



Sheviocck Parish Council

The Bill Warren Room, Sheviocck Memorial Hall, Craffhole, Torpoint, Cornwall, PL11 3DG

Clerk: Mrs Linda Coles Telephone: 01503 232996 Email: sheviocckpc@btinternet.com

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The Minutes of the Parish Council Meeting held on Monday 12th October 2015 in the Methodist Church Schoolroom, Craffhole, commencing at 7.00pm.

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

In Attendance: L Coles, Parish Clerk.

There were 2 members of the public present.

Item 1. APOLOGIES: Councillor Trubody, Cornwall Council, extended his apologies, which were accepted.

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.

- a) Monthly Report. The Chairman read out the crime figures for Sheviocck from the report for September 2015. There were a total of 25 crimes reported in Torpoint and across the Rame Peninsular, one of which was committed in Sheviocck Parish (1 assault).
- b) A letter had been received from Inspector Morris regarding the attendance of police officers at Parish Council meetings. It was **RESOLVED** that the reply will be that a meeting with the police will be asked for if the crime rate warrants it but that the Parish Council would like to be informed if any of the other Parishes on the Rame Peninsular requests a meeting. **Clr Medway proposed, Clr Isaac seconded and all were in favour. Clerk**

Item 5. PUBLIC PARTICIPATION.

Councillor Mathias reported that the Rame Transport Users Group had met with CORMAC at Portwrinkle to discuss the site for the proposed bus shelter. Bryan Pullinger, Chairman of the Group, said that the cost of installation varies according to where the shelter will be sited and that any cables/pipes underground, belonging to utility companies, need to be identified and mapped at the site. There are no grants for installation costs. Clr Kennedy said that the Parish Council is prepared to put forward a funding bid for the bus shelter once the site is agreed. Discussion ensued about three possible sites; the favoured site appearing to be the Promenade. Clr Kennedy asked Bryan Pullinger to request a quote from CORMAC for installation of the shelter on the Promenade and confirmation from Cornwall Road Safety team that they have no objection to the proposed site.

Paul Reynolds, St Malo, Portwrinkle, had raised the matter of the spaces in the car park immediately opposite his driveway. It is difficult for him to get in and out when there are large vehicles parked in the first three car park bays and he had asked if these could be marked for the use of cars only. This was discussed and a vote taken on whether to restrict the use of these bays to cars only. There were 2 votes for, 4 against and 1 abstention. Mr Reynolds asked if it would be possible for him to have an annual pass for the car park to use on the occasions when he cannot get into his driveway. The Clerk will find out what the annual charge for a car park space would be from Cornwall Council and this could be offered to Mr Reynolds. **Clerk**

Item 6 RESPONSE TO PUBLIC PARTICIPATION

Responded to as above.

Item 7. PLANNING

a) Planning applications received before the Agenda was finalised:

PA15/08361. Mr David Platten PMC Property, The Log Cabin, Finnygook Lane, Portwrinkle, Torpoint. Application for a lawful certificate to establish a lawful existing use as a holiday chalet. Cllrs McLaren and Mathias had visited the site. There were no objections from immediate neighbours and it was **RESOLVED** to support the application. **Cllr Mathias proposed, Cllr McLaren seconded and all were in favour.**

PA15/07659. Mr and Mrs P Hillyer, Tredrossel House, Sheviok, Torpoint, Cornwall. Proposed loft conversion and associated works. Cllr McLaren and the Clerk had visited the site and spoken to the immediate neighbour who had no objections to the proposal. It was **RESOLVED** to support the application. **Cllr Snowling proposed, Seconded by Cllr Isaac and all were in favour.**

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

c) Cornwall Council's Response to Planning Applications: **PA15/08090.** Mr Jess Earle, Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint, Cornwall. Submission of details to discharge condition 10 in respect of decision no.

PA13/06158 (units 4-8). **Discharge of condition – not acceptable.**

PA15/06234 GW Earle Hotels Ltd, Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint, Cornwall. Change of use of 2 flat roof areas to terraces. Cllr Kennedy reported the decision of the East Sub-Area Planning Committee 12/10/15 Item 5.6. **The application was refused permission, 11 votes to 2.**

d) Other Planning matters for discussion.

