



### *Sheviocck Parish Council*

The Bill Warren Room, Sheviocck Memorial Hall, Craffthole, Torpoint, Cornwall, PL11 3DG  
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**The Minutes of the Parish Council Meeting held on Monday 8<sup>th</sup> June 2015 in the Methodist Church Schoolroom, Craffthole, commencing at 7.00pm.**

**Present:** Councillors C Kennedy, Chairman, S Medway, Vice Chairman, Mrs Jenny Bushrod, P McLaren, J Isaac and M Snowling

**In Attendance:** L Coles, Parish Clerk, Councillor George Trubody, Cornwall Council.

There was 1 member of the public present.

**Item 1. APOLOGIES:** Apologies had been received from Councillor D Mathias.

**Item 2. DECLARATIONS of INTEREST.**

- a) **AGENDA ITEMS.** None were declared.
- b) **GIFTS** (All gifts and hospitality offered or received that could be seen by the public as likely to influence a Councillor's judgement). None were declared.

**Item 3. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None received.

**Item 4. POLICE REPORT.** The Chairman read out the crime figures for Sheviocck from the report for June 2015. There were a total of 59 crimes reported in Torpoint and across the Rame Peninsular, four of which were committed in Sheviocck Parish (1 criminal damage, 1 theft, 1 assault and 1 animal-related incident). It was agreed that, as Police Liaison Officer, Councillor Isaac will complete the Devon and Cornwall Police Survey regarding existing contact with the local policing team and also the Crime in Rural Areas Survey. **Councillor Isaac.**

**Item 5. PUBLIC PARTICIPATION.**

David Dunn praised the Parish Council website.

The Clerk had received two letters from Mr Edgell, the first highlighting the trip hazards on the circular footpath and the second thanking the Parish Council for its prompt action in clearing the problem.

**Item 6 RESPONSE TO PUBLIC PARTICIPATION**

Responded to as above.

**Item 7. PLANNING**

**a) Planning applications received before the Agenda was finalised:**

**PA15/03939** Ms M King, Virginia Cottage East, Finnygook Lane, Portwrinkle, Torpoint. The construction of a single storey rear extension to form a lobby/coats area and alterations to rear access of the dwelling. Councillor McLaren and Councillor Bushrod visited the site. There is no visual impact from the road and there were no objections from neighbouring residents. It was **RESOLVED** to **Support PA15/03939. Councillor McLaren proposed, Councillor Bushrod seconded and all were in favour.**

**PA15/03937** Listed Building Consent for application PA15/03939. There were no objections and it was **RESOLVED** to **Support PA15/03937. Councillor McLaren proposed, Councillor Bushrod seconded and all were in favour.**

**b) Details of Planning Applications received after the Agenda was published:** None.

**c) Cornwall Council's Response to Planning Applications:** None received.

- d) It was agreed that The Clerk would raise the matter of Parish Councils being involved with Traffic Management Plans and following Planning Protocols at the Planning Forum that she is attending on Wednesday 10<sup>th</sup> June. This is a first meeting of the Forum and will deal mainly with setting the Terms of Reference for the group. **Clerk**  
Councillor McLaren reported that he had been approached by a resident with a planning issue and that this has been referred to Enforcement at Cornwall Council. The details have been circulated to all.

**Item 8. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED**

- a) **The Minutes of the Annual Parish Council Meeting held on Monday 11<sup>th</sup> May 2015.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Councillor Medway proposed and Councillor Isaac seconded and all were in favour.**  
**The Minutes of the Parish Council Meeting held on Monday 11<sup>th</sup> May 2015, following the APCM.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Councillor McLaren proposed, Councillor Isaac seconded and all were in favour.**

**Item 9. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by Agenda Items.**

There were no matters arising from the Annual Parish Council Meeting minutes.

Items arising from the Parish Council Meeting minutes were as follows:

- Page 1, Item 5. The matter of the position of the fence in the Gook Café car park. This matter is being dealt with. It is not the responsibility of the café but belongs to the Earles. Councillor Bushrod said that she has had a report that there has been further slippage on the cliff. Councillor Kennedy will draft a reply to the email regarding this matter for the Clerk to send. **Councillor Kennedy/Clerk**
- Page 2, Item 9 (a). Caravan at the Gook Café. An email has been received from Councillor Trubody, Cornwall Council, regarding this and other matters at the café. The Clerk will send a follow up reply to Cornwall Council, copying in Councillor Trubody. **Clerk**
- Page 2 Item 9 (g). Councillor Kennedy said that he had attended a meeting for the 'Case for Cornwall' and gave a brief background.
- Page 3 Item 12. Catherine Thomson had given Councillor Kennedy a contact, Jon Rowell, regarding the criteria for permissive paths and the Prescription Act 1832. The Clerk will write to John Cameron and Charles Worth highlighting the response from Jon Rowell, Cornwall Council, and advising them of the position. **Clerk**
- Page 4, Item 17. Councillor Snowling said that the Notices need to be updated at the Open Space. The spring on the gate is not working and the hedges need cutting back. The play equipment is satisfactory but Councillor Snowling would like a copy of the ROSPA report. The Clerk reported that an inspection is due to take place in the next 2 to 3 weeks. **Clerk.**
- Page 4, Item 19. Councillor Bushrod reported that Donald Pengelly does not want the risk of the kayak rack on his land. The Clerk will ask Roo Taylor for a reply to what detail of rack is required and what the demand for it will be. **Clerk**
- Page 5, Item 21 (k) The Clerk will provide a monthly reconciliation of the Alto Card even if there has been no movement in the month. **Clerk**
- Page 5, Item 21 (m) The Clerk will contact BT re fibre optic broadband. **Clerk**

