Office and the Deputy Clerk obtained a new slide bar with ‘Cllr S Cowley’ (previous Chair), which she had now put on the Chain of Office.

Oak tree whips – Clerk had asked Brighstone Landscaping for quote for 2 to replace the one at Malthouse Green and one for Withyfields (residents request) – will put on future agenda.

Community Led Housing – the Housing Needs Survey is finalised and is on the PC website – to run from 31st August to 30th September via Survey Monkey. Also on the PC Facebook page. Many thanks to the Deputy Clerk for her help with this and Wight Computers who adjusted the PC website to enable a CLH page to be formed. Copies of this now with Shalfleet Stores, Shalfleet School, Shalfleet Church and available at the Parish Council. Mention of the survey will go in the next ‘Village News’ and Deputy Clerk putting this in Parish noticeboards and arranged for the School to put a mention in their Newsletter.

Appraisals – the Chairperson carried out the Clerk’s appraisal on 30th August 2023 and this was successful. Deputy Clerk had her appraisal the following week, also successful.

Invitation received to Isle of Wight Scouts presentation evening following 25th World Scout Jamboree in South Korea (PC gave donations to two individuals). Cllrs Stables and Hewston to attend – Clerk to inform. **Action: Clerk/SS/HH**

External Audit – Clerk reported that a successful external audit has been completed. Notice of the conclusion of this, together with certified AGAR sections are on the PC noticeboard and website, as directed.

75/23/24 COUNCILLORS REPORTS:

Cllr S Cowley: explained the reason for Cllr T Cowley’s absence was due him undertaking work to Yarmouth Recreation Ground.

He suggested it would be healthy for all Cllrs to undertake some Chairmanship training and also Civility and Respect training. It was agreed the Clerk ask IWALC if they intended to put this on.

Action: Clerk

Cllr A Ingram – when asked, informed there was no update on the query he had sent photographs in on, regarding Ningwood Green.

Noted it had been a poor harvest. Also, the maize was being transported by lorries, not tractors.

Cllr Stables: had attended an IWALC meeting where it had been agreed a letter be sent to the IWC prior to the changes occurring in the Council. Flowers and wine were present to Jill Webster, who was retiring as Secretary.

76/23-24 TO NOTE INVITATION TO IW BEST KEPT VILLAGE AWARDS PRESENTATION EVENING ON WEDNESDAY, 27TH SEPTEMBER 2023 AT WHITWELL VILLAGE HALL AND AGREE WHO WILL ATTEND:

Cllrs Stables and Hewston agreed to attend, Clerk to RSVP. **Action: Clerk/SS/HH**

77/22/23 COMMUNITY LED HOUSING:

i) Update:

ARID met with Andrew White to look at site (Cllr Hewston attended as Chairman of the Working Party).

Housing Needs Survey – copies available at Shalfleet Stores, School (who have also put a mention in their Newsletter) and Church, as well as the Parish Office. The survey is also on-line on PC website and Facebook page. Copies given to Working Party members to circulate. Mention in Village News.

Finance - Clerk invoiced CLH grant monies for printing and paper costs and £99 for SurveyMonkey (on-line survey costs).

PC **resolved** to agree to pay a further £99 for this to run for another month, to the end of October.

Working Party meeting held 6th September – CLH Officer had circulated notes to Working Party members. Cllr Ingram reported this had been a good meeting.

78/23-24 TO REVIEW THE PARISH COUNCIL WEBSITE ACCESSIBILITY POLICY:

Copies had been circulated to Cllrs – **resolved** this be agreed.

79/23-24 THAT UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING THE CONSIDRATION OF THE FOLLOWING ITEM OF BUSINESS AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED: COMMUNITY ASSETS – CLLR T COWLEY TO SPEAK:
Resolved in the absence of Cllr T Cowley, this item be deferred to the October meeting.

Next scheduled meeting – will be held on Wednesday 11th October 2023 at 7.15 pm at Shalfleet CE Primary School.

Deputy Clerk had it confirmed by the School that heating will be on during winter months.

Meeting closed at 8.50 pm.

Signed

Date.....