



Shevioc Parish Council

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

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

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The Minutes of the Parish Council Meeting held on Monday 14th September 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, Cllr G Trubody, Cornwall Council.

There were 7 members of the public present.

Item 1. APOLOGIES: None

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 AND SUPPORT FOR FAIR FUNDING. The Chairman read out the crime figures for Shevioc from the report for August 2015. There were a total of 38 crimes reported in Torpoint and across the Rame Peninsular, one of which was committed in Shevioc Parish (1 assault). Cllr Kennedy said that Devon and Cornwall Police is asking the Parish Council to support its Fair Funding Campaign. It was **RESOLVED** that the Clerk will write a letter of support to the MP on behalf of the Parish Council. **Proposed by Cllr Medway, seconded by Cllr Isaac, with all in favour. Clerk**

Item 5. PUBLIC PARTICIPATION.

Becky Greenwood reported that The Friends of Craffhole Play Park are holding a fundraising event and asked if the Parish Council would be prepared to fund the cost of hiring the Village Hall for the event, a cost of £40. Cllr Kennedy asked the Members if they would be in favour of support. It was agreed that the Parish Council will fund the cost of the hall hire on this occasion and this will be resolved at the next Parish Council meeting.

Martyn Hardy referred to the recent meeting in Portwrinkle regarding the proposed roof terraces at the Whitsand Bay Hotel development. Cllr Kennedy said that the Parish Council will discuss its decision, which was made at the last Parish Council meeting, under agenda Item 7, Planning. Martyn Hardy said that he has written to Cornwall Council Enforcement regarding the Jolly Roger Cafe. The Parish Council wrote to the Enforcement Officer six weeks ago but has not received a reply. The Clerk has sent another letter to the Officer and the Head of Planning asking for a response. Cllr McLaren read out a letter that had been passed to him regarding damage to a car following an incident with a golf ball. The letter outlined the outcome of the claim for the damage to the vehicle and asked that the Golf Club insisted on insuring all golfers against such accidents. Paul Phillips said that all of the members of the Golf Club were insured but he could not insist that visiting golfers take out insurance. Whilst many of the latter do carry insurance it was unfortunate that in this case the golfer did not have cover.

Cllr Isaac raised the matter of horses in the harbour and on the beach within the harbour. There is horse manure on the slipway and the horses are defecating in the water where children are often swimming. There have been times when both children and horses are in the sea at the same time and he considers this to be dangerous. Cllr Kennedy said that there are no By-Laws preventing the horses from being on the beach or in the sea. Cllr Isaac said that he would like to take the matter further and it was agreed that the Clerk will write to Environmental Health, Cornwall Council, although a

member of the public stated that she considered, as a mother of young children, it was her responsibility to assess the safety of her children and she saw no danger in horses on the beach. **Clerk.**

Cllr Kennedy drew everyone's attention to the note in the recent Parish Newsletter requesting volunteers for a Parish Clean-Up Day.

Cllr Kennedy read from an email received by the Clerk from Cllr Bushrod highlighting a resident's concerns over rubbish in Whitsand Bay View. Seagulls are ripping open the rubbish sacks that are left out prior to the collection day. Cllr Mathias said that second home owners, in particular, should be encouraged to purchase the 'seagull proof' rubbish sacks. It was suggested that a supply of these could be made available at the Community Shop. The Clerk will include this in the letter to Cornwall Council regarding the horses. **Clerk**

Item 6 RESPONSE TO PUBLIC PARTICIPATION

Responded to as above.

Cllr Kennedy said that, with the permission of the Members, he would like to move Agenda Items 13, 14, and 16 forward to be heard after Item 9. All agreed.

Item 7. PLANNING

a) Planning applications received before the Agenda was finalised:

No applications had been received.

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

c) Cornwall Council's Response to Planning Applications: PA15/06234 Cllr Kennedy asked the Members if, following the site meeting with the Architect, the Parish Council's decision had changed. It had not. It was **RESOLVED** that the Clerk will write to the Case Officer and say that there is no change to the Parish Council's original decision and that the Ward Member will be asked to call this application in to the East Sub-Area Planning Committee. **Cllr Mathias proposed, Cllr Bushrod seconded and all were in favour. Clerk**

d) Other Planning matters for discussion.

