



### *Shevioc Parish Council*

The Bill Warren Room, Shevioc Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG  
Clerk: Mrs Linda Coles Telephone: 01503 232996 Email: [sheviocpc@btinternet.com](mailto:sheviocpc@btinternet.com)

The Minutes of the Parish Council Meeting held on Monday 11<sup>th</sup> July 2016 in the Methodist Church Schoolroom, Crafhole, commencing at 7.00pm, following the Annual Parish Council Meeting.

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

**In Attendance:** L Coles, Parish Clerk

There were 3 members of the public present.

**Item 1. APOLOGIES:** Apologies received from Cllr Snowling and George Trubody, Cornwall Councillor.

**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. CASUAL VACANCIES.** The Chairman reported that the Clerk had received notification from Electoral Services that an Election will be held on 18<sup>th</sup> August, called for by the Electorate of the Parish, to fill the two vacancies.

#### **Item 5. POLICE REPORT**

Cllr Isaac said that what is on the Police website is the only information available. Cllr Isaac will email the URL link to the Clerk so that she can look at the map in future. **Cllr Isaac**

**Item 6. PUBLIC PARTICIPATION** Paul Phillips reported that the Jolly Roger Café, Portwrinkle, has applied for a licence to sell alcohol until 10pm. Following discussion, it was **RESOLVED** to send a letter of objection to the issuing of an Alcohol Licence, to the Licensing Officer at Cornwall Council, on the grounds that the application is incompatible with the conditions of the planning permission for the café, one of which is that the café should close by 8pm to minimise nuisance to neighbouring properties, and to Portwrinkle as a whole. **Cllr Medway proposed, Cllr Bushrod seconded and all were in favour** that the Clerk should send a letter to the Licensing Officer at Cornwall Council. **Clerk** David Dunn asked about progress on Footpath No.5. The Clerk has reported this to the countryside officer who has taken it up with the footpaths officer and will report back. David Dunn said that visibility when driving out of Cross Park is very poor due to overgrown hedges and the grass bank. The Contractor will be asked to cut the grass and trim the hedge. **Cllr Kennedy/Clerk** The Clerk reported that South West Water has deployed an Acoustic Doppler to the drains in Crafhole in order to try and find the problem (regarding smells), and will be reporting back to her within the next two weeks.

**Parish Surgery Report:** Cllr Bushrod and Cllr Kennedy attended the recent Parish Surgery. It was reported that there has been some fly-tipping in Horsepool Lane. Cllr Kennedy asked that if this is seen it is reported to the Clerk who will inform CORY. Another issue raised was the possibility of a speed camera or flashing speed limit sign in Shevioc. The Clerk will contact the Road Safety Team at Cornwall Council and ask if it is possible to have the mobile unit for a time. **Clerk** The Clerk will also contact CORMAC and ask for the cost of a speed visor. **Clerk**

A resident has raised the issue of garden debris on a Permissive path at Portwrinkle. The Parish Council has no jurisdiction over Permissive footpaths and it was suggested that the owner of the path is contacted by the complainant. Cllr Bushrod will inform the resident. **Cllr Bushrod**



Cllr Kennedy had received an email from Chris Spicer, Sheviack Lane, regarding the height of the proposed play equipment in the Play Park. Cllr Kennedy has met with Mr and Mrs Spicer and discussed their concerns over the park. Cllr Kennedy had received telephone calls from two residents regarding the siting of a telegraph pole in Crafhole. Both were informed that this is an issue between neighbours and not one that the Parish Council can be involved in.

**Item 7. RESPONSE TO PUBLIC PARTICIPATION** Responded as above.

#### **Item 8. PLANNING**

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

**PA16/04859.** Dr Neil Harkness, Ivy Cottage, Donkey Lane, Portwrinkle PL11 3BP. Extension to the rear workshop of the garage. There will be no impact on neighbouring properties and the tiles are to be replaced with slates, which is more in keeping with the surrounding area. The Parish Council **RESOLVED** to support PA16/04859, **proposed by Cllr Bushrod, seconded by Cllr Isaac with all in favour.**

