

Deviock Parish Council

The Vestry, St Nicolas Church,
Main Road, Donderry, Torpoint, Cornwall PL11 3LE
Tel: 01503 250052
E-mail: clerk.deviockpc@btinternet.com

MINUTES of the ANNUAL MEETING of DEVIOCK PARISH COUNCIL held at DONDERRY METHODIST CHURCH on Thursday 20th MAY 2021 at 7.30pm

PRESENT: Parish Cllrs. Ms. M. Temlett, Donderry Ward
Mr. J. Candy, Seaton Ward
Mrs. A. Thorpe, Hessenford Ward
Mrs. A. Robinson, Hessenford Ward
Mr. J. Croft, Seaton Ward
Mr. M. Gibbons, Donderry Ward
Ms. H. Brockbank, Donderry Ward
Mr. D. Cormack, Hessenford Ward
Mr. S. Parry, Seaton Ward
Karen Pugh (Parish Clerk)
Cornwall Cllr Armand Toms

10-MINUTE PUBLIC PARTICIPATION PERIOD for Public comment on agenda items

The DaSRA Chair welcomed Cornwall Cllr Armand Toms to his first meeting and confirmed that the residents association would like to register its interest in working with the Parish Council, engaging with elected members and working closely together, where appropriate, on parish priorities and considering solutions that benefit the community.

The DaSRA Chair welcomed Cllr Toms' open invitation to outline to him local priorities for action during the coming months and years and to share any issues facing the community.

1. ELECTION OF CHAIR

Chair Cllr M Temlett had stepped down from the Parish Council at the recent elections.

Cllr Temlett asked for nominations for the Chair position. Cllr A Thorpe **nominated Cllr M Gibbons**; this was **seconded** by Cllr A Robinson.

Cllr Temlett asked if there were any further nominations. Cllr S Parry **nominated Cllr J Croft**, who **declined to stand**. Cllr H Brockbank **nominated Cllr A Thorpe**, who also **declined to stand**.

Cllr M Gibbons was therefore **elected Chair** for the ensuing year, as **agreed** by the meeting.

Former Chair Ms M Temlett congratulated Cllr Gibbons and then left the meeting.

2. TO ACCEPT APOLOGIES FOR ABSENCE

There were no apologies for absence.

It was noted that Cllr J Millidge was on a leave of absence and would notify the Parish Council when he would be returning to meetings. Cllr A Robinson had informed the Clerk in advance that she would need to leave early for health reasons.

3. ELECTION OF VICE-CHAIR

New Chair Cllr M Gibbons asked for nominations for the Vice Chair position. Cllr J Croft **nominated Cllr J Candy**; this was **seconded** by Cllr H Brockbank.

The Chair asked if there were any further nominations. Cllr H Brockbank **nominated Cllr J Croft**, who **declined to stand**.

There being no other nominations, Cllr J Candy was **elected Vice Chair** for the ensuing year, as **agreed** by the meeting.

4. DECLARATIONS OF ACCEPTANCE OF OFFICE

The Clerk was in receipt of Declaration of Acceptance of Office forms for all councillors. Additional Declarations were signed by the Chair and Vice Chair and witnessed by the Clerk. All councillors in the meeting also signed the Declaration of Acceptance of Office book.

5. ELECTION OF PLANNING COMMITTEE.

Previously, all members except Cllr J Millidge were on the Planning Committee, with a quorum of four. After a discussion on planning and the amount of work involved with most councillors deliberating on planning applications, it was **proposed** by Cllr J Candy and **seconded** by Cllr S Parry that the Planning Committee be reduced to seven members to make planning deliberations more streamlined and efficient (two from Seaton and Hessenford wards; three from Downderry ward) and that the quorum be reduced to three.

There were **three councillors in support** of the proposal and **three against**, with **one abstention**. The Chair made a casting vote to support the proposal of a reduced membership Planning Committee. It was resolved that the following members would be on the Planning Committee: Cllrs J Candy and J Croft (Seaton), Cllrs A Thorpe and A Robinson (Hessenford) and the Chair and Cllr H Brockbank (Downderry). A seventh member would join the Planning Committee once co-opted, there currently being only two councillors from Downderry ward.

