



### *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](mailto:sheviocKpc@btinternet.com)

## **The Minutes of the SheviocK Parish Council Meeting held on Monday the 14<sup>th</sup> of Oct 2019 in the Schoolroom, Crafhole Methodist Chapel, Crafhole, commencing at 7:00pm.**

**Present: Councillors:** Chair Cllr Steve Medway. Vice Chair Cllr P Brooks. Cllrs: W Evans, P Cade, L Jenkins. Cllr Lester. Parish Clerk Mrs N. Gray.

There were 3 members of the Public present plus Cornwall Councillor G Trubody.

### **1. APOLOGIES:** None

### **2. DECLARATIONS OF INTERESTS. 1 AGENDA ITEMS.** Cllr Lester declared her interest in Planning item 6a) PA1907411 - as neighbouring property. **2 GIFTS,** none received.

### **3. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None.

### **4. PUBLIC PARTICIPATION & 5. RESPONSE TO PUBLIC PARTICIPATION.**

- Request from Crafhole community shop re: request for Community notice boards. It was agreed to repair the board outside the community shop (Maintenance). It was proposed by Cllr Evans, seconded by Cllr Medway with all in favour to offer a grant for a community notice board at Portwrinkle. It was agreed that the boards were separate/not in the control of The Parish Council and should be self-monitored by community groups who wished to use/ promote their events within the Parish. **Clerk** to respond

- Whitsand Bay Hotel, Mr Phillips: It was asked if there was any variation or flexibility with the planning condition, contained within the Cornwall Council approved planning application PA18/08163, referring to the RNDP policy 1 primary residence condition clause. He questioned if there could be flexibility, due to the uniqueness of the grade 2 listed hotel previously providing holiday accommodation and the future ability to acquire project funding for primary residences only. Could a mix of primary residences and mixed holiday units be a possibility?

**Response:** After discussion regarding the procedures, development boundaries within the parish, complex legislation and formation of the RNDP, it was agreed that, although the Parish Council could see their predicament, the Parish Council would not be seeking a variation to the NDP, as this would not only prove a very lengthy and costly procedure but the policy that had gained the most support from within the parish and across the Rame Peninsula and deemed the most fundamental policy within the RNDP is policy 1, that all new dwellings be allocated as primary residences. Therefore, it is not envisaged that there would be enough support from the community and subsequent public referendums by parishes across the Rame, to change this policy. Mr Phillips stated that they intended to pursue this with Cornwall Council. Cllr Trubody referred them to a similar case in St Ives where the High Court upheld the NDP.

- Winter Parking Permits: The clerk stated that residents of the Parish could purchase winter parking permits (Nov 1st -March 15<sup>th</sup>) for the SheviocK Parish Council Car park, Portwrinkle, at a cost of £5. If interested contact the clerk.

### **6. PLANNING.**

- a) PA19/07805: Notification of prior approval for proposed larger home extension to extend existing extension by an additional two metres and extend the apex by two metres with a change of roof tiles and addition of four roof lights - The Anvil Crafhole Torpoint Cornwall PL11 3BE. **Noted**

**PA19/07411:** Proposal Listed building consent for re-pointing to two external walls

Location Orchard Cottage Georges Lane SheviocK PL11 3EL. Applicant Mr And Mrs Court. Cllr Medway proposed, Cllr Evans seconded with all in favour to support this application. Cllr Lester did not participate as declared an interest.

- b) **To receive details of planning applications received after the agenda published.** None

- c) **To receive planning decisions from Cornwall Council.**

**PA19/06518:** Proposal, to replace three dormers with single flat roofed dormer.

Installation of new pedestrian door and window Enlargement of existing raised patio. Location 4 Whitsand Bay View Portwrinkle PL11 3DB. Applicant Mr Jerry Clifford. **Approved with conditions**

**PA19/06894** Proposed construction of domestic garage, store and associated works

(remodelled and relocated scheme to that approved under PA19/00365). Location Tredis House Barn Polbathic Cornwall PL11 3ER Applicant Mr B Wiggett. **Approved with Conditions.**

- d) **Other planning matters for discussion:**

- I. **Whitsand Bay Hotel,** Mr Phillips: regarding primary residence condition clause on approved planning application PA18/08163. Please see agenda item 4&5 public participation and response.