**PA16/03592.** Roger Martin, Jolly Roger Café, Finnygook Lane, Portwrinkle, Torpoint. Retrospective planning for the erection of a 1-metre-high safety fence on the cliff side, erect 2-metre-high fence around the waste bins at the front of the café, increase height of the fence to the front and side of the seating area from 1.2 metres to 2 metres together with the erection of 2 timber sheds and a thatched shelter. After discussion, it was **RESOLVED** to neither support nor object to this application, but to make the observation that the development is as shown on the plan with the exception of the wooden shed to the side and the gate to the waste skip, and to state that the Parish Council has noted the comments from the Pre Application Report and would like to express its concern that this development does not comply with the requirements of the Planning Inspector. The Parish Council supports the Case Officer's comments re the design of the development. **Proposed by Cllr Isaac, seconded by Cllr Bushrod with all in favour.**

**PA16/05976,** Mr A Walters, Toll Cottage, Sheviack, Torpoint, Cornwall. First floor extension to the house. The immediate neighbours have no objections to this development and it will not impact on other nearby properties. It was **RESOLVED** to support this application, **Cllr Medway proposed, Cllr 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:**

**PA16/02681,** Jess Earle, Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint, Cornwall. **Approved**

**PA16/03926,** Mr and Mrs G Manning, Tamarisk, Finnygook Lane, Portwrinkle, Torpoint, Cornwall. **Approved**

**PA16/04693** Mr and Mrs P Hamlyn, 3 Cross Park, Crafhole, Torpoint PL11 3BH. **Approved**

**PA16/03089** 2 Tredis Court, Polbathic, Torpoint, Cornwall PL11 3ER. **Approved**

**d) There were no other planning matters to discuss.**

#### **Item 9. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED**

- a) The Minutes of the Parish Council Meeting held on Tuesday 7<sup>th</sup> June 2016.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Medway proposed, Cllr Isaac seconded and all were in favour.**

#### **Item 10. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by Agenda Items or included on the Action Tracker (Appendix 1).**

- The replacement sign for Portwrinkle is to be added to the Action Tracker and followed up. **Clerk**
- Page 11, Item 18. It was reported that the Neighbourhood Development Plan is being submitted to Cornwall Council.

#### **Action Tracker –**

- Cllr Kennedy has spoken with CORY and Gina Varcoe will ensure that the whole length of Donkey Lane is cleaned.
- Cllr Kennedy will contact George Trubody and ask for his assistance in getting Cornwall Council Officers to answer the Parish Council's letters regarding the horses in the harbour and the widening of the speed cushions. **Cllr Kennedy**

**Item 11. PENSIONS** There are three Workplace Pensions that the Parish Council can use but NEST is the one that is free to Employers and adopted by most Parish Councils. It was **RESOLVED** that the Clerk will sign up to NEST in time for the Parish Council's staging date of May 2017. **Proposed by Cllr Medway, seconded by Cllr Bushrod with all in favour.**

Cllr Kennedy asked the Members' permission to bring Item 17 of the Agenda forward for the convenience of the public members present.



**Item 17. SOUTH WEST WATER SALE OF CRAFTHOLE RESERVOIR.** The Reservoir will be auctioned on the 16<sup>th</sup> July at a price of £65,000. If it is not sold, then the Parish Council will enter into a meaningful discussion with South West Water about the reservoir's future development potential as a community area and wildlife haven.

**Item 12. PORTWRINKLE BUS SHELTER.** Three quotes have been received for the bus shelter. Cllr Kennedy gave details of the preferred option, costing £2,975, excluding installation at a cost of £795. The Parish Council will need approval from Highways because the shelter will be situated on a public footpath. Cllr Kennedy agreed to contact the Highway Manager to gain approval. It was **RESOLVED** to submit a grant application, when Highways have given approval, to Cornwall Council for the bus shelter, **proposed by Cllr Medway, seconded by Cllr Isaac with all in favour.**

**Item 13. LITTER BINS AT TOP OF FINNYGOOK BEACH.** Cllr Kennedy has spoken to Roger Martin, who is happy to have a bin put outside the Jolly Roger Café if the Parish Council is prepared to contribute towards the cost, at £17 per week. It was **RESOLVED** that the Parish Council will fund this for the remainder of the Summer. **Proposed by Cllr Medway, seconded by Cllr Isaac with all in favour.** The Clerk will inform Roger Martin and will send a formal letter. **Clerk**

**Item 14. COUNCILLOR'S REGISTERS OF INTEREST.** Cllr Kennedy asked the Members to look online at their Registers of Interest and update them if necessary. (Forms can be obtained from the Clerk) **All**