- i. **Paperless Planning.** Cllr Kennedy said that the Parish Council must accept Cornwall Council's decision to implement paperless planning. £700 has been received from Cornwall Council to help towards the Parish Council's cost of implementing its delivery and Sheviok will be part of this process from 1st April 2016.

Cllr Kennedy suggested that the Clerk should report the following items at the next meeting of the Planning Partnership: a) that there were 13 items on the agenda of the East Sub-Area Planning Committee and b) to take along a copy of the Topographical Survey sheet for application PA15/07659 to show how poor the visual quality is in A1 as opposed to the agreed A3 maximum. **Clerk**

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

- a) **The Minutes of the Parish Council Meeting held on Monday 14th September 2015.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Medway proposed and Cllr Snowling 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.

- Page 2, Item 5. The Clerk will deal with the issue of the horses in the harbour and the waste bags. The Clerk will also address the issues raised by Mr Harris through Cllr Bushrod. **Clerk**
- Page 2 Item 7. The Clerk will chase Enforcement about the letter sent regarding The Jolly Roger Café. **Clerk**
- Page 2, Item 9. The Clerk will chase Highways regarding the damage to the verge, cliff and road re Trecarrel. **Clerk**
- Page 2, Item 9. It was agreed that the item regarding the Risk Assessment at the harbour will be kept on the agenda. There was discussion about the prohibition of jet skis. The Clerk will approach the Environment Agency and ask if the Code of Conduct for the harbour can be put on its Notice Board. **Clerk**
- Page 3, Item 9. Cllr Kennedy has spoken to Paul Hambly who has cut the marine ply for the repairs to the play equipment and will be fitting it very soon. Cllr Snowling will use WD40 on the shackles. **Cllr Snowling**
- Page 4. Item 18. The Clerk will chase the Insurance Company for a reply about the public liability insurance for the volunteers. **Clerk**

Item 10. POLICIES AND QUALITY STATUS

- a) **Grants Policy.** Cllr Bushrod will circulate a copy of this to all, to be discussed at the next meeting. **Cllr Bushrod**

Item 11. FOOTPATHS

- a) **New Footpaths.** Cllr Kennedy has spoken to Paul Phillips who has no objections to a footpath going down on the inside of the hedge. Cllr Medway was asked to include an article in the next Newsletter asking for other new footpaths to be identified before a decision on priorities is identified. **Cllr Medway**

- b) **Damage to Footpath No.5, Finnygook Lane to Ladywell.** Cllr Kennedy said that the condition of the footpath is gradually improving following the incident with the cattle. It was suggested that the Clerk writes to Sarah Rundle emphasising that steps should be taken to ensure that the cattle are contained within the field to prevent further damage to the footpath and avoid the need for repairs to be undertaken. **Clerk**

Item 12. PORTWRINKLE PARKING

- a) **Enforcement update.** All of the Parish Councils on the Rame Peninsular will consider, at their next meeting, how this should be taken forward.
- b) **Implementation of the Winter Tariff.** The new software is now installed in the car park machine. The Clerk will put a notice on the side of the machine reminding people of the new tariff for the winter. **Clerk**

Item 13. TRAFFIC THROUGH CRAFTHOLE

Cllr Kennedy said that Jeremy Edwards has reported that the design for the junction at Antony is not finished yet.

Item 14. EMERGENCY PLAN

It was **RESOLVED** to accept Cornwall Council's Terms and Conditions for the grant towards the cost of the implementation of the Emergency Plan. **Proposed by Cllr Bushrod, seconded by Cllr Isaac and all in favour.**

Item 15. TRAINING

The Clerk will chase the information regarding places at the Planning Conference, 23rd November, in Callington. **Clerk**

Item 16. CORRESPONDENCE. To report Council's response to the following:

- a) 10/09. Councillor's CRB checks. It was agreed not to have checks carried out for Members. It was noted that Cllr Snowling has had a CRB check. **Noted**
- b) 10/09. Consultation on Cornwall's Fire and Rescue Plan. It was agreed that the Members will look at this and submit their views individually. **All**
- c) 24/09. Barrie and Susie Harvey. Volunteers' List. Cllr Medway will put the article in the Newsletter again but with a list of specific tasks for Volunteers to look at. **Cllr Medway**