6. ELECTION OF FINANCE & GENERAL PURPOSES COMMITTEE

Previously, all members except Cllr A Thorpe were on the F&GP Committee, with a quorum of four. It was **proposed** by Cllr J Candy and **seconded** by Cllr A Thorpe that the F&GP Committee be reduced to six members, inclusive of the Chair, and that the quorum should be three. This was **agreed unanimously** by the meeting.

It was resolved that the following members would be on the F&GP Committee: Cllrs J Candy, J Croft, S Parry, D Cormack, A Robinson and the Chair.

7. ELECTION OF AFFORDABLE HOUSING WORKING PARTY

It was **proposed** by Cllr J Candy, **seconded** by the Chair and agreed by the meeting that the working party would include five members.

It was resolved that the following members would be on the working party: Cllrs J Candy, H Brockbank, A Robinson, S Parry and the Chair.

8. ELECTION OF NUT TREE JOINT SUB-COMMITTEE

It was resolved that Cllr A Thorpe would continue on the Nut Tree Sub-Committee, to be joined by Cllr J Croft and the Chair.

9. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

9.1. St Germans Rail Users Group and the Rame Peninsula Public Transport Users Group

It was resolved that Cllrs H Brockbank and J Candy would continue as the Parish Council representatives.

9.2. St Germans & District Twinning

There was currently no representation since Mr D Parry was no longer a councillor. Cllr J Candy offered to stand in until such time as another representative could be found further to the co-option process.

9.3. Cornwall Community Flood Forum

It was resolved that Cllrs J Candy and H Brockbank continue as the Parish Council representatives. It was noted that meetings were still being held virtually.

10. APPOINTMENT OF REPRESENTATIVE FOR COMMUNITY NETWORK AREA MEETINGS

It was resolved that Cllrs J Candy and the Chair represent the Parish Council in these meetings. It was noted that attendance at these meetings was viewed positively.

11. BANK MANDATES

Further to the former Chair Cllr M Temlett standing down from the Parish Council, there were currently only two signatories: Cllr J Candy and the Clerk.

The Clerk requested that there be three signatories in addition to herself and that one of the signatories was a Hessenford councillor, which would make payment processing more efficient while payments were still being made by cheque.

It was resolved that the Chair and Cllr D Cormack become the additional signatories, which was **agreed** by the meeting.

12. COUNCILLORS' ACCEPTANCE OF RECEIVING COUNCIL COMMUNICATIONS BY EMAIL.

The Clerk informed members that it was recommended that councillors are asked for their acceptance of receiving council communications by email on an annual basis. A council resolution on this was therefore requested.

Cllr J Candy **proposed** that councillors accept the receipt of Council communications by email. This was **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

13. COUNCILLORS' ALLOWANCES

Cllr J Candy **proposed** that councillors continue to be paid attendance allowance on request to the Clerk. This was **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

Any requests for payment of attendance allowance for the year would need to be made to the Clerk by the end of the Annual Meeting of the following year. Attendance allowance would be paid quarterly in arrears, of up to four quarterly payments at one time.

14. COUNCILLORS' EXPENSES

It was **proposed** by Cllr J Candy that the payment for 2021/22 expenses should be allowed on the same basis as that previously adopted at the last Annual Meeting (2019), i.e.

i) Mileage and subsistence expenses claims in connection with official duties outside the Parish Boundary to be paid in line with CALC / NALC current recommendations.

ii) Stationery expenses (i.e. cost of paper and printer ink or toner) shall be £25 for each of the members who normally receive Council documents by e-mail and are not supplied with hard copies by the Clerk.

iii) That payment of £50 should be made towards the costs of expenses in connection with work carried out by the editor of the Nut Tree Newsletter in the year 2021/22 if a request for payment was received. The proposal was **seconded** by Cllr A Robinson and **agreed unanimously** by the meeting.

