

SHEVIOCK PARISH COUNCIL

The Minutes of the Parish Council Meeting held on Monday 8th September 2014 in the Methodist Church Schoolroom, Crafhole commencing at 7.00pm.

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

In Attendance: L Coles, Parish Clerk, and Cllr George Trubody, Cornwall Council.

There were 5 members of the public present.

Item 1. APOLOGIES: No apologies were received

Item 2. DECLARATIONS of INTEREST.

- a) **AGENDA ITEMS** – Councillor Snowling declared an Interest in Item 7(a) and 7(b) PA14/07513, Mr Bacon being a personal friend of his.
- 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 Clerk read out the crime figures for Sheviock from the report for July and August 2014. There were a total of 49 crimes reported in Torpoint and across the Rame Peninsular in July, of which 1 was in Sheviock Parish, an assault, and in August there were a total of 48 crimes committed, of which 2 were in Sheviock Parish, both burglaries.

Item 5. PUBLIC PARTICIPATION.

- a) Martyn Hardy asked to discuss the letter regarding the posts at Seaview Cottage. The posts are now concreted in and Martyn confirmed that the posts are within the curtilage of the property, which belongs to him and Fayre Hardy.
- b) Martyn Hardy asked, in the absence of Fayre, that the Parish Council gives due consideration to her letter regarding signage for the beach. The letter is listed under correspondence, Item 21.
- c) David Dunn asked if there were any plans for more footpath cutting, particularly footpath no 5. Councillor Kennedy replied that this is in hand. Margaret Bartlett asked why the Contractor always seems to cut the grass bank in Portwrinkle on a Sunday. Councillor Kennedy will pass this comment on to the Peter Burrige.
- d) Councillor Medway said that he had been approached by a resident from Carew Close who reported that the field opposite was being sprayed on a weekly basis and who had a concern that the correct Health and Safety risk assessment had been carried out.
- e) Councillor Medway reported that another resident was concerned about the restrictions around the build-out in West Lane because of wooden items for sale and the parking of a large vehicle. Councillor Mathias said that she has also had a complaint that a lot of the wooden items are encroaching on a neighbour's garden. Councillor Kennedy said until such time as there were complaints of obstruction to the highway nothing can be done.

Report from Parish Surgery held at Whitsand Bay Hotel on Saturday the 6th September with Councillor Kennedy and Councillor Snowling in attendance. Councillor Kennedy reported that Paul Flashman, Penlee, Portwrinkle wanted reassurance about where the seasonal lines would end on the proposed plan for parking in Portwrinkle. Margaret Bartlett also expressed concerns. Councillor Kennedy confirmed neither concerns were valid in terms of the proposals going forward.

Item 6 RESPONSE TO PUBLIC PARTICIPATION

Responded as occurred under Item 5.

Item 7. PLANNING

- a) **Planning applications received before the Agenda was finalised: PA14/06333.** Mr Paul Slater, Lower Tredis Cottage, Polbathic, Torpoint, Cornwall. Removal of dead and partially collapsed conifer hedge and replace with slightly lower fence. **Clerk.**
PA14/07513. Mr Tim Bacon Cornwall Regeneration, Old Rectory, Sheviock, Torpoint PL11 3EL. Minor internal works to create new apartment in a Listed Building. **Clerk.**
- b) **To RESOLVE the Parish Council's response to the following planning applications: PA14/06333.** Mr Paul Slater, Lower Tredis Cottage, Polbathic, Torpoint, Cornwall. Removal of dead and partially collapsed conifer hedge and replace with slightly lower fence. No objections from neighbours. **SUPPORTED. Councillor Snowling proposed, Councillor Pepper seconded with all in favour. Councillor Snowling left the room whilst PA14/07513 was discussed.**
PA14/07513. Mr Tim Bacon Cornwall Regeneration, Old Rectory, Sheviock, Torpoint PL11 3EL. Minor internal works to create new apartment in a Listed Building. **SUPPORTED** providing regulations for Listed Building works are adhered to. **Councillor Medway proposed, Councillor Isaac seconded with all in favour. Councillor Snowling returned to the meeting.**

