

SHEVIOCK PARISH COUNCIL

The Minutes of the Parish Council Meeting held on Monday 13th October 2014 in the Methodist Church Schoolroom, Craffhole commencing at 7.00pm.

Present: Councillors C Kennedy, Chairman, S Medway, Vice Chairman, J Isaac, P McLaren, Mrs A Pepper and M Snowling.

In Attendance: None.

There were 2 members of the public present.

Item 1. APOLOGIES: Councillor Mathias, L Coles Clerk, Cornwall Councillor G Trubody

Item 2. DECLARATIONS of INTEREST.

- a) **AGENDA ITEMS** –None.
- 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 the Police report relative to Sheviock Parish which indicated 0 crimes in the last month. It was noted that Sgt Angela Crow has now resumed her Community Policing role at Torpoint.

Item 5. PUBLIC PARTICIPATION.

- a) John Peard thanked the Parish Council for the quality and level of support given to the people of Tredis regarding the application for Planning Permission for a Wind Turbine in the village. Mr Peard gave thanks for the Sheviock Parish Council attendance at the Planning meeting and presentation to the Planning Committee which was very much appreciated but he noted that other Parish Councils involved were less helpful.
Action. The Chairman thanked Mr Peard for coming to the meeting and expressing his appreciation of Sheviock Parish Council efforts and pledged continuing support to the people of Tredis.
- b) Dave Dunn wished the Council to note that not only had Cornwall Council refreshed the white road markings in the centre of Craffhole but had also replaced damaged or missing 'rumble strips'. At the same time the mechanised road sweeper swept through the village which was welcomed.
Action. The Chairman thanked Mr Dunn for his input.
- c) Dave Dunn advised the meeting that footpath 5 below the reservoir needed the grass trimming and there were overhanging branches from an adjoining hedge. Could the matter receive attention please?
Action. The Chairman agreed to contact the contractor and ensure that the grass cut was addressed and inspect the branches to see if a working party was required for their removal.
- d) Dave Dunn advised the Council that the pavement at Sheviock was reduced in width owing to the presence of soil and weeds. Could the matter receive attention please?
Action. The Chairman agreed to speak with Paul Cressy
- e) The Chairman reported on behalf of Melissa and Purchal and also based on reports at the Memorial Hall Committee indicating dog fouling in various locations in Craffhole
Action. The Chairman agreed to task the Parish Dog Warden with investigating and if appropriate issuing Fixed Penalty Notices to dog owners.

Item 6 RESPONSE TO PUBLIC PARTICIPATION

Responded as occurred under Item 5.

Item 7. PLANNING

- a) **Planning applications received before the Agenda was finalised:** There were no notices of new Planning Applications.
- b) **To RESOLVE the Parish Council's response to the following planning applications:** There were no Planning Applications requiring Resolution by the Parish Council
- c) **To receive details of planning applications received after the agenda published.** PA14/O8926 Demolition of existing conservatory and construct a garden room at 3 Tredis Court. **Councillor McLaren**
- d) **Cornwall Council's Response to Planning Applications:** PA14/O6333 Planning approved to remove hedge and replace with fencing. **APPROVED.**

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 September 2014.** The minutes were amended at Item 9 third bullet point 'Page 2, Item 13. Meeting with the licence holders' to read 'Meeting with the Harbour Master'. With this amendment, the Minutes were approved as a true record of that meeting **Councillor Medway proposed and Councillor Pepper 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.

- a) **Item 5 d.** A response has now been received from Mr Mason who has been invited to attend the meeting of Sheviock Parish Council on 10 November 2014. **Clerk**
- b) **Item 9, first bullet point.** Letter to Environmental Health regarding the Public Conveniences at Portwrinkle is still ongoing. Councillor Medway.
- c) **Item 9, second bullet point.** The Clerk is dealing with the amendments to the Financial Regulations and press and media documents which will be available for the next meeting. **Clerk**
- d) **Item 9, fifth bullet point.** The Clerk will contact Helen Couch to arrange a suitable time to discuss the issue with the Crypto Card. **Clerk**

Item 10. PORTWRINKLE HARBOUR REPAIRS.

The Chairman has received a note from Matt Ewing to say that the repairs to the harbour at Portwrinkle will commence on Tuesday 14 October 2014. **Noted by all.**

Item 11. PORTWRINKLE CLIFF FALLS.

Councillor McLaren stated that a request was made to Cornwall Council on 19 February 2014 for an assessment of the condition of the cliffs below the Gook Cafe. Councillor McLaren reported that he had received a letter from Richard Hocking of Cormac stating that they had no concerns about the cliffs or the road. **Noted.**

Item 12. ST JOHNS AMBULANCE FIRST AID COURSES.

