



Sheviok Parish Council

The Bill Warren Room, Sheviok Memorial Hall, Craffhole, Torpoint, Cornwall, PL11 3DG
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The Minutes of the Parish Council Meeting held on Monday 13th July 2015 in the Methodist Church Schoolroom, Craffhole, commencing at 7.00pm.

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

In Attendance: L Coles, Parish Clerk.

There were 7 members of the public present.

Item 1. APOLOGIES: Apologies had been received from Councillor P McLaren.

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 Sheviok from the report for June 2015. There were a total of 59 crimes reported in Torpoint and across the Rame Peninsular, three of which were committed in Sheviok Parish (1 public order, 1 theft, and 1 assault). Although the crime rate in Sheviok remains low, Councillor Isaac had contacted Angela Crowe, Devon and Cornwall Police, who has agreed to try and increase police presence in the Parish.

Item 5. PUBLIC PARTICIPATION.

David Dunn said that he had had an Irishman knock on his door trying to sell him a generator and various power tools. It was agreed that an email address for the police will be published in the Parish Newsletter.

A member of the public asked about the arrangement for unloading building materials for the site at Trecarrel.. It was agreed that the matter of the potential damage to the cliff, damage to the pavement and kerb and the closeness of a listed building will be reported to Highways and, additionally, the problems of damage to the verge and congestion will be reported to Steve Huckstep, the Architect and A D Williams, the Contractor. Councillors Kennedy and Bushrod will draft the letters and submit them to the Clerk to send. **Clerk**

Councillor Isaac said that a member of the public has pointed out to him the state of the footpath between the public toilets and Whitsand Bay View. Councillor Kennedy said that it is not a designated footpath and so is not the responsibility of the Parish Council; the only way to get it cut is if local users cut it out of goodwill. Councillor Mathias reported the state of the footpath between the pump and the reservoir. Councillor Kennedy said that Dean Leonard, the grass cutting contractor, has been instructed to cut it.

Councillor Snowling has received complaints about the shallow height of the speed hump on the B3247 at Kimberley Foster Close. The markings are not sufficient and there have been reports of vehicles overtaking on the hump so it is not proving effective in slowing the traffic down. Councillor Bushrod asked if it is possible to have a sign put up to indicate the presence of the Pre-School. The Chairman will send an email to Highways highlighting the problems and ask for a sign. **Councillor Kennedy**

Report from the Parish Surgery held on 11th July at St Mary's Church, Sheviok. Councillor Bushrod reported that a resident had complained about the state of the bus shelter in Sheviok. The gutters need to be cleared and the weeds

pulled up. Councillor Mathias said that the Rame Peninsular Transport Users Group had identified volunteers to clean the bus shelters and she will take this back to the group for action. **Councillor Mathias.** It was agreed also that the Chairman will draft an article to be placed in the next Parish Newsletter, asking for volunteers for working parties to undertake small jobs in the Parish and enhance its appearance.

Item 6 RESPONSE TO PUBLIC PARTICIPATION

Responded to as above.

Item 7. PLANNING

a) Planning applications received before the Agenda was finalised:

PA15/03301 Mr Tim Purchall, Cosy Cottage, Crafthole, Torpoint (B3247) Retrospective application for extension of flat roof balcony at the rear of the property towards the left side boundary. Decking just above ground level as approached from drive. Steps from new decking down to garden, void beneath (3 or 4 feet high used as log store). Area of decking approx 1.7m x 2.2m. Builder undertook work which began last June. There were no objections from neighbouring residents. It was **RESOLVED** to **Support**

PA15/03301. Councillor Mathias proposed, Councillor Isaac seconded and all were in favour.

