



SheviocK Parish Council

The Bill Warren Room, SheviocK Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG
Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: sheviocKpc@btinternet.com

The Minutes of the SheviocK Parish Council Meeting held on Monday the 13th of May 2019 in the Schoolroom, Crafhole Methodist Chapel, Crafhole, commencing at 7:24pm.

Present: Councillors: Chair Cllr Steve Medway. Vice Chair Cllr P Brooks. Cllr E Warren. Cllr L Jenkins. Parish Clerk Mrs N. Gray.

- 1. APOLOGIES:** Cllr D Lester & Cllr P Cade
- 2. DECLARATIONS OF INTERESTS.** Cllr Evans declared an interest in item 6a) planning application: PA19/0217 as he is a member of the golf club. **1 AGENDA ITEMS.** Cllr Lester declared an interest in agenda item 11. **2 GIFTS,** none received.
- 3. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None.
- 4. PUBLIC PARTICIPATION & 5. RESPONSE TO PUBLIC PARTICIPATION.**
 - Cllr Brooks passed on the complimentary comments received regarding the cleanliness and appearance of Portwrinkle Toilets. Clerk to pass on these comments to the team of ladies responsible for their upkeep.
- 6. PLANNING.**
 - a) To receive notice and **RESOLVE** Council's response to new planning applications received before the agenda finalised:
PA19/02178 Extension and alterations. Location Golf Club Whitsand Bay Hotel Finnygook Lane Portwrinkle Applicant Antony Pedigree Farms. Cllr Evans declared his interest. Councillor Medway proposed; Cllr Evans seconded with all (Cllr Jenkins) in favour to support this application.
PA19/03157: Proposal Balcony / terrace to garage roof with installation of safety handrail. Location Ivy Cottage Donkey Lane Portwrinkle Torpoint. Applicant Dr Neil Harkness. Cllr Medway proposed; Cllr Evans seconded with all in favour to support this application.
PA19/01913 Unit 5 Guillemot Finnygook Lane Portwrinkle Torpoint Cornwall PL11 3BP Construction of two storey extension above existing car port. - Mr Jess Earle. Following discussion Cllr Evans proposed, Cllr Lester seconded, with all in favour to support the application, **Clerk**
 - b) To receive details of planning applications received after the agenda published: **PA19/02178** Extension and alterations. Location Golf Club Whitsand Bay Hotel Finnygook Lane Portwrinkle Applicant Antony Pedigree Farms: response to be resolved at the next meeting of the Parish Council.
 - c) To receive planning decisions from Cornwall Council.
PA19/01913 Unit 5 Guillemot Finnygook Lane Portwrinkle Torpoint Cornwall PL11 3BP Construction of two storey extension above existing car port. - Mr Jess Earle. **Approved**
PA18/12125. Proposal Proposed demolition of existing bungalow and replacing with a detached four bed dwelling. Location Penlea Finnygook Lane Portwrinkle Torpoint. Applicant Mr Flashman: **pending**
PA18/08163 Proposal Change of Use of current Hotel (C1 use) for the creation of eighteen one and two bedroom apartments (C3 use) with associated alterations to a Listed Building (Grade II) Location Whitsand Bay Hotel Finnygook Lane Portwrinkle PL11 3BU. Applicant Ms Christina Kusytsch Your Property Development (Portwrinkle) Ltd. **Approved with conditions (see below)**
PA18/08164 Listed Building consent for the change of Use of current Hotel (C1 use) for the creation of eighteen, one and two bedroom, apartments (C3 use) with associated alterations to a Listed Building (Grade II). **Approved with conditions:**
That the dwellings hereby permitted shall not be occupied otherwise than by a person and/or dependant relatives as his/her or their principal home. The dwelling shall not be occupied as a holiday home or as a second home or as a holiday letting. The proposed development set out in this application is liable for an infrastructure levy (CIL).
 - d) Other planning matters for discussion: None
- 7. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED**
 - a. Minutes of the Parish Council meeting held on Monday April 8th 2019: Cllr Medway proposed; Cllr Brooks seconded with all in favour to approve the minutes as a true record of the meeting held.
 - b. Minutes of the Annual Parish meeting held on Monday April 8th, 2019: Cllr Medway proposed; Cllr Brooks seconded with all in favour to approve the minutes as a true record of the meeting held.
- 8. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES,** which are not covered by an agenda item or in the Action Tracker. none
- 9. HIGHWAY MATTERS.**
 - a) SheviocK Lane. Clerk to request that Western Power inform residents, in SheviocK Lane, who will be affected by the road closure of the lower section adjoining the A374 on 24th-28th June. (At time of writing

