

## SHEVIOCK PARISH COUNCIL

The Minutes of the Parish Council Meeting held on Monday 9<sup>th</sup> June 2014 in the Methodist Church Schoolroom, Crafhole commencing at 7.00pm.

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

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

There were 3 members of the public present.

**Item 1. APOLOGIES:** Apologies were received and accepted from Councillor Snowling.

**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. CASUAL VACANCY.** Co-option of new Councillor.

Following the statutory advertising of the Casual Vacancy, there was no call from the Electorate for an election to be held. The Clerk received one application from Mr John Isaac who wished to be considered for co-option to the Parish Council. Mr Isaac was invited to give a resume of his background and the reasons for wishing to become a councillor. Mr Isaac left the room whilst a vote was taken on whether to accept his application.

**Councillor Mathias proposed acceptance, Councillor Medway seconded with all in favour.**

Mr Isaac was recalled and, after signing a Declaration of Acceptance of Office, he took his place at the table. Councillor Isaac agreed to be the Police Liaison Officer for the Parish Council and to be on the rota for the Parish Surgeries.

**Item 5. POLICE REPORT.** The Clerk read out the crime figures for Sheviock from the report for May 2014. There were a total of 66 crimes reported in Torpoint and across the Rame Peninsular of which 3 were in Sheviock Parish– 1 of theft, 1 communications offence and 1 animal related offence.

**Item 6. PUBLIC PARTICIPATION.**

- a) An email had been received from David Dunn requesting the mechanical road sweeper in Crafhole. The Clerk will contact CORY and copy Cllr Trubody in. **Clerk.**
- b) Melissa Purchell reported fly-tipping on the beach. It was pointed out that there are no byelaws that cover this or camping on the beaches. Councillor Kennedy said that as soon as ownership of the beaches is established then the relevant parties will be contacted to ask if they will clean up. Melissa will let the Clerk know if the settee is still on the beach. This item will be covered further under Correspondence.
- c) Councillor Mathias said that she is concerned that the red footpath has begun to be washed away. Cllr Trubody said that once a new highway scheme is in place then CORMAC has a duty to maintain it. The Clerk will contact CORMAC and highlight the problem to them. **Clerk.**
- d) Margaret Bass asked for the condition of the footpaths to be raised. This will be an item under Finance.
- e) Councillor Mathias reported that the coil spring on her car has broken and that the garage has informed her that this condition was caused by driving over speed bumps and through the pot holes made by the storms. Councillor Mathias asked Cllr Trubody to whom she should address a claim.
- f) Councillor Kennedy reminded everyone about the Parking at Portwrinkle Meeting to be held this coming Friday, 13<sup>th</sup> June, at 7pm in the Memorial Hall, Crafhole, and asked that people are encouraged to attend.

**Item 7 RESPONSES TO PUBLIC PARTICIPATION**

Responded as occurred under item 6.

**Item 8. PLANNING**

- a) **Planning applications received before the Agenda was finalised:** None.
- b) **To receive details of planning applications received after the agenda was published.** None.
- c) **Cornwall Council's Response to Planning Applications.**
  - PA14/02082.** Mr Michael Evans, Glebe Barn, Sheviock Torpoint, Cornwall. Conversion of existing barn, comprising two garages and other outbuilding, into relative's self-contained living accommodation. **APPROVED.**
  - PA14/02022** Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint, Cornwall. Self contained biomass boiler and fuel store. The steel container will be clad with timber with a mono pitched roof. A flue protruding from the roof is an additional height of 2600mm above the eaves. **APPROVED**
  - PA14/01036** Ms Susan Kelly Trecarrel, Donkey Lane, Portwrinkle, Torpoint Demolition of existing dwelling, construction of new dwelling and extension of parking area. **APPROVED.**