- c) **Cornwall Council's Response to Planning Applications: PA14/07066.** Notification for consent to fell a dead Elm tree (T1), group of Sycamores (G1) as overcrowded, Ash Trees (t2 and T3), coppice Bay Laurel and Hazel and to remove 1 stem from twined stem Ash (T4) within a conservation area at School House, Georges Lane, Sheviock, Torpoint Cornwall PL11 3EL. **APPROVED.**
PA13/09092. Change of use/conversion of first floor of existing building from redundant offices to holiday unit – Lhyner Boatyard, Antony, Torpoint, Cornwall PL11 3ET. **APPROVED with conditions.**
- d) To note and **RESOLVE** the Parish Council's response to the lack of reply from Cornwall Council's CEO regarding planning application **PA13/06158.** Councillor Kennedy proposed that the Clerk writes to the CEO of Cornwall Council, with copies to Councillor George Trubody, Edwina Hannaford and Sheryll Murray (MP), expressing the Parish Council's dissatisfaction at the lack of response to its complaint and follow up letter, and asking for a meeting with the CEO and Head of Planning. **Clerk**
- e) To note and **RESOLVE** the Parish Council's response to correspondence received 1/8/14 regarding an error in entries to the Public Portal for Planning Application **PA14/04822.** Councillor Kennedy read out the email citing that the erroneous response from the Parish Council was an administrative error. Councillor Kennedy proposed that this item is combined in the letter to the CEO of Cornwall Council stating that administrative errors that occur due to inadequate staffing are not acceptable. **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 14th July 2014.** The Minutes were approved as a true record of that meeting **Councillor Medway proposed and Councillor Isaac 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 2, Item 9, second bullet point. The letter to Environmental Health, Councillor Medway, is still ongoing. **Clerk/Councillor Medway**
- Page 2, Item 10. The Clerk to complete the amendments to the Financial Regulations and Press and Media. **Clerk**
- Page 2, Item 13. Meeting with the licence holders. Councillor Isaac has this in hand. **Councillor Isaac**
- Page 3, Item 17. Councillor Kennedy has noticed that his amended Register of Interests is not yet on the website. The Clerk will contact Democratic Services to find out what is causing the delay. **Clerk**
- Page 3, Item 21. Councillor Mathias has chosen to attend the Code of Conduct training at Wadebridge on the 15th September, 2-4pm. The Clerk will arrange her attendance. **Clerk**
- Page 3, Item 24. The Clerk is to email Helen Couch to arrange a suitable time to discuss the issue with the Crypto Card. **Clerk**

Item 10. PORTWRINKLE HARBOUR REPAIRS.

The funding has now been received in Cornwall for the Harbour repairs. The Parish Council recorded its vote of thanks to Councillor George Trubody and Sheryll Murray MP for their efforts and support in securing this money. Councillor Trubody reported that the works have to be completed by the end of October. CORMAC are the design engineers but the works will be carried out by Nuttalls, a civil engineering company. Councillor Isaac said that there were originally three stone bollards on the top of the pier, which have been washed away, but a fourth was of timber construction. This wooden post has snapped off at the base and Councillor Isaac suggested that it is replaced with local Sheviock wood. He has spoken to Sir Richard, Antony Estate, who is in agreement and is willing to supply the timber for free. Councillor Kennedy asked Councillor Trubody to speak to CORMAC to ask that this suggestion is built into the design. **The Parish Council agreed that Councillor Isaac can represent it on this matter.**

Item 11. PARKING IN PORTWRINKLE.

The returned voting papers have indicated support of the proposed parking amendments but there is concern about having residents only parking at the top end of Whitsand Bay View. There was some discussion over the points raised, particularly on the 'no loading' issue. On the basis of the votes received, 38 in total with 35 voting yes for proposal 1, the Parish Council **RESOLVED** to support the first proposal and reject the second proposal. **Councillor Medway proposed, Councillor Mathias seconded with all in favour.**

Item 12. BUS PARKING IN PORTWRINKLE CAR PARK.

Councillor Kennedy reported that the City Buses are parking in Portwrinkle Car Park. It was **Agreed** that the Clerk will write to the bus company and ask that the drivers do not park in the car park and also recommend that they try and find a way to only have one double decker bus going down instead of two. A copy of the letter is to be sent to Bryan Pullinger, Chairman of the Rame Transport Users Group. **Clerk**

Item 13. TO REPORT THE CLERK'S ANNUAL APPRAISAL.

Councillor Kennedy and Councillor Medway undertook the Clerk's appraisal which concluded that she exceeded requirements. Five goals were set for the Clerk for the forthcoming year. **Clerk.** Councillor Isaac asked if this was a 360 degree appraisal. It was noted that during this years assessment the Clerk was asked to appraise the Council during future assessments.

Item 14. EMERGENCY PLAN.

