



The Bill Warren Room, SheviocK Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG
 Clerk: Mrs Linda Coles Telephone: 01503 232996 Email: sheviocKpc@btinternet.com
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The Minutes of the SheviocK Parish Council Meeting held at the Methodist Schoolroom, Crafhole, Cornwall, on Monday 11th May 2015, commencing at 7.12pm following the Annual Parish Council Meeting of the same date.

Present: Councillors C Kennedy, Chairman, S Medway, Vice Chairman, Mrs J Bushrod, M Snowling, P McLaren, Mrs D Mathias and J Isaac.

In Attendance: Mrs L Coles, Parish Clerk.

There were 8 members of the public present.

Item 1. Apologies. No apologies were received.

Item 2. Declarations of Interest. a) **Agenda Items.** None were declared. b) **Gifts.** Councillor Isaac declared that the Contractors for the harbour repairs had taken his winch away and returned it, refurbished to a much better standard.

Item 3. Consideration of Written Requests for Dispensation. No requests received.

Item 4. Police Report. Councillor Kennedy said that there had been an arson attack in the Parish but it was not an isolated attack because there had been others across the Parishes of the Rame. It was felt that people had travelled to the area with the intent to cause mischief.

Item 5. Public Participation.

It was reported that the fence in the car park at the Gook Café/ Jolly Roger has been moved back to the cliff edge and is considered to be dangerous. The line of the fence had been set behind visible evidence of cliff failure reported by Richard Hocking and there are now concerns for public safety. Discussion followed. Other points that were raised included that a caravan, which is situated where the planning permissions had stated should be the site for the bin store. Part of the original planning permission was that white plastic fence posts and rails would be in situ at the front of the property and these have now been removed. The latest construction of a building where dog owners can sit with their pets, whilst having refreshment from the café, has further undermined the appearance of the area. There is no planning permission for the large chiller unit. Councillor Kennedy said that there are two issues; safety and planning. It was agreed that Councillor Kennedy should contact Cornwall Council and Richard Hocking to say that the fence has been moved from the agreed line and ask for an assessment of the risk to public safety as a result of the changes reported. **Councillor Kennedy.** The Clerk will contact the Enforcement Team, Cornwall Council, and ask about the present situation, regarding the points raised, in relation to the original planning permissions. **Clerk**

Item 6. Response to Public Participation.

Dealt with under Item 5 above.

Item 7. Planning.

- a) To receive notice and **RESOLVE** Council's response to **PA15/03256** James Scholfield, CTIL and Vodafone Ltd. Land at Cote Park Farm, Georges Lane, Shevioc. Alterations to the existing telecommunications installation comprising 4 no. antennas, 2 no dish antennas and ancillary apparatus. Councillor McLaren had visited the site and reported that there is no visual impact because it is hidden by a copse. No objections have been received from residents. It was **RESOLVED** to **Support** the application. **Councillor Bushrod proposed, Councillor Isaac seconded and all were in favour.**
- b) No planning applications were received after the agenda had been finalised.
- c) The Clerk reported that **PA15/000968** (item 7d of this agenda) has been approved by Cornwall Council.
- d) A response has been received from Gemma Dunn, Case Officer, in respect of the Parish Council's request for clarification about the remaining original conditions, apart from condition 4, for **PA15/000968**. Gemma Dunn's response specifically sets out all of the original conditions and gives an assurance that these will be upheld. It was **RESOLVED** to now approve and **support** the application for a variation to Condition 4. **Councillor McLaren proposed, Councillor Bushrod seconded and all were in favour. Clerk.**
- e) Response received from Steve Jefferson, Case Officer for PA15/01750 regarding the conditions of support for the application that the Parish Council had asked for in relation to the proposed access road. A Construction Management Plan will be put in place. **Noted.**

Item 8. To approve and sign the Minutes for the following Meetings:

- a) It was **RESOLVED** that the Minutes of the Annual Parish Meeting, held on Monday the 13th April 2015, are a true and accurate record of that meeting. **Councillor Bushrod proposed, Councillor McLaren seconded and Councillor Kennedy agreed. These being the only three Councillors present at the meeting.**
- b) It was **RESOLVED** that the Minutes of the Parish Council Meeting, held on Monday 13th April 2015, are a true and accurate record of that meeting. **Councillor Bushrod Proposed, Councillor McLaren seconded and all were in favour.**

Item 9. Matters Arising from the above Minutes.

There were no matters arising from the Annual Parish Meeting Minutes.

From the Minutes of the Parish Council Meeting the following matters arose:

- a) Page 2, Item 9. The caravan at the café is to be referred to the Enforcement Team at Cornwall Council. **Clerk**
- b) Page 2, Item 9. Catherine Thompson, Community Network Officer is looking into the matter of the Rover Tickets and the Clerk will chase this up. **Clerk**
- c) Page 2, Item 9. The Clerk will arrange the training with Roz Baker, Cornwall Council Planning to include material considerations. **Clerk.**
- d) Page 2, Item 9. The Clerk will chase Parkeon regarding the programming of the winter rates. **Clerk.**
- e) Page 3, Item 17 (c). The Clerk will take photographs of the post boxes and send to Royal Mail. **Clerk**
- f) Page 3, Item 17 (i). It was noted that the sign for the Café has been removed from the grass splay at The Cross. **Noted.**
- g) Page 3, Item 17 (j) 'The Case for Cornwall'. It was noted that there is to be a meeting on the 28th May and Councillors were urged to attend.