- II. **Fennygook PA18/02890** enforcement of planning conditions: It was agreed to request an update from Cornwall Council planning. **(Clerk)**
7. **MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED**  
Minutes of the Parish Council meeting held on Monday 9<sup>th</sup> of September. Cllr Lester proposed; Cllr Cade 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.** None all on action tracker or on agenda. **Clerk** to recirculate action Tracker.
9. **HIGHWAY MATTERS.**
- a) **A374 Safety:** Cllr Medway reported back from the initial meeting called by Sheryl Murray, this was at short notice prior to PC meeting, other attendees included representatives from Cormac/highways/police and Cllrs from St Germans. Sheryl Murray will seek funding from Westminster for Cornwall Council to improve road safety. Shevioc Parish could then bid for funding, for digital speed display/recorders. Cllr Brooks stated that Cornwall Gateway is funding a moveable speed camera display unit to share amongst the Gateway parishes. Shevioc can apply for it. **(Clerk)**. It was agreed to request that Cormac re-instate the rumble strips to the gateways of Shevioc village. **(clerk)**.
- b) Correspondence item 17b moved forward. Cllr Trubody informed the Council that although the 3-way traffic light system in Crafhole worked well, during the road work diversions, first week in Oct, the traffic lights cannot be installed permanently at these locations, for a number of legal and technical reasons such as: driveways emerging within the traffic controlled zones; no parking would be permitted between the traffic light areas -double yellow lines throughout Crafhole/outside properties; no traffic control of West lane; the need for Marshalls. However, Peninsula traffic flow digital matrix signage and improvements to Antony road junction is being pushed for, to help alleviate this.
10. **PARISH EMERGENCY PLAN.** Clerk awaiting information responses, final updated version almost finished. To place on agenda for Nov.
11. **FOOTPATHS:**
- a) **Permissive footpath project Fennygook Lane.** Cllrs Medway/Evans and contractor Tom Cox have made an initial breakthrough of first section. **Volunteer clearance day arranged for Saturday the 19<sup>th</sup> of October.** 9 Volunteers from HMS Raleigh attending. Meet at Crafhole Crossroads at 10:30. Gloves, long clothing, sturdy boots. Bring own refreshments/food. Hand tools only. Hi vis vests to be worn/available on site. Cornwall Council tool kit trailer on site. Tom Cox contractor for chipping machine attending. Cllr **Brooks and Jenkins** volunteered to bring cakes/light snacks. **Cllr Evans** to bring sterilised kegs of water, Cllr Brooks to bring plastic cups. **Cllr Medway/Evans** to lead the project. **Clerk** to recontact Mr Rideout.
12. **PARISH EMERGENCY ENVIRONMENT AND CLIMATE CHANGE PLAN.**
- a) Clerk laminating posters to accompany letters to all public facing outlets in the parish, to ask if they would consider signing up to the "water bottle refill station campaign," to help reduce single use, plastic bottles. <https://refill.org.uk/add-refill-station>
- b) A letter to all parishioners has been finalised requesting volunteers for "Climate Change Emergency, Community Working Party." This will be inserted into the Parish Newsletter and is currently on the notice boards.
13. **PLAY PARK AND OPEN SPACE:** Clerk awaiting quotes for safer surface matting. Maintenance has removed one damaged wooden balance disc. He will obtain quote for marine ply to fix and replace all 8 discs. To be completed subject to circulating quote for wood, for approval. **Maintenance/Clerk.** Cllr Brooks has produced an updated H&S weekly maintenance form and will provide copy for the clerk.
14. **MEET THE FUNDERS:** meeting on October the 15<sup>th</sup> Torpoint Council Chambers. Clerk provided previous quote for Open space gym equipment/games tables as guideline for Open Space funding requirements. Footpath projects to also be considered. **Cllr Jenkins** to attend.
15. **DOG ENFORCEMENT:**
- a) After discussion, Cllr Evans proposed, Cllr Jenkins seconded with all in favour to purchase dog waste bin -for bottom of Circular footpath 13 and locate at Trewickle lane/crossroads with B3274- and have it placed on the Biffa chargeable collection route. It was agreed to monitor its use after one year. **Clerk** to order/**Maintenance** to install.
- b) It was agreed that the enforcement officer concentrate his winter hours within Portwrinkle (car park area and beaches) as gets the most visitors with dogs. Other routes will be patrolled including the Open space plus areas subject to need. **Clerk** to chase response from Cornwall Council re: use of body cam for enforcement officer.
16. **UPDATES FROM OTHER GROUPS –Flower Beds Subgroup:** weeding/edging has been taking place. **Coastal Communities Group,** standing item, nothing to report. **Play Park and Open Space:** see item 13. **Defibrillators:** Clerk to circulate quote for defib installation to Fennygook. **Clerk** to swap batteries defib unit Memorial Hall Oct 31<sup>st</sup> (no concern as still fully functional). **RPTUG** Mr Truscott/Mr Quinney awaiting second bid funding application (from the Government's Transport Cities Fund, that Cornwall Council is working with Plymouth City Council to achieve) to clarify if RTPI will be installed adjacent to the existing Kimberley Foster Bus Shelter and in the proposed new bus shelter at the Cross - opposite the Fennygook Inn, also at Shevioc Bus shelter. Power sources from street lighting and solar power were to be investigated. The bid also includes funding for the proposed new bus shelter at Crafhole crossroads. Cllr Cade also reported that there will be more trains stopping at St Germans connecting to London. **Footpaths:** see item 11. **(Clerk** to forward map to Cllr Jenkins and check website map) **Torpoint Library and Information Service.** Cllr Brooks reported back from meeting on the 18<sup>th</sup> of September: She helped on the fun palace community day. Evidence is needed from attendance at these events that

the library is valued/needed, so that it stays incorporated within any future plans for development of this area.