Councillor Snowling has set up a meeting on the 30th September at 2pm in the Clerk's Office. **Councillors Snowling, Kennedy, Medway.**

Item 15. TRAFFIC MANAGEMENT REQUIREMENTS FOR EVENTS AT MOUNT EDGCUMBE COUNTRY PARK.

Councillor Kennedy said that, whilst the Parish Council supports events at Mount Edgumbe, the traffic problems caused are a serious issue. On the 16th September Councillors Kennedy and Isaac with Councillor Trubody are meeting the Estate Manager to discuss the measures that need to be put in place regarding these problems.

Councillors Kennedy and Isaac with Councillor Trubody

Item 16. TO RESOLVE THE PARISH COUNCIL'S RESPONSE TO CORNWALL COUNCIL'S DECISION TO CHARGE FOR RECYCLING CERTAIN ITEMS.

Councillor Medway said that charging will lead to an increase in fly-tipping. Councillor Trubody said that the decision was made by the Cabinet and, when other Members of Cornwall Council became aware, it was called back in to be deliberated over again. Fly-tipping is a huge problem across the Rame Peninsular and Councillor Trubody suggested that the Clerk sends an email to Bert Biscoe, as the Portfolio holder, highlighting the problems. **Clerk**

Item 17. DEVOLUTION.

Councillor Kennedy reported that the figures show that the Parish Council is on line to being able to refurbish the car park should the need arise. Councillor Medway had received a report about the car park machine not working and the engineer was called. Although fixed, the engineer reported that the Ram data needs to be updated to stop this happening again. It was proposed by Councillor Medway and seconded by Councillor Kennedy and agreed by all that this software update should be included when the next changes in parking costs are implemented. Cornwall Council will be informed that weekly tickets can be obtained from the machine but that the service from the Clerk is the preferred method. **Clerk.** Councillor Kennedy has had the 'Polite' notices printed and will distribute them to the Parish Councillors for putting on windscreens where a ticket is not being displayed. Regarding the public toilets, Councillor Kennedy said that, whilst the Parish Council understood that Cornwall Council had to cut its budget, it would be fairer to phase the cutting of its grant over the next few years.

Item 18. OPEN SPACE.

Councillor McLaren reported that he will restart the application for funding of the play park at the end of this month.

Councillor McLaren

Item 19. PHONE BOX.

The timeframe for the work on the phone box has overrun. Robin Mathias has got the glass and will be installing it. Councillor Kennedy suggested that the sign at the top of the box saying 'Telephone' is replaced with one saying 'Tourist Information'. **Councillor Kennedy**

Item 20. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN.

Councillor Medway reported that at the last meeting the group were looking at ideas for the identity for the websites and posters etc. The Plan is heading for a successful conclusion towards the middle of 2015.

Item 21. CORRESPONDENCE: To consider and **RESOLVE** Council's response to correspondence received.

- a) Email from Roger Martin re posts at Seaview Cottage. Evidence from the Land Registry and from Cornwall Council indicates that the post in question lie on the boundary of Seaview Cottage and they are not considered to represent a hazard to walkers. The Clerk will reply. **Clerk**
- b) Letter from Martyn and Fayre Hardy re posts at Seaview Cottage. The Clerk will copy the Hardys into the reply to Roger Martin. **Clerk**
- c) Email from Nancy Gray re public footpath through Antony School grounds. Email discussed and considered and it is not appropriate for Sheviock Parish Council to be involved. It was **agreed** that this is a decision for the School Governors. Clerk to reply. **Clerk**
- d) Copy of a letter from Sheryll Murray to John Pollard re the repairs to Portwrinkle Harbour. **Noted**
- e) Cornwall Council email re £351m Government funding for local projects. Councillor Kennedy noticed that there was a considerable sum allocated for transport schemes and asked if this could be used for the by-pass at Antony. Councillor Trubody said that only the A30 and A38 pinch points were being considered and the funding is not available to Parish Councils.
- f) Email from the Local Associations Information Services re the Deregulation Bill. **Noted** Councillor Kennedy drew Council's attention to the fact that, under the new regulations that came into affect 6/8/14 the Parish Council meetings can be recorded and filmed and streamed via the internet by anybody without permission.
- g) Cornwall Councils Community Chest – Ward Members have £2195 to spend. Councillor Trubody gave details of how this funding is applied for. Councillor Trubody agreed to provide £600 from the fund towards Sheviock's proposed circular footpath project and it was **Agreed** that Sheviock Parish Council will formally apply for £600. Councillor McLaren will download the forms. **Councillor McLaren**
- h) 4th August English Heritage comments regarding NDP and in particular Maker Heights. **Noted**
- i) 15th August letter from D Smith re parking in Portwrinkle. Dealt with under Item 11. The Clerk will reply. **Clerk**
- j) 26th August Request for information on effect of winter storms for inclusion in project report by student. Survey can be completed on line. **Done**
- k) July Letter from Parkeon regarding the introduction of a new £1 coin in 2017 and the effect on the car park machine. **Noted**
- l) Email from Fayre Hardy re 'Litter Signage' for the beaches. The Parish Council **Agreed** to support this idea and the Clerk will reply accordingly. **Clerk**
- m) Letter from Antony Estate regarding a new date for the Councillors' Day. The date is the 26th September and the Clerk will reply with numbers attending. **Clerk**