**Item 15. PORTWRINKLE HARBOUR**

- a) Code of Conduct for Harbour Users (circulated to Members). It was **RESOLVED** to adopt the Code of Conduct, **proposed by Cllr Isaac, seconded by Cllr Medway with all in favour.**
- b) Allocation and use of space in Dinghy Park. There was discussion about the issue of temporary licences, which will be worded differently. The Clerk was authorised to send letters to any Licence holders who have not yet paid for their allocated berth. **Clerk**

**Item 16. MOUNT EDGCUMBE CLASSIC CAR SHOW 2016.** Cllr Kennedy will produce a note to be posted to people living in the main street of Craftthole, asking them to remove their cars, if they are able, for that day only. **Cllr Kennedy**

**Item 17. RESERVOIR.** Already covered.

**Item 18. PARISH AUTUMN CLEAN.** There was discussion about jobs that need to be done. Suggestion should be given to Cllr Medway by mid-August for inclusion in the September edition of the Parish Newsletter. **All**

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

- a) May 2016. Letters of Resignation. The Chairman read out Dorothee Mathias' letter of resignation. **Noted**  
The Chairman read out Peter McLaren's letter of resignation. **Noted.**
- b) 02/06/16 Letter from Camborne Town Council re Green Space. **Noted**
- c) 20/06/16. Letter from Eric Bootland regarding the Finnygook Inn. **Noted**
- d) 22/06/16 Letter from Alan Percy to Paul Masters, CC. **Noted**
- e) 28/06/16 Letter from NHS England re Millbrook and Lodge House Surgeries. **Noted**
- f) 28/06/16 Email from Chris Spicer re Craftthole Park. **Dealt with under Item 6 of the agenda.**

**Item 20. UPDATES FROM OTHER GROUPS: Neighbourhood Development Plan.** Nothing further to report. **Rame Peninsular Public Transport Users Group.** It was reported that a bus can now be taken from Sheviok to Polperro and it is being well used. **Open Space Sub Group.** The payment and build schedule has been agreed with Green Scheme. **Flower Beds Sub Group.** No report **CALC**— Nothing to report. **Coastal Communities/ Coastal Revival Fund – CCT** nothing to report from the meeting. Minutes will be issued in due course. **CRF** can now be closed because **Liz Byron, DCLG**, visited the harbour on the 16/06 and is quite satisfied that the project has delivered the facilities. **Footpaths** – No further progress has been made on the new paths. **NHS England** – Cllr Bushrod said that events have overtaken the meeting.

**Item 21. FINANCE.**

- a) Clerk had circulated the list of cheques and payments for approval.
- b) Cllr Bushrod proposed and Cllr Isaac 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, July:
  - 300372 - Sheviok Memorial Hall, rent for Clerk's office - £62.00
  - Online - L Coles, Clerk's Parish Hours June - £508.50



- Online – N Bridgman Wages for June, as per schedule - £182.20
- Online – JRB Enterprises – Dog Bags Invoice - £168.00
- Online – Green Scheme Solutions Ltd– Pro Forma invoice for 1<sup>st</sup> payment of equipment - £13,31
- Online – L Coles – Clerk's Parish Expenses 5<sup>th</sup> June – 9<sup>th</sup> July - £63.58
- Online - M Jakes Cleaner's Wages June - £188.40
- Online - L Coles, Clerk's June Devolution Wages - £163.17
- Online – L Coles, Clerk's Devolution Expenses June 5<sup>th</sup> – July 9<sup>th</sup> - £10.02

**Alto Card Expenditure:** None

**Income:** Donation for Dog Bags -£140

Coastal Revival Fund - £550

Reimbursement for Maker with Rame for Dog Warden, May - £111.80

Mooring Payments, £225 and £547.

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

d) It was **RESOLVED** to pay the Clerk's, Dog Wardens, Cleaner's wages for July in August, and also any urgent payments to suppliers/contractors. (There being no Parish Council meeting in August) **Proposed by Cllr Isaac, seconded by Cllr Medway, with all in favour.**

e) It was **RESOLVED** to pay Green Scheme Ltd for any staged payments that may occur during August, as per the schedule. **Proposed by Cllr Bushrod, seconded by Cllr Medway with all in favour.**

f) Removal of Alto Card. The Clerk will look into the Unity Multipay Card as a possible alternative and will report back to the Parish Council. **Clerk**

g) It was agreed to leave this item at the present time.