**Item 10. PORTWRINKLE HARBOUR AND DINGHY PARK.** Councillor Isaac gave the Parish Council an update and a report on his contact with Andy Brigden. There is a Harbour Board Committee on Cornwall Council which oversees ten harbours, including Portwrinkle. Membership of the Board is made up of Andy Brigden, six Councillors, and six independent members (typically high office commerce and industry), and one fisherman. There is a ring-fenced annual grant for harbours, which is for major expenditure only, and the Board decides how this money is spent. The cost of routine maintenance of the harbour is expected to be met from mooring fees, landing dues and other harbour income. Without the Small Ports and Harbours Fund the repairs to Portwrinkle harbour would probably not have been carried out. The Environment Agency has adopted a policy of 'balanced retreat' and is unlikely to support coastal defence work. Councillor Isaac recommended that the Parish Council reviews the devolution document and clarifies who is responsible for the payment for routine maintenance and repair. Councillor Kennedy said that in the devolution it was quite clear that the mooring fees paid for the management and administration of the harbour. Councillor Kennedy suggested that the Clerk asks Councillor Trubody to find out about the representation on the Board. The Parish Council feels that there should be more than one fisherman on the Board and at least one of them from S E Cornwall. **Clerk**

**Item 11. PORTWRINKLE PUBLIC TOILETS AND SOUTH WEST WATER.** The leak has been repaired and the Chairman has received an offer from Cornwall Council to pay 50% of the cost. The Clerk will reply, accepting this offer and giving the

Parish Council's bank details. Councillor Medway said that Leakbusters, the contractor who carried out the repair, are to be highly recommended.

#### **Item 12. ANNUAL REVIEW OF POLICY AND PROCEDURAL DOCUMENTS.**

Planning, Councillor McLaren, no change necessary. Clerk to put on Website.

Financial Risk Assessment, Councillor Kennedy will make the agreed changes and the Clerk will incorporate them before putting on the Website. The Clerk will put the document retention guidelines, as determined by CALC, on the Website.

Financial Regulations, Councillor Bushrod will liaise with the Clerk.

Standing Orders, Councillor Isaac identified some strange references. These will be amended by the Clerk and CALC notified.

Health and Safety, Councillor McLaren, no changes necessary.

Press and Media – Clerk to liaise with Councillor Mathias.

Code for Complaints, Councillor Medway will complete for the July meeting.

Disciplinary Procedures, Councillor Snowling will complete for the July meeting.

Grievance Procedures, Councillor Bushrod. TOR needs to be looked at alongside this document. Item 3.10 to be taken out. Councillor Bushrod will look at this with the Clerk, who will update and put on website.

Emergency Plan, Councillor Kennedy, will complete for the July meeting.

Grants Policy, Councillor Medway. There was some discussion about the changes. Clerk will update and put on the Website.

Freedom of Information, the Clerk will complete for the July meeting.

Terms of Reference, Councillor Isaac completed.

#### **Item 13. REVIEW OF ASSET REGISTER**

The Clerk had circulated a copy of the Asset Register to members and this was approved. The Clerk will send a copy to the Insurers for their records. **Clerk**

#### **Item 14. TRAFFIC THROUGH CRAFTHOLE.**

Councillor Trubody said that Cornwall Council has resolved to spend the money left over from the Rame Peninsular Transport Feasibility Study to look into the project at Antony, (which will alleviate the traffic problems through Crafhole), in more detail. CORMAC has been given the go head to look at this and give a final report. The next phase will be the design and Business Plan. Councillor Kennedy gave his thanks to the residents of Crafhole for raising the profile of this issue and to Councillor Bert Biscoe for his attendance and input. Councillor McLaren will notify the residents. **Councillor McLaren**

Councillor Kennedy reported that he had attended the meeting for Mendennick Solar Farm and a one way traffic system will be implemented. The traffic will go in through Crafhole and out through Antony and the lorry drivers will be made aware of the route.