Item 12. Traffic Management Plans. a) Trecarrel Update. With the permission of the Members, the Chairman moved this item forward on the agenda to allow further public participation. Councillor Bushrod said that there had been no further notifications of heavy plant arriving. There was concern at the size of the tractor that arrived on the first day. The compound has been completed and there are concerns from residents at the closure of the permissive path. Susan's Lane is now closed all of the time for safety reasons. A large lorry got stuck reversing up Donkey Lane today. Councillor Bushrod is concerned about burning on the site and has contacted the Environment Agency for guidance. This burning is treated as a bonfire because the site is not in a green zone and can take place at any time. If the smoke is black or blue then this can be reported. There are very real concerns about the material being burned given the age of the building. Councillor McLaren said that the access is not as substantial as it should be. Cornwall Council had put the TMP in place and as a result of this the Parish Council had a meeting with the applicant and the site manager. Councillor Kennedy said that an agreement on what had been agreed is still ongoing. It was understood that small loads are to be delivered to the grass verge and large loads to the car park and in each case then transferred to small dump trucks. A member of the public asked if there was any method statement regarding the demolition of the building. He was concerned that Notices were not complete and the site manager is referring back to the Parish Council. John Cameron said that he had been told by the site manager that the hardcore will be buried on site. A member of the public suggested that the Parish Council asks the contractor for a method statement for every stage of the development, and a risk assessment up until the shell of the building is completed. The member of the public concerned was evidently knowledgeable on this subject and he agreed to contact the contractor direct. Councillor Kennedy asked Councillor Bushrod and McLaren to draft a letter to Stephen Foster, Cornwall Council, regarding the concerns. Charles Worth asked if the Parish Council has received an assurance that the pathway will be returned to its current state to which the answer was no. Councillor McLaren will contact Roz Baker, Cornwall Council Planning, to get advice on permissive paths and the statute of prescription. **Councillor Bushrod, Councillor McLaren.**

Members of the public left the meeting

b)TMPs generally for development within the Parish. This item will be dealt with later.

Item 10. Portwrinkle Harbour and Dinghy Park.

Councillor Isaac reported that BAM Nuttall has repaired the Pier and has completed the work within the definition of the contract. The harbour has been cleared apart from the stones that can be removed by hand. There are issues with the pointing on the east side. Councillor Isaac asked that the Parish Council clarifies with Cornwall Council what the situation is with regard to future repairs at the harbour. Bob Bushrod, Harbour Master, has been looking at the configuration of the Dinghy Park. Councillor Kennedy said that he is happy for Councillor Isaac to look into the funding from Cornwall Council. There was discussion around the repair of both the harbour and the Dinghy Park and all were agreed that the Parish Council could not be seen to take liability for this infrastructure.

Item 11. Portwrinkle Public Toilets and South West Water.

Councillor Medway gave an update. The water leak has been identified and has to be repaired within 30 days. The Parish Council has to engage a contractor to avoid any further penalty and South West Water has suggested running a new pipe. The question of responsibility is still being pursued; the lease specifies that the Parish Council is responsible for under, over and within the area of the toilet block. Councillor Isaac suggested having the water metre moved to beside the toilet block. Councillor Medway is waiting for quotes from the recommended contractor and it was agreed that he will instruct the contractor to proceed.

Item 13. To Agree changes in SheviocK Parish Council Operational Procedures.

There will be an audit trail for the lifebelt and car park inspections. The Clerk will keep and update a spreadsheet for both. **Clerk**

Item 14. Allocation of Policy and Procedural Documents for Review.

Planning – Councillor McLaren; Financial Risk Assessment – Councillor Kennedy; Financial Regulations – Councillor Bushrod; Standing Orders – Councillor Isaac; Health & Safety – Councillor McLaren; Press and Media Policy – Councillor Mathias and the Clerk; Code for Complaints – Councillor Medway; Disciplinary Procedures – Councillor Snowling; Grievance Procedures – Councillor Bushrod; Emergency Plan – Councillor Kennedy; Grants Policy – Councillor Medway; Freedom of Information – the Clerk. Terms of Reference, Appeals, Disciplinary and Planning – Councillor Isaac.

Item 15. Councillors to commit to the 10 Principles of Public Office. It was **RESOLVED** that the SheviocK Parish Councillors will commit to the 10 Principles of Public Office. **Councillor Medway proposed, Councillor Snowling seconded and all were in favour.**

Item 16. Traffic through Crafhole.

Councillor Kennedy had circulated a copy of the letter that he sent to Councillor Bert Biscoe, Cornwall Council, to which no reply has been received. Paul Allen is away at the present time but Councillor Kennedy is pursuing the matter and will contact him on his return. If no reply is received Councillor Kennedy will ask Councillor George Trubody, Cornwall Council, to chase the matter. **Councillor Kennedy**

Item 17. Open Space.