- n) Email from Coast Communications re Campaign for SW Peninsular Roads and Rail. **Noted**
- o) Email from Jeff McGuinness congratulating the Parish Council. **Noted**
- p) Email from Helen Couch with an invitation to Cornwall Community Flood Forum. **Noted**

Item 22. UPDATES FROM OTHER GROUPS:

Rame Peninsular Public Transport Users Group. There was nothing to report. **Renewable Rame.** There was nothing to report. **CALC** – There was nothing to report.

Item 23. FINANCE.

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

- 300214 N Bridgman, Dog Warden, July Wages £80.92
- 300215 L Coles Clerk's Parish Hours for July £296.80
- 300216 HMRC L Coles, Parish hours' PAYE and N Bridgman PAYE £94.69
- 300217 Print Options Invoice 9996 £80.00
- 300218 Sheviok Memorial Hall, rent for Clerk's office. £61.20

Councillor Snowling proposed and Councillor Medway seconded and all agreed to ratify payment of the following Devolution Account cheques for August:

- 300068 M Jakes Cleaner's Wages July £169.00
- 300069 L Coles, Clerk's July Devolution Wages £56.50
- 300070 HMRC L Coles PAYE Devolution July £14.11
- 300071 D Pengelly Repair to Gents toilet seat £41.99
- 300072 Bunzl Cleaning and Hygiene Supplies £46.48

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

- 300219 Viking Direct Stationery & Inkjet Cartridges for Parish Office. £81.05
- 300220 Getmapping Plc Annual Subscription £33.60
- 300221 Grant Thornton LLP Audit Fee £240.00
- 300222 Sheviok Memorial Hall Rent for Clerk's Office £61.20
- 300223 N Bridgman Dog Warden Hours August £81.12
- 300224 L Coles Clerk's Parish Hours August £296.80
- 300225 HMRC PAYE for L Coles, Parish Hrs, and N Bridgman £94.29
- 300226 P BurrIDGE Grass Cutting Contractor £619.25

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

- 300073 M Jakes, Cleaner's August Wages £169.00
- 300074 L Coles, Clerk's Devolution hours for August £56.50
- 300075 HMRC PAYE for Clerk's Devolution hours in August £14.11

Alto Card Expenditure: None

Parish Income: None

c) The Clerk reported that an electronic bank payment had been made to South West Water from the Devolution Account in respect of the water rates. This payment had been authorised by two signatories, Councillor Kennedy and Councillor Medway, in accordance with the bank mandate, and was for the sum of £458.31.

d) The Clerk reported that the Annual Audit of the 2013/14 Accounts had been completed by Grant Thornton.

e) A letter has been received from Fayre Hardy and Jean Wilkinson offering to manage the upkeep of the flowerbeds at Portwrinkle. It was **RESOLVED** that there will be a separate item within the cash ledger to enable the payments for the flower beds to be processed by the RFO/Clerk using standard payment procedures. **Councillor Medway proposed, Councillor McLaren seconded and all were in favour. Clerk**

f) It was **Agreed** that Councillors, Kennedy, McLaren and Snowling and the Clerk will attend the Planning Conference on the 18th November at the One Stop Shop in St Austell at a cost of £10 each.

g) It was **RESOLVED** that the Clerk will establish a 'ring-fenced' budget item in the cash ledger for the Open Space project to enable the payment of bills using standard payment procedures. **Councillor Snowling proposed, Councillor McLaren seconded and all were in favour. Clerk.**

Item 24. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

Consider establishing a 'ring fenced' budget item for the Circular Footpath Project.

Item 25. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday 13th October 2014. The Clerk will not be present due to Annual Leave and so Councillor Isaac will take the minutes.

There being no further business the Chair closed the meeting at 9.06 pm.

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