15. REGISTER OF MEMBERS' INTERESTS (RMI)

All members were reminded that they need to complete and submit to the Clerk a new Register of Interests form.

Cllr J Candy stated that a new form wasn't required if a councillor had previously submitted a form. It was agreed that a form was required if a member had any new information to declare since submission of their last form.

16. MINUTES:

16.1. To approve the Minutes of the Ordinary Meeting of **8th April 2021** as a correct record.

Approval of the Minutes was **proposed** by Cllr J Croft, **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

16.2. Matters arising from the Minutes (*not appearing elsewhere on the agenda*)

Action points from the Minutes were discussed.

17. FINANCE:

17.1. Income & Expenditure

17.1.1. Income: March & April 2021

	£
Barclays Bank Interest	1.89
Precept and CTS grant (8 th April)	21,001.27
MARCH & APRIL 2021 INCOME TOTALS	21,003.16

Noted.

17.1.2. Expenditure: March & April 2021

	VAT £	Net £	TOTAL £
Cormac – Zoono cleansing – Seaton, 27/11/20 (113265)	15.00	75.00	90.00
Cormac – Zoono cleansing – Downderry, 27/11/20 (113264)	15.00	75.00	90.00
Cormac – Seaton countryside park inspections (inv. IN113736), January	7.65	38.23	45.88
Cormac – Seaton countryside park inspections (inv. IN115087), February	7.65	38.24	45.89
John Croft – reimbursement for Zoom Pro (01-31/03/21)	0.00	14.39	14.39
Parish Magazine Printing – Nut Tree Newsletter – Mar 2021 Edition (invoice 6947)	0.00	96.00	96.00
Chris Hirst - memorial garden shelter roof, January 2021	0.00	1,680.00	1,680.00
Clerk salary recharge to Cornwall Council (inv. 8100091637), February 2021	1.00	1,369.75	1,370.75
CALC – Code of Conduct training (inv. 2021-268)	4.00	20.00	24.00
Biffa – sanitary waste (inv. 660C86496)	5.02	25.12	30.14

Cornwall Council (pd via PO) – Downderry toilets business rates	0.00	736.03	736.03
Flagmakers – replacement flags, Seaton (inv. 1122436)	76.33	381.59	457.92
Parish Magazine Printing – Nut Tree Newsletter – Apr 2021 Edition (invoice 7047)	0.00	131.75	131.75
SLCC – Creating Accessible Documents webinar training (inv. BK200658)	6.00	30.00	36.00
CALC – Finance webinar training (inv. 2021-460)	6.00	30.00	36.00
Cormac – Zoono cleansing – Seaton, 19/02/21 (117607)	15.00	75.00	90.00
Cormac – Zoono cleansing – Downderry, 19/02/21 (117608)	15.00	75.00	90.00
PWS – toilets cleaning materials (inv. 304000)	22.85	114.24	137.09
Peck Trading – toilets sanitiser (inv. 393700)	8.58	42.90	51.48
CALC – annual membership 2021/2022 (inv. 2122-030)	83.92	508.96	592.88
John Croft – reimbursement for Zoom Pro (01-31/04/21)	0.00	14.39	14.39
DM Payroll Services (inv. 1427)	0.00	100.00	100.00
Viking Payments – printer toner and stamps (inv. 227698)	13.89	89.87	103.76
Direct Debit Payments:			
British Gas d/d – Downderry toilets electricity 22/01/21-20/02/21	0.72	14.41	15.13
British Gas d/d – Downderry toilets electricity 21/02/21-20/03/21	0.66	13.31	13.97
BT Quarter to 21/04/21	39.11	195.56	234.67
BT Mar 2021	9.12	36.47	45.59
BT Apr 2021	9.12	36.47	45.59
Standing Order Payments:			
MR. J. BIRD – March 2021 Cleaning Contract Payment (Downderry & Seaton)	0.00	574.05	574.05
MARCH & APRIL 2021 EXPENDITURE TOTALS	361.62	6,631.73	6,993.35

Mr J Bird's new standing order for toilets cleaning did not proceed as requested to the bank on 26th April for £594.90. The Clerk would investigate.