- i. **Enforcement at the Jolly Roger Café.** Cllr Kennedy asked Cllr Trubody, Cornwall Council, why the Parish Council cannot get the issues at the Jolly Roger Café resolved. The Clerk will send a copy of the letter to Cllr Trubody. **Clerk**
- ii. **Mendennick Solar Farm.** Cllr Kennedy said that there is now a sign at the bottom of Polscoe Hill directing the traffic. There is a meeting of the Group this Wednesday, 16th September.
- iii. **Paperless Planning.** Cllr Kennedy said that the letter from Lanner Parish Council to Cornwall Council summed up the situation very well. It was **RESOLVED** to write a letter to Cornwall Council in support of Ashley Wood's letter. **Cllr McLaren proposed, Cllr Bushrod seconded and all were in favour. Clerk**

Cllr Kennedy said that the Clerk will email details of the forthcoming Planning Conferences to the Members and that they should let her know which dates they wished to attend so that she can book the places. **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 13th July 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.**
- b) **The Minutes of the Special Planning Meeting held on Monday August 3rd 2015.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Snowling proposed, Cllr McLaren seconded and all were in favour.**
- c) **The Minutes of the Special Planning Meeting held on Tuesday 11th August 2015.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr McLaren proposed, Cllr Medway 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 1 Item 5. The Clerk will follow up the letter sent to Highways, regarding the Trecarrel development, and copy in Cllr Trubody. **Clerk**
- Page 1, Item 5. Cllr Kennedy reported that Highways is prepared to replace the current road sign at the Village Hall with a School sign. **Clerk/Cllr Kennedy**
- Page 3 Item 11. The Clerk will request a Risk Assessment for the harbour from Andy Brigden and also ask who is responsible for the new notice board that has been put up at the harbour, and whether it would be possible to

put the Harbour Code of Conduct on this notice board. The Clerk will also ask about a sign prohibiting the use of jet skis. **Clerk**

- Page 3, Item 12. Cllr Kennedy attended the Community Network Area meeting and Sheviok Parish Council's priorities are in the Minutes of that meeting.
- Page 3, Item 14. Cllr Kennedy asked for suggestions for someone to carry out the repairs to the wooden discs on the Open Space play equipment. Cllr Kennedy will contact the names suggested. Cllr Snowling was reminded he had offered to spray the rings and bolts with WD40. **Cllr Snowling.**

Item 13. PORTWRINKLE PARKING.

- a) Update. Cllr Kennedy has spoken to Traffic today and the consultation ended on the 9th September. CORMAC will now move forward with the design and the Parish Council will be invoiced for the TRO.
- b) Enforcement. Cllr Kennedy has been talking to the transport people at Cornwall Council because once the Portwrinkle parking is in place Enforcement Officers will be required to visit. Cllr Kennedy said that if the other parishes on the Rame Peninsular agreed to take part this would become cost effective. It was agreed he begin discussions with them. Cllr Trubody said that he will raise it at the next NDP meeting.

Item 14. TRAFFIC THROUGH CRAFTHOLE.

- a) Review of arrangements for the Classic Car Rally. Cllr Mathias said that the arrangements had been very good and there was certainly less congestion than before. Cllr Kennedy said that it makes the case for the improvement at Antony.
- b) Update on the junction design at Antony. Jeremy Edwards has said that the junction design should be with the Parish Council by the 1st October.

Item 16. STAFFING MATTERS.

- a) Contract of Employment for the Cleaner. The Clerk has received a signed copy of the Cleaner's Contract of Employment.
- b) Staff Appraisals. As line manager, the Clerk will arrange staff appraisals with the Dog Warden and the Cleaner. It was agreed that Cllr Kennedy will carry out the Clerk's appraisal but the Members will feed in comments beforehand. This will be an agenda item for October and the appraisal will take place in November.
- c) To review Councillors' responsibilities as a Portfolio Holder in relation to the Clerk's Role. Cllr Kennedy wished to remind the Members that if they are made aware of an issue in the Parish they should refer that issue to the appropriate Portfolio Holder, or the Clerk in the absence of a specific Portfolio Holder, who should try and resolve the matter locally. However, if letters are required to be sent then this must be brought to the attention of the Clerk who will get the agreement of the Parish Council at its next meeting.

Ref Item 18. Cllr Trubody had to leave the meeting so gave an update on a) the Neighbourhood Development Plan and the next steps.

Cllr Mathias had to leave the meeting so gave an update on b) The Rame Peninsular Transport Users Group – The service from First has been lost. The group has met and discussed the application form for the Portwrinkle bus shelter. Cllr Kennedy said that the agreement was that the parish Council will submit the funding application but the group will identify the proposed location, which will have to go through a public consultation. c) The Flowerbeds at Portwrinkle – Cllr Mathias said that Jean Wilkinson will order plants and volunteers will help with the planting.