A brand new application has been submitted to the Big Lottery and this now rests with the Lottery evaluation team. A response should be received within six weeks and, dependant on this, a decision will be taken as to what further streams of funding should be applied for.

Item 18. Rame Cluster Group Neighbourhood Development Plan.

Councillor Medway reported that there have been no meetings of the group.

Item 19. Correspondence. To consider and **RESOLVE** Council's response to the following:

- a) Email 19/4 – Roo Taylor enquiry re mooring and kayak rack at Dinghy Park, Portwrinkle. Councillor Bushrod said that there is space for a rack at the Dinghy Park, however the demand for it needs to be determined. Councillor Snowling suggested that it would be more secure if it was placed on the land beside The Fish Cellars. Councillor Bushrod will ask Donald Pengelly, who owns the land, if this would be a possibility. The Clerk will ask Roo what the demand is and if he has a specific kind of rack in mind. **Councillor Bushrod, Clerk.**
- b) Email 21/4 – Steve Huckstep Traffic Management Plan Trecarrel. Dealt with under Item 12.
- c) Email 23/4 – Localism Mailbox re Highways and Traffic Update. The Council agreed that this is not something to be considered at this time. **Noted.**
- d) Email 27/4 – Cornwall Planning re Appeal for PA14/04822 Higher Tredis Wind Turbine. **Noted**
- e) Email 28/4 – Cornwall Planning re Notice of withdrawal of appeal for PA14/04822, Wind Turbine. **Noted**
- f) Email 01/5 – AON Insurance re Insurance of play equipment at Open Space. The Clerk reported that the current play equipment is insured under the Parish Council's insurance policy.

Item 20. Updates from Other Groups.

Rame Peninsular Public Transport Users Group. Nothing to report
Renewable Rame. Nothing to report.

CALC Executive. Councillor Kennedy said that there had been a private meeting with the Chief Executive of Cornwall Council who was floating the idea of The Case for Cornwall.

Item 21. Finance.

- a) Details of the cheques and payments had been circulated by the Clerk.
- b) It was **RESOLVED** to pay the cheques covering the Clerk's wages/expenses/Dog warden's wages/Cleaner's wages/ external purchases for April. **Councillor Snowling proposed, Councillor Isaac seconded and all were in favour.**
- c) It was **RESOLVED** to increase the Dog Warden's hourly rate to £8.67, from £8.50 with effect from April 2015. **Councillor Medway proposed, Councillor Mathias seconded, and all were in favour.**
- d) It was **RESOLVED** to increase the Cleaner's hourly rate from £6.50 to £7.85, in line with the National Living Wage with immediate effect. **Councillor Snowling proposed, Councillor Isaac seconded and all were in favour.**
- e) Aon Insurance. This payment was approved at (b) above.
- f) South West Water. This payment was approved at (b) above.
- g) Councillor Kennedy left the room whilst this item was discussed. It was **RESOLVED** to appoint CL Finance as the Internal Auditor for 2014/2015. **Councillor Snowling proposed, Councillor Isaac seconded and all were in favour.** The Clerk will send a letter of engagement to CL Finance. **Clerk**
- h) Councillor Kennedy left the room whilst this item was discussed. It was **RESOLVED** to appoint CL finance as the Internal Auditor for 2015/2016. **Councillor Isaac proposed, Councillor McLaren seconded and all were in favour.** The Clerk will send a letter of engagement to CL Finance. **Clerk**
- i) It was **RESOLVED** to transfer the funds held for the Open Space to the Friends Group's bank account, once these details are received. **Councillor Medway proposed, Councillor Bushrod seconded and all were in favour. Clerk to action.**
- j) It was **RESOLVED** that all of the Members will be signatories and internet users for the Parish Council bank accounts. **Councillor Snowling proposed, councillor Bushrod seconded and all were in favour.** The appropriate forms were circulated and signed. **Clerk**
- k) It was **RESOLVED** to increase the Alto Card balance to £1000 for the Clerk. The funds to be expended in accordance with the Financial Regulations and the balance to be reconciled and reported monthly. **Councillor Mathias proposed, Councillor Snowling seconded and all were in favour.** Transfer forms were completed in accordance with the bank mandate in the sum of £980.
- l) It was **RESOLVED** that the present Councillors will not claim the Councillors' Allowance in 2015/2016. **Councillor Medway proposed, Councillor McLaren seconded and all were in favour.**
- m) It was **RESOLVED** that the Clerk will obtain a price for the installation of Fibre Optic Broadband for the Parish Office. **Councillor Bushrod proposed, Councillor Mathias seconded and all were in favour. Clerk**

Item 22. Items for Inclusion in Future Meetings.

- a) It was reported that the Clerk has achieved the CiLCA (Certificate in Local Council Administration) which now means that the Parish Council can work towards achieving Quality Status.

Item 23. Date of Next Meeting.

The next meeting of Sheviock Parish Council will be held on Monday 8th June 2015 at the Methodist Schoolroom, Craithole commencing at 7.00pm.

Signed.....Dated
Chairman of Sheviock Parish Council