#### **Item 15. QUALITY STATUS AND TO DISCUSS GENERAL POWER OF COMPETENCE.**

After discussion Councillor Kennedy put forward the motion that the Parish Council adopts the General Power of Competence. **Councillor Snowling proposed, Councillor Isaac seconded and all were in favour.** It was agreed that Councillor Kennedy, the Clerk, and Councillor Isaac, will look at the Local Council Award Scheme. Councillor Isaac suggested that the Parish Council talks to other small councils that have achieved the status and ask how it has benefited them.

#### **Item 16. FOOTPATH NO 5. Downderry Road down to the Hotel.**

Councillor Kennedy said that there are trees seriously overhanging the footpath. The trees are the responsibility of South West Water and Councillor Kennedy will draft a letter for the Clerk to send advising SWW of the problem.

**Councillor Kennedy/Clerk**

#### **Item 17. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN (NDP).**

Councillor Kennedy reported that the Plan is beginning to take shape and he showed a copy of the first 29 pages, which are available on the website, and include the amendments to the planning for Shevioc. It is considered that the complete Plan will not be available until May 2016.

#### **Item 18. CORRESPONDENCE: To consider and RESOLVE Council's response to correspondence received.**

- a) Email 15/5 – Steve Huckstep reply to Cllr Bushrod re Trecarrel. **Noted**
- b) Email 26/5 – Devon and Cornwall Police Survey. **Dealt with under Item 4.**

- c) Email 26/5 – Caroline Stead, NHS, Invitation to meeting on 16/06/15. Cllr Bushrod will attend. **Cllr Bushrod**
- d) Email 29/5 – Claudia Richard re Mendennick Solar Farm Liaison Group Meeting 3/6/15. **Dealt with, item 14.**
- e) Email 29/5 – Julian German, Cornish Constitutional Convention. Invitation. **Parish Council will not attend.**
- f) Email 1/6 – Land Fill Tax Consultation. **Proposed by Councillor Bushrod, seconded by Councillor Snowling and all were in favour** that Councillor McLaren completes the consultation. **Cllr McLaren**

#### **Item 19. UPDATES FROM OTHER GROUPS:**

**Rame Peninsular Public Transport Users Group.** Councillor Mathias was not available for report.

**Renewable Rame.** This item is to come off of the agenda.

**CALC** – Councillor Kennedy will attend a meeting tomorrow, 9<sup>th</sup> June.

**Open Space** – The funding application is in and if unsuccessful smaller grants will be applied for.

**Flower Beds** – Councillor Mathias was not available for report.

#### **Item 20. FINANCE.**

**a) Councillor Medway proposed and Councillor Snowling seconded and all agreed to the payment of the following Parish Account cheques and bank payments, as paid online in accordance with the bank mandate, June:**

- 300276 Shevioc Memorial Hall, rent for Clerk's office - £61.20
- 300277 Crafhole Methodist Church, Hire of room for Traffic meetings - £15.45
- 300278 JRB Enterprise Ltd, Dog Bags - £168.00
- 300279 Mrs J H Bate, painting for Sir Richard Carew Pole (gift) – £30.00
- Online – Dean Leonard, Grass cutting, invoice 37 - £60.00
- Online - HMRC L Coles, Parish hours' PAYE and N Bridgman PAYE May - £146.30
- Online - N Bridgman, Dog Warden, May hours Shevioc and MWR + expenses £155.88
- Online – L Coles Expenses, May - £36.07
- Online - L Coles, Clerk's Parish hours May + additional hours x 17 - £451.31

**Income:** £116.14. Maker with Rame reimbursement for Dog Warden April + 1 hour Clerk's time for admin.

**b) Councillor McLaren proposed and Councillor Isaac seconded and all agreed to the payment of the following Devolution Account bank payments, as paid online in accordance with the bank mandate, for June:**

- Online – LeakBusters. Repair to water pipe at public toilets, Portwrinkle - £2000
- Online - M Jakes Cleaner's Wages May - £164.85
- Online - L Coles, Clerk's May Devolution Wages - £85.96
- Online - HMRC L Coles PAYE Devolution May £20.50

**Income:** £63.32. Mooring Fee received.

- c) Annual Audit. It was **RESOLVED** to adopt the Annual Return. **Councillor Snowling proposed, Councillor Medway seconded and all were in favour.** The Clerk will send this final copy to Grant Thornton, External Auditors. **Clerk**
- d) The Bank Reconciliation was received, checked and signed.

#### **Item 21. ITEMS FOR INCLUSION IN FUTURE MEETINGS.**

There were no items brought forward.

#### **Item 22. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday 13<sup>th</sup> July 2015 commencing at 7.00pm.

There being no further business the Chair closed the meeting at 9.47 pm.

Signed..... Date.....  
Chairman, Shevioc Parish Council

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