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

- a) **The Minutes of the Parish Council Meeting held on Monday 12<sup>th</sup> May 2014.** The Minutes were approved as a true record of that meeting subject to an amendment on Page 1, Item 7 (b) ....PA14/02022 and PA14/01036 the word 'SUPPORTED' to be replaced with "Both applications were supported".  
**Councillor Medway proposed and Councillor Mathias seconded and all were in favour.**
- b) **The Notes from the Meeting with Sheviocck Parish Council, Local residents and Sheryll Murray MP at Portwrinkle Harbour on the 17<sup>th</sup> May 2014.** The Notes were approved as an accurate record of that meeting. **Councillor Pepper proposed, Councillor McLaren 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.**

- Page 2, Item 9, bullet point 2. The response from Land Registry is still awaited.
- Page 2, Item 9, bullet point 4. Council's reaction to Cllr Trubody's response about planning preapplications. The Clerk will email details to Cllr Trubody again and he will forward it to Dave Edmondson. **Clerk.**
- Page 2, Item 9, bullet point 5. Regarding the unsatisfactory response re the planning response. The Clerk was instructed to send this complaint direct to Phil Mason. **Clerk.**
- Page 3, Item 17. The Clerk has received an email reply from Adrian Drake giving another contact. The Clerk will now contact this person regarding the weed spraying. **Clerk.**

**Item 11. REVIEW OF COUNCIL'S POLICIES.**

The Policies were allocated for review as follows: Planning – Councillor Mathias.

Employment and Disciplinary, Selection and Appeals – Councillor Medway.

Financial Regulations and Press and Media – The Clerk.

Financial Risk Assessment and Freedom of Information – Councillor Kennedy.

Complaints Procedure – Councillor Isaac.

Health and Safety – Councillor McLaren.

Current Standing Orders – Councillor Snowling.

Terms of Reference for Planning, Employment and Disciplinary, Selection and Appeals – Councillor Pepper.

**Item 12. PORTWRINKLE HARBOUR PUBLIC MEETING.**

Councillor Isaac said that Sheryll Murray MP had made it clear that the Government had not received any requests for funding from Cornwall Council and in the papers that she had handed out there is a cut off date by which funding bids had to be in. Cllr Trubody said that the realistic route for funding the repairs at Portwrinkle would be through the Small Ports Recovery Fund. Councillor Kennedy reported that Sheryll Murray has been in touch with John Pollard, Leader of Cornwall Council, who confirmed that Portwrinkle is one of the sites that has been approved by the EA and that it is in line for financial support. Councillor Kennedy suggested that the Clerk writes to thank Sheryll Murray for her work so far and to ask for confirmation that she is going to lobby the Department of Transport, for funding from the Small Ports Recovery Fund. **Clerk.** Sheviocck Parish Council recorded its thanks to all those residents that supported the meeting.

Regarding the size of boats that are able to use the moorings, the Clerk has emailed Laurie Birch who is checking with Andy Brigden. Councillor Isaac gave some background to the situation. The Clerk will send Councillor Isaac the details that she has to date. Councillor Kennedy asked Councillor Isaac to prepare a response to the Maritime Agency to be sent to the Clerk for forwarding. **Councillor Isaac/Clerk.**

Rick Baker, boat owner, has asked about paying for the wet mooring whilst it is not usable. He has sent his cheque to the Clerk and it was agreed that this will be banked and when the harbour is usable a refund will be calculated according to how long it was not. **Proposed by Councillor McLaren, seconded by Councillor Medway, 6 votes for and 1 abstention.**

Councillor Kennedy read out an email from Graham Bracegirdle regarding the mooring of his boat. Councillor Isaac will include the issue of safe moorings in his response to the Maritime Agency and Councillor Kennedy will speak to the Harbourmaster. Cllr Trubody suggested a site meeting with Laurie Birch to discuss policy. **Councillors Kennedy, Isaac.**

**Item 13. DEVOLUTION.**

Councillor Medway met with a representative from South West Water and the meter has now been located and read. The Clerk reported that a lower bill has now been received. Councillor Medway and the Clerk will keep an eye on the water usage and future billing. Councillor Medway reported that the natural spring at the rear of the toilets has been diverted and now the bund is full of water. Councillor Medway will compose a letter to the Environment Agency and the Clerk will send it to Cllr Trubody who will forward it to the appropriate person. **Councillor Medway/Clerk.**