A **proposal to ratify** expenditure was made by Cllr J Candy, **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

17.2. Bank Statements & bank account / interest management

Date	Account	Balance £	Interest
29 Apr 21	Barclays Community	1,000.00	£0.00
29 Apr 21	Barclays Business Premium	40,064.79	£0.00
29 Apr 21	Barclays Rate Reward	61,894.91	£0.53
29 Apr 21	Lloyds TSB Current Account*	67,538.58	Fixed Term Deposit matured on 1 st July 2020 (interest 0.1% = £16.84)

* Funds held in current account from July 2020

Noted.

17.3. Accounts to be paid

	VAT £	Net £	TOTAL £
Cormac – Seaton countryside park inspections (inv. IN116655), March	7.65	38.23	45.88
Peck Trading – toilets soap (inv. 394034)	2.80	14.00	16.80
Parish Magazine Printing – Nut Tree Newsletter – May 2021 Edition (invoice 7154)	0.00	131.75	131.75
PWS – toilets rolls (inv. 307749)	19.43	97.14	116.57
John Croft – reimbursement for Zoom Pro (01-31/05/21)	0.00	14.39	14.39
HMRC – councillor's tax 20/21	0.00	99.60	99.60
Clerk salary recharge to Cornwall Council (inv. 8100091637), March 2021	1.00	1,369.75	1,370.75
Cormac – Seaton countryside park inspections (inv. IN118558), Apr-May 2021	15.30	76.48	91.78
Viking Payments – consumables for face-to-face meetings (inv. 429533)	14.25	71.25	85.50
CPRE annual membership 17/07/21-16/07/22	0.00	36.00	36.00
Total	60.43	1,948.59	2,009.02

Clerk salary recharge invoice (April) to follow.

Councillors questioned the CPRE membership, asking what value the Parish Council received. The Clerk was requested to provide a list of benefits, including whether the quarterly magazine was available in digital format.

A **proposal to accept** the accounts to be paid (except the CPRE payment) was made by Cllr J Candy, **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

[Cllr A Robinson left the meeting at 8.30pm.]

17.4 To review and approve:**A. The Council's Internal Control Policy for the year ending 31st March 2022**

The Clerk had updated the document to reflect the Parish Council's intention to move to internet banking during 2021/22.

Cllr J Croft **proposed adoption** of the revised policy. This was **seconded** by Cllr H Brockbank and **agreed unanimously** by the meeting.

B. The Council's Risk Assessment dated 20th May 2021

The Clerk had updated the document to reflect the Parish Council's additional risk assessment in relation to the re-opening of public toilets during the pandemic and also its intention to move to internet banking during 2021/22.

Cllr H Brockbank **proposed adoption** of the revised risk assessment. This was **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

C. The Council's Financial Regulations dated 20th May 2021

The Clerk had updated the document to reflect the Parish Council's intention to move to internet banking during 2021/22.

Cllr J Candy **proposed adoption** of the revised document. This was **seconded** by Cllr H Brockbank and **agreed unanimously** by the meeting.

17.5. Annual return

An internal audit had been provisionally booked for early June for approval of accounts at the meeting of 10th June.

17.6. The Zone: 2021/22 proposed costs

The Methodist Church had provided a proposed licence fee for May 2021-May 2022 of £291.50, which included a five-month reimbursement to cover when Parish Council meetings took place virtually.

Cllr J Candy **proposed to accept** the proposed costs. This was **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

17.7. Requests for funding received by the date of the meeting

[Cllr J Candy abstained from the discussion due to a personal interest.]

The Clerk referred councillors to a grant application received of £200 for a contribution towards bunting for Donderry village.

Cllr A Thorpe **proposed acceptance** of the grant. This was **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

17.8. Financial business received after publication of the Agenda

Replacement parts were required for the Wallgate washer-dryer units at Seaton, totalling approximately £250 for a number of items: hinges, housings and flush valve coils.