PA15/05057. Mr Paul Phillips, Westholme, Finnygook Lane, Portwrinkle, Torpoint. Variation of condition 2 (plans approved) of decision PA13/04351 (Demolish three existing dwellings, build three new ones and construct a new golf club house) to allow minor material amendments to the design of the clubhouse. Nearby residents had no objections. It was **RESOLVED** to **Support**

PA15/05057. Councillor Snowling proposed, Councillor Bushrod seconded 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: PA15/03937, Ms M King, Virginia Cottage East, Finnygook Lane, Portwrinkle, Torpoint, Cornwall. APPROVED

PA15/05961, GW Earle Hotels Ltd, Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint Cornwall. APPROVED

d) The Chairman, with the permission of the Members, brought forward items from 19. Correspondence. 1) Local Validation List – Councillor Kennedy suggested that Traffic Management Plans are put in force each time developments are considered as defined in the Caradon Local Plan Policy EV11 Clerk to respond. Clerk 2) Changes to paper copies of planning applications for Town and Parish Councils. Councillor Kennedy discussed the cost of this to the Parish Council. It was agreed that the Parish Council will object and the Clerk and Councillor Kennedy will put together a letter in reply. Councillor Bushrod asked that it contains a request for copies of the actual plans to be sent out because these are too large to print, unlike the supporting papers. Clerk and Councillor Kennedy

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 8th June 2015.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Councillor Medway proposed and Councillor 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 9. The risk to public safety in the private car park at Portwrinkle. This matter is still outstanding. **Councillor Kennedy/Clerk**
- Page 2, Item 9. Councillor Snowling will hand the updated documents for the Open Space Notice Board to the Clerk, who will laminate them. **Councillor Snowling/Clerk**
- Page 3 Item 12. Press and Media Policy. The Clerk will liaise with Councillor Mathias. **Clerk** The Clerk to send the following to Councillor Kennedy: Document Retention Guidelines, Code for Complaints, Disciplinary Procedures, Grants Policy, Freedom of Information Policy. **Clerk** The Grievance Procedures and TOR; the Clerk will make amendments as suggested, circulate to Members, to be adopted at the September meeting. **Clerk**
- Page 3, Item 13. The Clerk will send a copy of the Asset Register to Councillor Kennedy. **Clerk**

Item 10. COUNCILLORS' REGISTERS OF INTEREST. Councillor Kennedy asked the Members to look at the Cornwall Council website and, if necessary, update their Registers of Interest. Forms can be obtained from the Clerk. When completed the forms should be returned to the Clerk for copying before being sent to the Monitoring Officer. **All**

Item 11. PORTWRINKLE HARBOUR AND DINGHY PARK. A copy of the Harbour Master's Report had been circulated to all. Bob Bushrod said that he needed a few points clarifying. From the report: Recommendation 1. It was clarified that under the terms of the devolution the Parish Council is responsible for checking the lifebelts, painting the lines when

needed, cutting the grass and administrating the harbour licences etc. The locks will also be maintained. Cornwall Council will be responsible for the maintenance of the harbour, and will pay for the annual clearance of it, and for the dinghy park. The Parish Council is the line manager for the Harbour Master, through the Clerk. The Clerk will get clarification about the Harbour Committee and the Risk Assessment for the harbour. **Clerk**

Recommendation 2. A Portwrinkle Harbour Users Group will be established. Councillor Kennedy recommended that the Clerk should contact the licence holders and the first 4 people on the waiting list, by email, calling an annual meeting.

Clerk

Recommendation 3. Andy Brigden has agreed that Cornwall Council will pay for the digger to clear the stones annually after contact from the Clerk. Councillor Kennedy feels that other maintenance jobs should be tackled by the 'Friends Group' set up as a result of the annual meeting.

Recommendation 4. Councillor Kennedy said that there is no issue with the 'Do Not Throw Stones' sign being reinstated.