**Item 14. OPEN SPACE.**

Councillor McLaren reported that the group had received a response from CC Enterprise and would now start meeting regularly again with a view to putting together a new application next month. **Councillor McLaren**

**Item 15. PHONE BOX UPDATE.**

Councillor Mathias reported that she had contacted Publicity South West who is happy to measure the phone box and supply a free rack for leaflets. A sign will be put up saying 'Tourist information' and they will be responsible for maintaining the leaflets. Councillor Kennedy asked that, predominantly, local attractions are advertised. Councillor Mathias has tried to get two quotes for the re-glazing but only one was obtained and it will cost £126. Councillor Kennedy asked that Robin Mathias submits a quote for replacing the glass panes. **Councillor Mathias**

**Item 16. CIRCULAR FOOTPATH.**

Councillor Kennedy said that this project is beginning to move forward Councillor McLaren is in the process of applying for some funding. **Councillors Kennedy/McLaren**

**Item 17. HEDGES AND VERGES IN SHEVIOCK.**

The Clerk reported that she has been told by CORMAC that the Parish Council can cut the verges as part of the Grass Cutting Agreement. Councillor Kennedy will ask the grass contractor to carry out this work. **Councillor Kennedy**

**Item 18. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN.**

Councillor Medway reported that the target date has been put back by two months. The deputy Parish Clerk from Millbrook has been working on behalf of the group and it was agreed by all of the parishes to pay a contribution towards her costs. This will be 2.5% of our Precept, as agreed and minuted at the Parish Council meeting in July 2013. The amount for Sheviock Parish Council will be £355, (£375 less the £20 cost of the cellophane). **Clerk.** It was **RESOLVED** to pay Millbrook Parish Council £355 on receipt of an invoice. **Councillor Pepper proposed, Councillor McLaren seconded and all were in favour.** It was noted that Millbrook Parish Council will need to keep this money separate from its Council funds and account for it properly at Audit. **Clerk**

**Item 19. CORRESPONDENCE. To report correspondence received.**

- a) Cornwall Council – Email regarding the policy on the transgression of bylaws. Councillor Kennedy reported that a resident had raised an issue at Cornwall Council level regarding contravention of by-laws. However, they were told that an anonymous report would not be looked into. The Parish Council feels that it is wrong that people must be named and not remain anonymous. The Clerk will send a letter to Cllr Trubody for him to forward to the appropriate contact at Cornwall Council. **Clerk.**
- b) DTGS Ltd. Playground Inspection Allocations Report. Certificate received. **Noted.**
- c) Response from Land Registry re ownership of the beaches. Information is still awaited. **Clerk.**
- d) Email to Cllr Trubody re West Lane build-outs. Councillor Kennedy said that it had been suggested by CORMAC that the Parish Council might like to pay for bollards to be installed and this is devolution by stealth. Cllr Trubody said that other parishes have chosen to take this action. Cllr Trubody also said that Highways feel that West Lane is safe as it is and that it is more likely an obstruction issue by local vehicles being parked too close to the build outs. The Parish Council was in agreement not to install bollards as CORMAC considered the present arrangements were safe and so agreed to do nothing.
- e) Western Power Distribution Emergency Kit. The Clerk gave details of the contents of the kit, all items of which can be purchased locally.
- f) NALC Bulletin from the Policy Committee. **Noted.**
- g) Standards Training at Maker with Rame, 24<sup>th</sup> July. The Clerk has booked places for Councillors Mathias and Isaac to attend.
- h) Art Café email request for a donation. It is Sheviock Parish Council's policy to only support local organisations and then only if it is of benefit to its parishioners. A proposal was made to support the Art Café with a donation of £25 for materials. **Councillor McLaren proposed to support, Councillor Isaac seconded. A vote was taken, 4 Councillors voted for the motion and 2 voted against.** Motion carried and the Clerk will notify the Art Café and prepare the cheque. **Clerk.**
- i) Report from Portwrinkle Parking meeting. This item has already been discussed.
- j) Letter from Susan Smith re camping on the beach at Portwrinkle. This item was discussed at length last year when the same issue arose. Unfortunately, there are no bylaws covering camping on the beach and it is up to the landowners to take action. The Clerk will draft a reply to Mrs Smith and forward it to the Councillors for their comments. **Clerk.**
- k) Email from Rick Baker re Wet Moorings. This was dealt with under Item 12.
- l) Insurance Documents from AON. **Noted.**