Cllr H Brockbank **proposed** to replace the parts at the cost provided. This was **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

18. HIGHWAYS MATTERS**18.1. Seaton sinkhole**

Further to a sinkhole having appeared on Seaton beach next to the new slipway, councillors discussed an option that had been put forward by Cormac.

The Chair first referred to Cornwall Cllr Armand Toms, who had attended Seaton beach as soon as he had been made aware of the sinkhole (that a mother and young child had stepped into) and had liaised directly with Cormac. Along with two parish councillors, the sinkhole had been cordoned off and made as safe as possible until such time as a more secure repair could be made.

Cormac's proposed repairs would involve heavy plant and disruption, and the Parish council had been asked to discuss if this should go ahead during half term week, or afterwards. Councillors raised several concerns, including access to the beach via the sea wall and pedestrian access at the western end.

After a thorough discussion, Cllr J Croft **proposed to delay** commencement of the repair work to the week after half term if effective measures were in place and the sinkhole had been safely cordoned off. This was **seconded** by Cllr J Candy and **agreed unanimously** by the meeting.

Cornwall Cllr Toms said he would advise David Read (Community Link Officer) accordingly.

19. REPORT BY CORNWALL COUNCILLOR:

Cornwall Cllr Toms introduced himself and said that the Parish Council's priorities were also his priorities and that he was available in any way to support the Parish Council's work. He felt there were similar issues in Looe and Deviock in terms of water quality and flooding and that he was more than happy to be called out when there were issues to address.

Cornwall Cllr Toms was thanked for his prompt attendance at Seaton beach when the sinkhole appeared.

20. CURRENT / ONGOING BUSINESS

20.1. Meetings

Forthcoming meetings that may not proceed were discussed:

May 27th Planning Committee meeting, as application expiry dates were already beyond the date of the next full meeting on 10th June.

July Planning Committee meeting, as the Zone was not available on that date.

The Clerk reminded the meeting that there was a current limit of 12 people in the Zone (therefore no room for two additional councillors if co-option was agreed in item 22.3, until such time as social distance is reduced).

20.2. Public toilets

The Clerk had been contacted by the RNLI to request confirmation by 14th June of any intention to open the Ladies toilet at Seaton from 21st June if the proposed roadmap stands, as this would dictate whether the RNLI continues with the rental of a portalo.

The parish contractor had provided feedback: that there were currently no queuing problems at Seaton with the Disabled and Men's toilets open only.

Cllr J Candy **proposed** that the Ladies toilet at Seaton was opened as soon as practicable. This was **seconded** by Cllr S Parry and **agreed unanimously** by the meeting.

The Clerk advised that the toilet would be opened once the washer-dryer had been repaired, a Zoono treatment booked in and signage erected.

20.3. Security of Dowderry slipway gate (e.g. signage/temporary lock)

There had previously been a problem with access, but there was now a new key to access the slipway and the issue was hopefully resolved.

21. PLANNING:

21.1. Planning Committee:

21.1.1. To approve the Minutes of the Planning Committee Meeting of **22nd April 2021** as a correct record. Approval of the Minutes was **proposed** by Cllr J Croft, **seconded** by Cllr H Brockbank and **agreed unanimously** by the meeting.

21.1.2. Matters arising from the Minutes (not appearing elsewhere on the agenda)

There were no matters arising.

21.2. Planning applications:

21.2.1. PA21/03236 Mr J Stacey Summerleaze Farm, Widegates, Looe PL13 1QL

Proposed extension to agricultural building.

(Planning Officer: Josep Sandercock)

After a short discussion, Cllr A Thorpe **proposed to support** the application. This was **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

21.2.2. PA21/04854 Mr And Mrs Hocking Wavecrest, Lower Road Dowderry PL11 3LW

Non Material Amendment for alterations to the first-floor cladding, to include fibre cement board (Application number PA20/04188 dated 7th July 2020 relates)

(Planning Officer: Josep Sandercock)

After a short discussion, Cllr J Candy **proposed to support** the application. This was **seconded** by Cllr S Parry and **agreed** by the meeting. There was one abstention.