minutes Western Power has since agreed that residents will be able to access their properties and they will be performing an information drop.

- b) Finnygook Lane. Proposed road closure for three days from August the 8th 2019 initial feedback request USL/Open Reach.

Clerk has sent a detailed response listing the many valid reasons against the possible closure.

10. BIN Finnygook beach/top of pathway 12. Clerk to confirm with R Martin that the seasonal Wheelie bin be placed at the top of pathway 12. **Clerk**

11. ANNUAL REVIEW OF COUNCIL POLICIES: Councillors to review separate policies allocated to them and return any draft amendments/corrections to Clerk by July the 1st to resolve to approve at the July Parish Council meeting. Clerk to circulate list of allocated policies. **All/Clerk**

12. FOOTPATHS: Permissive footpath projects. **Cllrs Evans and Jenkins** to meet with Mr Ian Rideout. **Clerk** to arrange. **Cllr Jenkins** to research possible grant funding. **Footpath 13 steps. Clerk and Cllr Evans** to speak to Tom Cox re: chestnuts steps, installation date. Footpaths to be cut once the wildflowers have died back. Clerk to contact T Cox regarding cutting of lower bramble section of footpath 5. Also, regarding the adhoc grass cutting around the bench near Dawney terrace/Finnygook Lane. **Clerk.**

13. RAME PARKING ENFORCEMENT SLA. Cllr Medway proposed, Cllr Evans seconded with all in favour that the chair sign the SLA enforcement contract, subject to the approval of Millbrook and Maker Rame Parish Council's approval. **Clerk**

14. UPDATES FROM OTHER GROUPS –Flower Beds Sub Group. It was approved to fund brown wheelie bin, **Clerk** to contact Mrs J Wilkinson. It was noted that the small cliff-side, parcel of land directly behind the western wall, of the Portwrinkle car park footpath and in-between/before cliffside cottage garden belongs to Cornwall Council, as shown on their interactive map. **Coastal Communities Group.** Nothing to report. **Play Park and Open Space, Cllr Evans** stated that the moles have appeared to have gone. It was agreed that the **Clerk** establish feasibility/costings for the grass cuttings to be removed by the contractor and for present time collect and place in the far corner. H&S Maintenance checklists to be completed weekly by **Cllr Brooks** with the aid of **Cllr Jenkins** when required. **Community Gateway meeting.** Cllr Brooks provided an update of the meeting held on May the 8th. Organised crime is up, especially county line crimes. If any member of the public sees anything suspicious i.e. unusual comings and goings to a private home, please report to crime stoppers. From April 2020 recycling collections will be weekly and will include a food caddy - as 35% of currently black bag waste is food. General Black bin bags will be collected fortnightly instead. Parishes have been asked to declare a "Climate Emergency" to plan for ways to reduce the carbon footprint, tackle environmental issues, promote green energy and initiatives and prepare for the effects of climate change. **Clerk** to add to the agenda for June. **RPTUG** awaiting further news update (following request for funding to Cornwall Council's Projects Commissioning Officer-via the RPTUG) re: a replacement of the bus shelter by the cross in Crafhole and the installation of RTPIs in the four bus shelters in the Parish. re: electricity connection/mobile signals. Cllr Evans and Medway to investigate the possibility of upcycling the current bus shelter to a better standard to withstand the wind/weather conditions. It was also agreed that they if this were to go ahead it the insurance company would need to sign it off.