#### **17. CORRESPONDENCE RECEIVED, not covered in the agenda.**

- a) Closure of Finnygook lane. Utility Services Ltd for BT, Tel: 01884 763100. To note closure has since been cancelled due to opposition.
- b) Correspondence from parishioner regarding traffic flow through Crafhole Terrace and permanent traffic light installation request. (See item 9b).
- c) Request for memorial bench plaque, Portwrinkle. Cllr Brooks proposed, Cllr Medway seconded with all in favour to approve £100 memorial plaque sponsorship request onto a Portwrinkle bench. Money to go towards upkeep. (**Clerk** to respond).
- d) Correspondence received, praising the Portwrinkle Public Toilets/staff. Clerk to pass on thanks to staff for their efforts. **Clerk**
- e) Correspondence received after the agenda finalised. See Public participation written request from Crafhole Community Shop re: Community Notice boards

#### **18. FINANCE**

- a) 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 September, at listed below.

##### **PARISH ACCOUNT OUTGOING PAYMENTS**

Sheviock Memorial Hall. Rent Clerk's office £62.85  
Nancy Gray Clerk's parish Hours minus nest pension  
Nancy Gray Clerk's parish expenses see separate breakdown sheet £4.50  
G Dyer Dog Enforcement wage Sheviock, Maker Rame hours (to be reclaimed)  
G Dyer travel expenses to reclaim from Maker Rame £39.60  
Tom cox grass cutting plus footpaths invoice 524 £240.00  
Tom Cox footpath cutting invoice contractor in to cut paths invoice 526 £450.00  
EDF Tredis defib box Sep (vat 5%) £0.44 net£8.72 gross £9.16  
Steven Lester. Maintenance wage  
Steven Lester Maintenance mileage £2.70  
HMRC employer's tax £111.10  
PKF Little John LLP External audit vat £40.00 net£200.00 gross£240.00

##### **DIRECT DEBITS TAKEN TO REPORT SEPTEMBER**

Unity bank service charge £18.00  
BT fibre business internet and phone quarterly charge net£238.22 vat£47.64 gross£285.86  
Lloyds Bank (Clerk's credit card) total £296.30 of which break down below:  
*Set monthly credit card fee £3.00*  
*Office furniture direct/notice board vat£44.60 net£223.00 gross£267.60*  
*Torpoint hardware, metal paint, brushes, sanding/wire wool maintenance for water pump vat £4.28*  
*net£21.42 gross£25.70*

##### **INCOMING**

Cornwall Council 2nd half precept and council tax grant £10,527.19  
Internal transfer from devolution account, remaining Parish Vat returned from 2018-9, offset against car park income 2018-9 £1,774.

##### **Devolution payments and receipts**

Nancy Gray Clerk's Sep wage share for Devo  
Nancy Gray Clerks expenses £0.00  
Julia Bradley expenses, flowers (flower bed budget) £18.44  
Julia Bradley Sep wage  
Frances Jackson Cleaning wage for Sep  
HMRC vat quarterly charge for car park income (offset) £1,239.81  
Bunzl 2 x wypall blue cleaning rolls x 500 sheets vat£7.48 net£37.40 gross£44.88

##### **Direct Debits to report from September**

Unity Bank Service charge £18.00

##### **INCOMING**

Ticket machine revenue £1,648.

- b) The reconciled bank statements for September were signed by Cllrs Jenkins and Lester.
- c) Annual External Auditors report. This has been posted on the website/boards: The accounts were found to be in accordance with Proper practices. No matters arisen.

#### **19. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Emergency Plan. To consider Precept 2020-21 and budget for finalisation at December meeting. Christmas meal. Staff appraisals to set dates.

#### **20. DATE OF NEXT: Parish Council Meeting,** Monday the 11<sup>th</sup> of November

The Chair closed the meeting at 8:55 pm

**Nancy Gray, Parish Clerk**

**Clerk's Office, Sheviock Memorial Hall, Crafhole, PL11 3DG**

**Telephone: 01503 232996 Email: [sheviockpc@btinternet.com](mailto:sheviockpc@btinternet.com)**