## **Item 22. ITEMS FOR INCLUSION IN FUTURE MEETINGS.**

Seat Maintenance

Parish Autumn Clean

## **Item 23. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday September 12<sup>th</sup> 2016, commencing at 7.00pm.

There being no further business the Chair closed the meeting at 9.00pm.

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

**NB. A copy of these Minutes can be found on the Sheviok Parish Council Website: [www.sheviokparish.org.uk](http://www.sheviokparish.org.uk)**



The action tracker is for noting or brief updates only. Further in-depth discussion and/or decisions to take place under the appropriate agenda item. New actions are always added to the list and items will be taken off once completion is reported OR as Council directs.

Key to initials:

Cllr C Kennedy CK

Cllr J Bushrod JB

Cllr S Medway SM

Cllr M Snowling MS

Cllr J Isaac JI

Minute	Action/Decision	Owner	Date Raised	Date Completed
14/12 9 ii	Reparations to the damaged verge at Portwrinkle. Clerk to contact the Steve Huckstep and enquire how this is going to be effected. Reply received that repairs will be made, as discussed at commencement of the development. Written again re grass reinstatement. March 2016. No further forward-please advise	Clerk	05/01/16 11/01/16 15/03/16	Ongoing
14/12 9	Page 3, Item 9. The Clerk will chase Environmental Services regarding horses in the harbour.	Clerk	14/12/15	Ongoing
11/01 9	Email from Andy Brigden 01/16. Email to Jon James for update 05/02/16. Telephoned 03/05/16 JJ still waiting for report from colleagues-promised week beginning 09/05	Clerk	18/01/16 05/02/16	Ongoing
08/02/16 5	SWW Clerk to contact and report sewerage smells. Contacted 04/03/16. Ref. 3398431 Pumping Station to be adopted later in 2016. Tank at Tredis View cleaned but smell persists. Meeting with Richard Miles from SWW on 27/04/16, will send his report through and authorise cameras to try and sort out the problem.	Clerk	08/02/16	Ongoing
14/03/16 6	CORY to be contacted about state of Donkey Lane. Clerk contacted – mechanical road sweeper to attend between 18/03 and 11/04 and CORY will notify property owners regarding the hedge cutting.	Clerk	15/03/16	Ongoing
11/04/16	Mechanical Sweeper only covered the bottom of Donkey Lane. Clerk to contact again.			
11/04/16	Bus Shelter - Cllr Kennedy and Cllr Medway to contact manufacturers.	CK/SM	11/04/16	Ongoing
09/05/16	Awaiting Bus Users Survey from RPTUG for grant application – chased.	Clerk	09/05/16	Ongoing
11/04/16 5	Removal of trees along edge of A374, Clerk to draw the attention of Highways to the potential hazard. No reply to letter – sent again 03/06/16	Clerk	11/04/16	Ongoing
11/04/16	Clerk to contact Highways re widening the speed cushions as identified by Malcolm Biles	Clerk	11/04/16	Ongoing
09/05/16 5	Clerk to contact Countryside Access Team re Footpath No 5	Clerk	09/05/16	Ongoing
09/05/16	Clerk to contact CC Road Safety Team re speed limit in Sheviocck Lane near Play Park. Reply from Adrian Drake that there is no legal requirement for a 20mph speed limit but PC can apply for one through a TRO.	Clerk	09/05/16	Closed



09/05/16	New Bins at Portwrinkle. CORY has arranged for installation of two bins at Public Toilets and two larger replacement bins at the harbour.	Clerk	09/05/16	Closed

### On Going Projects

SPC 2013	Car Park – To monitor condition of car park and report to Clerk.	CK	Quarterly	On going
SPC 2013	PSE, Life Belts – To check safety equipment at harbour and beach and report to Clerk. Weekly, 15/3 to 31/3, then Monthly 01/11 to 14/03	JB	Monthly	On going
SPC 2015	Play Equipment at Open Space –To check play equipment for wear and tear and report to Clerk.	MS	Weekly	On going
SPC 2013	Footpaths – To inspect footpaths and report any necessary maintenance to Clerk	CK	Annually	On going
Parish Surgery	May 7 <sup>th</sup> , The Community Shop, Craffhole - MS and JI			
	July 9 <sup>th</sup> , St Mary's Church, Sheviocock – CK and JB			
	September 10 <sup>th</sup> , Whitsand Bay Hotel, Portwrinkle – SM and MS			
	November 12 <sup>th</sup> , The Community Shop, Craffhole – CK and JI			