The Chairman reminded the Council that the Council had agreed to explore the possibility of provision of First Aid courses for the residents of the Parish as an alternative to the provision of Defibrillators at locations around the Parish. St Johns Ambulance have agreed that they can provide courses at Crafhole at a cost of £25 per person. Councillor McLaren asked if those attending would receive a certificate and the Chairman confirmed that was the case. Discussion took place around the possibility of the Parish Council part funding the cost of the training.

- a) It was resolved that First Aid courses would be provided for Parishioners. Proposed by Councillor Pepper and seconded by Councillor Snowling all in favour.
- b) It was resolved that those wishing to receive the First Aid training would be asked to make a financial contribution to the costs. Proposed by Councillor Medway and seconded by Councillor McLaren all in favour. **Clerk**

Item 13. DEVOLUTION

- a) **Flower bed development**
- b) Councillor Kennedy updated the meeting confirming that there was ring-fenced money which would allow the flower beds in the car park at Portwrinkle to be maintained a bed at a time. The Chairman will discuss with the group organising the beds improvement how the money can be spent. **Councillor Kennedy**
- c) **Cornwall Rover Parking Tickets**
Cornwall Council Rover parking tickets may not be valid in the car park at Portwrinkle. A definitive answer is required. Councillor Trubody to be requested to seek a written response from Cornwall Council legal department (Democratic Services) to see if a prosecution could follow anyone with a Rover Ticket who parks in the car park at Portwrinkle. Councillor Snowling proposed, seconded by Councillor Pepper all in agreement. **Councillor Kennedy will make contact with Councillor Trubody**
- d) **Update on the Moorings and Rules Portwrinkle Harbour**
Councillors Kennedy and Isaac met with Bob Bushrod, (Honorary Harbour Master, Portwrinkle Harbour) on 3 October 2014. Documents from 1984 to present day were reviewed to determine which set of rules issued by various departments within Caradon and Cornwall Council over the years were still in place. The list of rules and terms and conditions of boat mooring, berthing and boat use at present was amended to reflect more closely the needs of boat users today. The amended document will be circulated to 2014/2015 permit holders requesting views and feedback to ensure that consultation is recognised and all who enjoy the boating facilities at the harbour have the opportunity to engage in the process. **Councillor Kennedy** will liaise with the **Clerk** on her return to write to all boat permit holders.

Item 14. : OPEN SPACE

Councillor McLaren updated the meeting on progress to re-apply for grant funding which was well under way. **Councillor McLaren**

Item 15: PHONE BOX PROJECT

Update that the painting and cleaning was well under way and further work is ongoing. **All**

Item 16: PARISH EMERGENCY PLAN

a) Update by Councillor Snowling who reported there had be a practice drill had been carried out and this had identified a number of updates required to the plan. The Plan will be updated by Councillors Snowling and Kennedy and document then updated by the Clerk. **Councillors Snowling and Kennedy. Clerk**

It was noted that it would be sensible to update the Emergency Plan annually at the same time as other Policies are reviewed. It was agreed the Clerk should place the Emergency Plan on the list of documents for annual review. **Clerk**

The practice drill had noted a need for the street coordinators to be easily identified by personnel from the emergency

services. It was proposed by Councillor Medway Seconded by Councillor Snowling and all agreed to purchase some high visibility vests for all street coordinators with the legend SHEVIOCK PC. **Clerk**

b) To Resolve Parish Councils Use of the Cornwall Council Resilience Network website. Agreed to liaise with Cornwall Council and have a link within the Cornwall Council Resilience Network to the Sheviok Parish Council website.

Councillor Kennedy

Item 17: REVISION OF STANDING ORDERS

Councillor Kennedy reminded the meeting of the new right in law for Council meetings to be filmed and recorded and that this new order be placed on the Council's list of standing orders. Clerk to update list of standing orders to update list of standing orders. **Clerk**

Item 18 RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN.

- a) Councillors Medway and Kennedy updated the Parish Council on progress. It was still expected that the NDP will be completed by May 2015. A project is about to start to make all residents in the 5 parishes aware of the process; this project will use meetings, posters, a leaflet drop, email, facebook and twitter to get the message across. A NDP website has been established and is live at www.Rameneighbourhoodplan.org.uk
- b) The leaflets and posters referred to above have been printed by Print Options after two quotations were obtained. . Proposed by Councillor Snowling and Seconded by Councillor Pepper all agreed that the NDP Steering Group is empowered to ask Print Options to carry out the printing.
- c) Although the work of the NDP Steering Committee should be completed by April 2015 it was considered prudent to include a sum for the NDP in the 2015/16 budget. Up to 2% of the precept may be used for the Neighbourhood Development Plan if required. Proposed by Councillor Pepper and seconded by Councillor Snowling all agreed. **Clerk.**

Item 19. CORRESPONDENCE: To consider and **RESOLVE** Council's response to correspondence received.