**Item 20. UPDATES FROM OTHER GROUPS:**

**Rame Peninsular Public Transport Users Group.** Councillor Mathias reported that the new bus timetable is in force.

**Renewable Rame.** No report available.

**CALC** – Councillor Kennedy said that there was to be a meeting of the committee tomorrow and he would report at the next Parish Council meeting.

**Item 21. FINANCE.**

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

- 300192 N Bridgman, Dog Warden, May Wages £86.09
- 300193 L Coles Clerk's Parish Hours for May £296.80
- 300194 L Coles, Clerk's Parish Expenses £26.05
- 300195 Sheviock Memorial Hall, rent for Clerk's office. £61.20
- 300196 HMRC L Coles, Parish hours' PAYE and N Bridgman PAYE £95.86
- 300197 C L Finance, Internal Audit £180.00
- 300198 CALC Annual Membership Fee £228.20
- 300199 DTGS Ltd Report on Playground £84.00

- 300200 AON UK Ltd Annual Parish Insurance £355.84
- 300201 Creative Solutions, Parish Council Notice Board for Crafhole £287.69
- 300202 Grounds Maintenance SW, Grass Cutting £310.11
- 300203 C Kennedy, Chairman's expenses £76.00

**b) Councillor Pepper proposed and Councillor Mathias seconded and all agreed to approve payment of the following Devolution Account cheques for June:**

- 300055 M Jakes Cleaner's Wages May £162.50
- 300056 L Coles, Clerk's May Devolution Wages £56.50
- 300057 HMRC L Coles PAYE Devolution May £14.14
- 300058 Cornwall Council Non-Domestic Rates for Car Park 2014/15 £883.12
- 300059 Cornwall Council Non-Domestic Rates for Car Park 2013/14 £61.70
- 300060 Cornwall Council Non-Domestic Rates for Public Toilets 2014/15 £800.70
- 300061 South West Water. Water rates for Public Toilets £725.47
- 300062 Derrington Locksmiths. Locks for Slipway Bollards £106.66

**Alto Card Expenditure:** None

**Parish Income:** £7.00, Cash donation for general use.  
 £8,115.50 – Cornwall Council Precept April – September.  
 £327.75 – Cornwall Council – Council Tax Grant.

**Devolution Income:** £5,357.75. Cornwall Council Grant for the Public Toilets.

**c)** It was **Agreed** that Councillor Kennedy would continue to order the grass cuts as in previous years.

**d)** The Internal Auditor has agreed and returned the Audit Report for 2013/2014, as prepared by the Clerk. The total balance of the bank accounts as at 31.03.14 was £28,575. Total income for the year was £34,723 (including the Precept) and total expenditure was £21,655 (including staff costs).

It was **RESOLVED** to accept the Audit Report as a true and accurate record and to **Approve** this governance statement. **This was proposed by Councillor Medway, seconded by Councillor Mathias with all in favour that the Chairman should sign the Report.** The Clerk will submit the Report to Grant Thornton, External Auditors, for approval. **Clerk.**

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

No Items.

**Item 23. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday 14<sup>th</sup> July 2014.

There being no further business the Chair closed the meeting at 9.22 pm.

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

Linda Coles, Clerk, Clerk's Office, Sheviock Memorial Hall, Crafhole PL11 3DG Tel: 01503 232996  
**Parish website – [www.sheviockparish.org.uk](http://www.sheviockparish.org.uk)**