Item 17. UPDATES FROM OTHER GROUPS:

Rame Cluster Group Neighbourhood Development Plan (NDP). Cllr Medway reported that the group had discussed the draft report that had been supplied by AECOM and was now moving towards putting the submission together now that the planning outlines had been clarified. **Rame Peninsular Public Transport Users Group.** Cllr Mathias had already reported under Item 5. **CALC** – in the process of appointing a new Admin Assistant. **Open Space** – It was reported that the recent Festival was incredibly successful with £2600 being raised. **Flower Beds** – Jean Wilkinson is intending to carry out some intensive planting this autumn. **Tree Warden** - Cllr Snowling wished to report that the trees in Sheviock, that had been the subject of contention, have now been cut down, and wanted to know how to protect other trees in the area. The Clerk will email details of the Tree Officer, Cornwall Council, to him. **(Clerk) Planning Forum** – The Clerk attended a meeting on the 22nd September and gave a brief report which centred on paperless planning, its implementation and training and future topics. **HUG** – There has not been a meeting. **Localism Forum** – Cllr Kennedy said that Cornwall Council is committed to the devolution process. At the recent Summit he had discussed enforcement with Jeremy Rowe. At the Lengthsman Scheme Workshop it was reported that traffic management training is available for the grass cutting contractor. Cllr Kennedy has set up a meeting with Andy Stevenson, Cornwall Council, for the 9th November at Portwrinkle, to discuss the repairs to the road before further damage is caused to the car park. **Coastal Community Team** – Cllr Isaac gave an update on this group.

Item 18. FINANCE.

- a) Clerk had circulated the list of cheques and payments for approval.
- b) **Cllr Snowling proposed and Cllr Medway seconded and all agreed to the payment of the following Parish/Devolution Account cheques and bank payments, as paid online in accordance with the bank mandate, October:**

- 300351 - Sheviock Memorial Hall, rent for Clerk's office - £61.20
- 300352 – Sheviock Memorial Hall, Hire of hall for Friends of the Park Group- £40.00
- 300353 – C Kennedy, Self-closing springs for gates on circular footpath - £30.04
- Online - N Bridgman, Dog Warden, September hours Sheviock and MwR + expenses - £169.04
- Online - L Coles, Clerk's Parish hours September+ additional hours x 17 + tax rebate - £620.88
- Online – L Coles, Parish expenses - £16.34
- Online – Dean Leonard, Invoices: 51,53,55,56,58 Grass Cutting and Footpaths- £240.00

- Online – Dean Leonard, Invoice 65 Amenity Areas - £48.00
- Online – Millbrook Parish Council, Admin Assistant for NDP - £340.85
- Online – Parkeon LTD- Invoice UK82053 - £282.00
- Online - M Jakes Cleaner's Wages September- £196.25
- Online - L Coles, Clerk's September Devolution Wages - £97.39
- Online – L Coles, Clerk's Devolution Expenses - £7.98
- Online – Dean Leonard Flowerbed maintenance at Portwrinkle - £60.00
- Online – Parkeon LTD – Invoice UK82190 - £15.00

Alto Card – Cartridge World Inkjet Cartridges - £17.96

Income: Parish Account: £700, Cornwall Council; £20, Fence Sponsors
Devolution Account: £10, Winter Car Park Permits

c) The Bank Reconciliation was received, checked and signed by Cllrs Medway and Snowling.

d) Cllr Kennedy handed round an updated version of the Budget and explained the variances. The Clerk will look into the pension liability for the Parish Council. **Clerk**

e) The Dog Bin had already been discussed under Item 9

Item 19. CLOSED SESSION.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is RESOLVED that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of staffing matters.

The process for the Clerk's Appraisal for 2015 was discussed and agreed.

Item 20. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

Parish Council to debate whether the Clerk's hours need to be increased.

Item 21. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday 9th November 2015 commencing at 7.00pm.

There being no further business the Chair closed the meeting at 9.20 pm.

Signed..... Date.....
Chairman, Sheviok Parish Council