21.3. Planning applications received after publication of the agenda:

PA21/04441 Glyn Chambers and Anita Kania Treyone Cottage, Polbathic PL11 3HE

Change of Use of Land for Stationing of Self-Catering Holiday Lodge.

(Planning Officer: George Shirley)

Given the expiry date of 10th June on this application (the date of the next full council meeting), it was **proposed** by Cllr J Croft to defer the application. This was **seconded** by Cllr H Brockbank and **agreed unanimously** by the meeting.

21.4. Planning appeals: received by date of the meeting

None had been received.

21.5. Planning decisions: received by the date of the meeting

19.05.2021 PA21/00905/PREAPP Closed - advice given

Applicant: Mr Candy Location: 6 Hillside Terrace Dowderry Torpoint PL11 3LT

Proposal: Pre-application advice for Parking Bay

30.04.2021 PA20/08648 APPROVED

Applicant: Mrs Jyoti Evans

Location: Inn on The Shore Downderry Torpoint Cornwall PL11 3JY

Proposal: Proposal to retain two Automatic Number Plate Recognition (ANPR) cameras for the purposes of managing and enforcing parking at the site.

30.04.2021 PA20/08649 APPROVED

Applicant: Mrs Jyoti Evans

Location: Inn on The Shore Downderry Torpoint Cornwall PL11 3JY

Proposal: Advertisement consent for signs for purpose of direction and Terms & Conditions for parking

Decisions were noted.

21.6. Planning correspondence:

None had been received.

21.7. Planning matters raised by members:

None were raised.

22. NEW BUSINESS:**22.1. Adoption of 2021 Code of Conduct**

The Clerk referred councillors to the 2021 Code of Conduct updated by Cornwall Council and amended and approved by CALC.

Cllr J Candy **proposed to adopt** the 2021 Code of Conduct. This was **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

22.2. Standing Orders

The Clerk referred councillors to the Standing Orders document emailed, with minor additions relating to the Parish Council's intention to move to internet banking in 2021/22. Further additions would be required relating to committee quorum numbers agreed in the Annual Meeting and the new Code of Conduct (which appears in an Appendix at the back of the Standing Orders).

Cllr J Candy **proposed to approve** the amendments. This was **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

22.3. Co-option of two new Councillors – Downderry ward

Cllr J Candy **proposed** to start the process of co-option. This was **seconded** by Cllr H Brockbank and **agreed unanimously** by the meeting. While it was noted that there would be no room for two additional people in the Zone under Covid restrictions due to a limit of 12 people, it was discussed that restrictions may have eased by the time two new members had been found.

The Clerk would prepare an advert and any application documentation.

22.4. Correspondence received by date of meeting**22.4.1. BT Adopt a Kiosk**

An email had been received from Cornwall Council to ask if the Parish Council wished to retain the Downderry BT kiosk as a phone box. On a previous occasion, councillors had noted that the kiosk was still used by a few residents and that it would be useful to retain the phone box for emergency calls and when there was an intermittent mobile signal in the area.

Cllr H Brockbank **proposed to retain** the BT kiosk as a phone box. This was **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

22.4.2. Three emails receiving regarding the possibility of a skatepark

The Clerk had received several emails regarding the possibility of a skate park, so wondered if residents were confusing the recent Tanver Yate planning application with an application for a skate park. The Chair agreed that he had the same impression from discussions with some residents.

Cllr J Candy noted that grant funding would be problematic due to the rural location and that there were safety concerns around the location of Tanver Yate for young people. The Chair asked if a discussion on facilities for younger people should be had at a future meeting.

Cllr Candy **proposed** that the response to any enquiries should be that there were no plans for a skate park at Tanver Yate. This was **seconded** by Cllr S Parry and **agreed unanimously** by the meeting.

22.5. Matters raised by members for possible inclusion on the next Agenda

A return of current/ongoing items not included in the Annual Meeting (Seaton play area, devolution, etc.)

Memorial plaques

Millennium benches

Country park benches

There being no further business, the Meeting closed at 9.20pm.