Item 10. POLICIES

- a) **Grievance Policy.** Cllr Isaac had suggested a minor change to this policy. It was **RESOLVED** to adopt the Grievance policy with this change. **Cllr Isaac proposed, Cllr Bushrod seconded and all were in favour. Clerk**
- b) **Grants Policy.** Cllr Kennedy said that some words need to be inserted at the front of the document to make it a policy rather than a procedure. Discussion followed. It was agreed that more work needs to be done on this document before the next Parish Council meeting. Cllr Bushrod will draft a paper to briefly state the overarching aims of a Grants Policy. **Cllr Bushrod**
- c) **To Resolve to proceed in achieving Quality Status.** Cllr Isaac gave a summary of the meeting between himself, Cllr Kennedy and the Clerk. Cllr Kennedy said that the Parish Council would be able to achieve Quality Status, the preparation for which would help to identify weaknesses in the criteria needed to achieve Gold Status. It was **RESOLVED** to proceed, **Cllr Snowling proposed, Cllr McLaren seconded and all were in favour.**

Item 11. PORTWRINKLE HARBOUR AND DINGHY PARK

It was proposed by Cllr Medway, seconded by Cllr Bushrod with all in favour to send the application to the Coastal Revival Fund. Thanks was recorded to Cllr Isaac and Cllr Bushrod for putting the bid together.

Item 15.OPEN SPACE

A covering letter is required to go with the bid for funding. Cllr Kennedy will discuss this with the Clerk. The bid will then be sent in to Awards for All. **Proposed by Cllr Bushrod, seconded by Cllr Isaac and all were in favour of sending. Clerk**

Item 17. CORRESPONDENCE: To report Council's response to the following:

- a) To note the letters from Sheryll Murray and Andy Brigden regarding the Harbours Board. **Noted**
- b) To consider letter from Peter Davies regarding a new footpath to Portwrinkle. This suggested footpath has already been discussed with the Hotel. Cllr Kennedy said that he is willing to raise this matter again if Members are in agreement. It was agreed to contact Paul Phillips. **Cllr Kennedy**

Item 18. UPDATES FROM OTHER GROUPS:

Rame Cluster Group Neighbourhood Development Plan (NDP). Nothing extra to report

Rame Peninsular Public Transport Users Group. Cllr Mathias had already reported **CALC** – There has not been a meeting. **Open Space** – Already reported **Flower Beds** –Already reported **Planning Forum** – The Clerk will attend a meeting on the 22nd September. **HUG** –Cllr Bushrod had circulated a report and this was discussed. The meeting was well attended and very positive. The Clerk will contact the Insurance Company regarding Public Liability Insurance for the volunteers working in the parish. **Clerk**

Item 19. FINANCE.

a) Cllr Medway proposed and Cllr Snowling 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, August:

- Online - N Bridgman, Dog Warden, July hours Sheviok and MwR + expenses - £174.86
- Online - L Coles, Clerk's Parish hours July+ additional hours x 17 + tax rebate - £620.88
- Online – Rames Water Treatment Legionella testing- £112.80
- Online - M Jakes Cleaner's Wages July - £211.95
- Online - L Coles, Clerk's July Devolution Wages - £97.39
- Online – South West Water, Bill Number: 6018526064 - £68.12

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, September:

- 300285 - Sheviok Memorial Hall, rent for Clerk's office - £122.40
- Online - N Bridgman, Dog Warden, August hours Sheviok and MwR + expenses - £161.38
- Online - L Coles, Clerk's Parish hours August+ additional hours x 17 + tax rebate - £801.88
- Online – L Coles, Parish expenses - £14.62
- Online – Getmapping Plc 2015/2016 Subscription - £33.60
- Online – JRB Enterprise Ltd – Dog Bags - £168.00
- Online – DTGS – Play Equipment Report - £84.00
- Online – Grant Thornton- Audit Fee- £288.00
- Online – BT – Telephone and Internet - £167.18
- 300286 – Sheviok Memorial Hall Various hall hire - £93.30
- 300096 – Bunzl Cleaning & Hygiene- £65.57
- Online - M Jakes Cleaner's Wages August- £204.10
- Online - L Coles, Clerk's August Devolution Wages - £97.39
- Online – Greg King, Flowerbed maintenance at Portwrinkle - £45.00

c) The Bank Reconciliation was received, checked and signed by Cllrs Isaac and Bushrod.

d) To **RESOLVE** that the Clerk may purchase the tabards and printing for the Emergency Plan. **Cllr Isaac proposed, Cllr Bushrod seconded with all in favour. Clerk**

e) It was **RESOLVED** that the Clerk can purchase a Dog Waste Bin for the top of Sheviok Lane, amount not to exceed £220. **Proposed by Cllr Snowling, seconded by Cllr Isaac with all in favour. Clerk**

f) It was **RESOLVED** that an amount of 2% of the Precept will be paid to Millbrook Parish Council for the administration costs of the NDP. **Proposed by Cllr Medway, seconded by Cllr Snowling and all in favour.**

g) It was proposed that the Clerk and Cllr Kennedy will attend the Town and Parish Council Summit on the 30th September. The Clerk's hours for this event will be shared between Sheviok PC and the two other parishes that she clerks for, on a pro rata basis.

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 12th October 2015 commencing at 7.00pm.

There being no further business the Chair closed the meeting at 10.02 pm.

Signed..... Date.....
Chairman, Sheviocck Parish Council

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