Recommendation 5. The Code of Conduct for the harbour will be put on the website. Discussion followed about a sign for the prohibition of jet skis. The Clerk will contact Cornwall Council regarding this. **Clerk**

The Clerk has received a communication from Roo Taylor regarding the kayak rack and this was discussed. Councillor Isaac said that if a dinghy rack was installed it would have the capacity to store more boats, up on their ends. This would free up space for the site of the kayak rack and would allow more boats to be berthed which would produce more income. Councillor Kennedy asked Councillor Isaac to get some costings and bring this matter back to the Parish Council at its September meeting. **Councillor Isaac**

Item 12. COMMUNITY NETWORK AREA PRIORITIES. The three priorities for Sheviok Parish Council were discussed and are as follows: 1) Transportation – A388 and A374, diversion routes are needed when blocked. The B3247 is the only classified road into the Rame Peninsular. 2) Community Safety and Community Emergency Planning and 3) Healthcare. The Councillor Kennedy to inform the Community Network manager before 23rd July. **Councillor Kennedy**

Item 13. THE CASE FOR CORNWALL

Copies of the CALC document had been circulated. Response from CALC noted.

Item 14. OPEN SPACE

A copy of the Play Equipment Inspection Report had been circulated to Members. Councillor Kennedy said that it was necessary to carry out the repairs identified by the report. It was **RESOLVED** to ask D Pengelly to replace the disc/boards as shown in the report. **Proposed by Councillor Isaac, seconded by Councillor Medway and all were in favour.**

Councillor Kennedy. Councillor Snowling will spray the rings with WD40. **Councillor Snowling**

Item 15. REPORT FROM POLICE LIAISON OFFICER

Councillor Isaac said that he had spoken to Sergeant Angela Crowe, Devon and Cornwall police, about the problems that continue to remain with traffic management. With regard to the junction at Antony, Sgt Angela Crowe suggested that Councillor Isaac contacts the Traffic Liaison Officer, based at Liskeard, and gets his support. **Councillor Isaac**

Item 16. TRAFFIC THROUGH CRAFTHOLE

It was reported that Councillor Bert Biscoe has found the funding for a detailed design of the junction at Antony and Jeremy Edwards is working with CORMAC to get the design. The Mendennick Solar Farm is going to put up signs informing traffic to go in through Antony and out through Crafthole. The agreement with Mt Edgcumbe and the Classic Cars is that they will use the same route as the Solar Farm traffic. Residents living along the B3247 will be asked not to park on that road on the 2nd August. **Councillors Mathias, McLaren and Kennedy**

Item 17. PORTWRINKLE MOORING PERMITS. The Clerk has sent out the permits to those who have paid, chased up those whose payments are still outstanding and written to those who did not pay last year, giving them notice to remove any crafts or trailers in those berths. The Clerk has also written to those on the waiting list for a berth and asked if they are still interested and, if so, the size of their craft. The Clerk will liaise with Councillor Isaac and the Harbour Master over the allocation of the free spaces, once known. There are currently 13 people on the waiting list. **Clerk**

Item 18. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN (NDP).

Councillor Medway reported that the group had had a visit from AECOM, whose job it will be to put together the Neighbourhood Development Plan and its policies in a format that will be acceptable to the inspectors.

Item 19. CORRESPONDENCE: To report Council's response to the following:

- a) Email 8/6 - Request for Dinghy Park space. The Clerk has added this to the waiting list. **Noted**