15. CORRESPONDENCE RECEIVED, not covered in the agenda.

Email, Proposed road closure, USL Open Reach August, Finnygook Lane. See highway item 9b

Correspondence received after the agenda finalised. None

16. FINANCE

- a) Annual Renewal of Insurance: following review it was agreed to approve the annual BHIB Council's Insurance cover starting June 1st, 2019.
- b) To receive and note the Internal Auditor's Report 2018/19. To be postponed as clerk collecting accounts from internal auditor later in the week. The deadline is later this year.
- c) ANNUAL GOVERNANCE STATEMENT 2018/9. This is to be placed on the June Agenda as will need to receive the internal auditors report prior to approving.
- d) to RESOLVE to sign the Annual Accounting Statement 2018/9 as being correct. To postpone until June meeting once accounts returned from internal audit/ accountant. **Clerk**
- e) To receive details of cheques and payments to be approved. Cllr Medway proposed. Cllr Brooks seconded with all in favour to approve the outgoing payments for May at listed below.
- f) To receive the reconciled bank statements for April to be signed by two Councillors. Cllr Medway Proposed, Cllr Evans seconded with all in favour to sign the bank reconciliation and statements.

PARISH ACCOUNT OUTGOING PAYMENTS FOR MAY

- Sheviock Memorial Hall Rent Clerk's office April £62.85
 - Nancy Gray Clerk's parish Hours
 - Nancy Gray Clerk's parish expenses see separate breakdown sheet £7.3
 - Nancy Gray Clerk's overtime April
 - HMRC Gov Employer's PAYE Income tax 2018-9. £124.4
 - Viking office supplies paper/ink/files see breakdown Vat 13.14 plus protection/delivery £86.12
 - Tom Cox Mowing playpark £15
 - EDF Tredis defib box 2 x months vat 5% £1.05 total £22.03
 - Insurance BHIB Council Insurance. Insurance premium tax 12% =£50.56 total£471.86
- Direct Debits to report**
- Lloyds Bank Clerk's credit card £3 monthly fee plus £9.6 Torpoint hardware Toilet cleaning-supplies/gloves. Total £12.9.

INCOMING

- HMRC VAT refund £300.29
- Cornwall Council Precept and CTS Grant first half instalment £10,527.20
- Deposit cheque 00059 Maker Rame Parish Council refund payment for wage and travel expenses for Sheviok Parish Council's Dog Enforcement officer Jan and Feb 2019. £128.52
- **INCOMING**
- Cornwall Council grant from harbour towards toilets. They incorrectly paid it into the parish account, so it will have to be transferred next month. £716.10
- Cornwall Council Grant for footpath cutting in parish 2018-2019 £721.91

DEVOLUTION ACCOUNT

OUTGOING

- Nancy Gray Clerk's April wage share for Devo
- Nancy Gray Clerk's expenses for Devo cleaning cloths £2
- Julia Bradley Cleaning wage for April
- Frances Jackson Cleaning wage for April
- Marianne Jakes Cleaning wage for April (holiday)
- SWW Hygiene Annual contract for sanitary units Rental and service vat £37.44 total 224.62
- Cornwall Council Toilet Non-domestic rates. Legislation still not passed yet to prevent this although announced in October 2018 £920.63
- BCHS Bunzl Hygiene and cleaning supplies for Portwrinkle Toilets £24.04vat +£120.23 =£144.27
- Clive Shorten Repair to Ceiling of Gents toilets. £210
- **INCOMING received in April**
- Weekly tickets x 3 @£35 £105
- ticket machine revenue £318.5
- ticket machine revenue £900
- ticket machine revenue £661.90

17. ITEMS FOR INCLUSION IN FUTURE MEETINGS. SLA Parking Enforcement contract; Accounts/Audit. Confirm date for SPC Meal (late May/June). Emergency Climate change plan.

18. DATE OF NEXT: Parish Council Meeting, Monday, June 10th. **Clerk** to circulate dates for possible SPC meal.

The Chair closed the meeting at 9:20:pm

Nancy Gray, Parish Clerk

Clerk's Office, Sheviok Memorial Hall, Crafhole, PL11 3DG

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