- a) 12/09/14 Letter from Cornwall Council Edwina Hannaford confirming that there will be no grant towards the public toilets. **Noted.**
- b) 24/09/14 email from Dr Tim Poate, Plymouth University describing wave research to be carried out from Portwrinkle for a week during December 2014. Agreed that Councillor Kennedy will contact Dr Poate and ask that the workstation trailer be parked below the telephone box over the entrance to Donald Pengelly's boat yard (who has given his permission). **Councillor Kennedy.**
- c) 26/09/14 Letter from Sheryll Murray MP confirming the time frame for repairs to the harbour at Portwrinkle. **Noted**
- d) 26/09/14 Notice of road closure and diversion Brenton Road, Downderry. **Noted**
- e) 30/09/14 email from Phil Mason Head of Planning Cornwall Council. Mr Mason invited to attend the Sheviok Parish Council meeting on 10 November 2014. **Noted. See also item 9a above.**
- f) 30/09/14 email from Esther Richmond, Cornwall Council concerning the lack of sanitary bins and car parking. **Noted and awaiting further communication from Ms Richmond.**
- g) 13/09/14 Letter received from Sir Richard Carew Pole thanking Councillor Kennedy for his letter of appreciation of the Antony Estate Councillors Awareness Day held on 26/09/14. **Noted.**

Item 20: Updates from Other Groups

- a) Rame Peninsula Public Transport Group
- b) It was noted that if the Torpoint Ferry operators took strike action that the bus services had said they would run increased services from Plymouth to Torpoint via Saltash. Thanks were expressed for the consideration given by the bus companies.
- c) Renewable Rame. No update.
- d) CALC . The Executive Committee had recently met with the Paul Masters and Rob Andrews of the Chief Executive's Office for an update on Cornwall Council's budget for the next 4 years. It did not make pleasant reading with £96m of savings to be made over the next 4 years.

Item 21. FINANCE.

a) Outgoing Cheques. Councillor Medway proposed and Councillor Snowling seconded and all agreed to approve payment of the following Parish Account cheques for October:

- i. 300227 Rent for Clerk's office October Sheviok Memorial Hall £61.20
- ii. 300228 Dog Warden's hours September N Bridgman £84.37
- iii. 300229 Parish Clerk's hours September L Coles £296.60
- iv. 300230 PAYE September to HMRC. N Bridgman £21.20, L Coles £74.29 Total ££95.49
- v. 300231 Parish Expenses July, August, September to L Coles £31.20
- vi. 300232 Print Options for Phone Box stickers Inv 10083 £24.00
- vii. 300233 Methodist Chapel rent for 21 meetings of the Sheviok Parish Council up 10/03/14 £315.00.

b) Outgoing Cheques. Councillor Medway proposed and Councillor Snowling seconded and all agreed to approve payment of the following Devolution Account cheques for September:

- i. 300076 Cleaner's hours September M Jakes £169.00
- ii. 300077 Parish Clerk's Devolution hours September L Coles £56.50
- iii. 300078 PAYE September to HMRC. L Coles £14.11

- iv. 300079 Parish Expenses August, September to L Coles £5.20
- v. 300080 Rame Water Treatment Ltd. Legionella Certificates £100.80
- vi. 300081 Derrington Locksmiths re bollards on slipway £42.22.

- c) Note the payment of VAT £1366.57 by Bank Transfer. **All.**
- d) Telephone quarterly Invoice paid online in accord with Bank Mandate 18/09/14 £157.74. **All**
- e) Agreement to pay the rent for use of the Methodist Chapel to hold Parish Council meetings @ £15 per meeting, 21 months owed to 14/02/14 total £315. Proposed by Councillor Medway and seconded by Councillor Pepper All agreed. **Clerk.**
- f) Further agreed that the rental will be paid annually in March. Proposed by Councillor Medway seconded by Councillor Pepper all agreed. **Clerk**
- g) Discussion on whether to increase the car parking charges for the car park at Portwrinkle for the coming year in view of no grant funding to support the public conveniences. The discussion indicated that further information and discussion was required and the matter would be revisited in the New Year. **Clerk.**
- h) It was noted that Councillor Kennedy will attend CALC to explore the impact of the withdrawal of the Council Tax Support Grant and report back to the next meeting.

Item 22. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

- a) Proposal to install an external shower at the public conveniences at Portwrinkle
- b) Condition of the concrete sea defence wall on Shell beach at Portwrinkle. Movement and cracks reported.
- c) Consider establishing a 'ring fenced' budget item for the Circular Footpath Project.

Item 23. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday 10th November 2014, 7.00 pm.

There being no further business the Chair closed the meeting at 8.53 pm.

Signed..... Date.....
Chairman, Sheviock Parish Council

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Parish website – www.sheviockparish.org.uk