- b) Email 10/6 – Consultation on validation list. Covered under Item 7.
- c) Email 10/6 – From Claudia Richards re Mendennick Farm Solar Farm. Dealt with under Item 16.
- d) Email 10/6 Community Network Area priorities. Dealt with under Item 12.
- e) Email 16/6 – From resident regarding Dog Bin opposite West Lane. **Clerk has written to CORY.**
- f) Email 16/6 – From Andy Brigden re Jet Ski launching at Portwrinkle. Dealt with under Item 11.
- g) Email 25/6 – C Kennedy to Sally Allen CORMAC, Portwrinkle Parking. Councillor Kennedy explained the reasons for Residents Only Parking area.
- h) Email 25/6 – Steven Harbour regarding internet upgrade in Crafhole. **Noted**
- i) Email 25/6 – Caroline Stead, Community Bulletin, update on GP services in the area. Councillor Bushrod asked the Members to promote the Health Fair which will be held on the 30th July at Sheviock Memorial Hall. **All**
- j) Email 25/6 – Ray Skelly, emails re the potholes in Sheviock Lane. Highways has attended and filled in.
- k) Email 25/6 and 4/7 – Neil Farrington, Invitation to site meeting on 20/7/15 re renewable energy on the Rame.
- l) Email 30/6 – Roo Taylor, regarding the kayak rack requirements. Dealt with under Item 11.
- m) Email 30/6 – Sally Allen re meeting on 16th July re parking in Portwrinkle. Sally Allen is meeting with the Portfolio holder to discuss the TRO.
Email 3/7 – EE & E CC re revised arrangements for hard copies of planning applications. Dealt with, Item 7.
- n) Email 7/7 – Letter from SWW re leak allowance. The Clerk is dealing with the escalation of this matter.
- o) Email 7/7 – Letter from Sheryll Murray MP regarding Onshore Windfarms. **Noted**
- p) Email 7/7 – Letter from Sheryll Murray MP regarding new office address and regular advice surgeries. **Noted**
- q) Email 7/7 – Karen Johns, Have your say on the local AONB areas – Online survey. **All**

Item 20. UPDATES FROM OTHER GROUPS:

Rame Peninsular Public Transport Users Group. Councillor Mathias had nothing to report.

CALC – Already covered under Item 13.

Open Space – Councillor Kennedy reported that the Parish is putting in another application for just under £10k to purchase two swings and a small slide. **Flower Beds** – Councillor Mathias said that the group is going to source low maintenance shrubs and plants, which will not require too much watering. **Planning Forum** – The Clerk had handed round a list of the points discussed at the Forum and gave some detail.

Item 21. 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, July:

- 300280 Sheviock Memorial Hall, rent for Clerk's office - £61.20
- 300281 Information Commissioner, Annual Subscription - £35.00
- 300282 K R Andrew, Fencing etc Circular Footpath - £5039.70
- 300283 CL Finance, Internal Audit 2014/2015 – £180.00
- 300284 C Kennedy, Invoice re 123 Reg Domain Name – £8.38
- Online – Dean Leonard, Grass cutting, invoices 40, 41, 45, 46, 47 - £360.00
- Online – Greg King Gardening, Portwrinkle Flowerbeds - £108.50
- Online - N Bridgman, Dog Warden, June hours Sheviock and MWR + expenses - £170.11
- Online – L Coles Expenses, June - £8.92
- Online - L Coles, Clerk's Parish hours June + additional hours x 17 + tax rebate - £620.88
- Online – CORMAC Solutions Ltd, TRO for Portwrinkle - £600.00
- Online – British Telecom, Payment for Internet and telephone, Clerk's Office - £154.05

Councillor Medway proposed and Councillor Snowling seconded and all agreed to the payment of the following Devolution Account bank payments, as paid online in accordance with the bank mandate, for July:

- Online – BTE Services Ltd. Sanitary Bins at public toilets, Portwrinkle - £192.00
- Online - M Jakes Cleaner's Wages June - £196.25
- Online - L Coles, Clerk's June Devolution Wages - £97.39
- Online - L Coles Clerk's devolution Expenses June - £18.39
- Online – South West Water, Bill Number: 6018526064 - £130.94

b) It was RESOLVED that the Chairman and Vice Chairman can authorise payment of the salaries and other immediate payments in August. **Councillor Bushrod proposed, Councillor Isaac seconded and all were in favour.**

c) The Bank Reconciliation was received, checked and signed by Councillors Mathias and Snowling.

Item 22. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

Emergency Plan – purchase of tabards and printing of booklets.

The Clerk will email the Members at the beginning of September for any agenda items. **Clerk**

Pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from the meeting and the Parish Council moved into Closed Session.

Item 23. CLOSED SESSION.

Changes to the Clerk’s Contract, regarding the hours she will be in the Parish Office, were discussed and agreed. A new copy of the contract will be put on the website.

Item 24. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday 14th September 2015 commencing at 7.00pm.

There being no further business the Chair closed the meeting at 9.45 pm.

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