

SHEVIOCK PARISH COUNCIL

The Minutes of the Parish Council Meeting held on Monday 10th June 2013 in the Methodist Church Schoolroom, Crafhole commencing at 7.00pm.

Present: Councillors C Kennedy, Chairman, S Medway, Vice Chairman, Councillors M Snowling, A Pepper, P McLaren, and R Skelly.

In Attendance: L Coles, Parish Clerk.

There were 3 members of the public present.

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

Item 2. DECLARATIONS of INTEREST.

- a) **AGENDA ITEMS** – There were no declarations
- 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

Item 4. POLICE REPORT. The Clerk read the report for April. Councillor Skelly will ask again for specific details about the crimes in Sheviock.

Item 5. PUBLIC PARTICIPATION. Councillor Medway proposed and Councillor Snowling seconded that Standing Orders were rescinded to receive items from members of the public. 7.05pm.

- Faye Hardy reported that the bin outside the Gook café was very full and 3 bags of rubbish on the floor were covered with cardboard but this didn’t prevent seagulls from strewing the contents across the road. Faye Hardy asked if the Gook can be asked to have sufficient bins to meet its needs. The Clerk will write and ask Mr Earle if he can provide sufficient bins and if not whether the excess rubbish could be taken to the Finnygook for disposal. It was also pointed out that the public bin was full to bursting and that now that summer is here this could become a big problem. The Clerk will write to Cory and ask for the second bin to be returned to Portwrinkle. **Clerk.**
- The Clerk has written to the Clerk of Antony Parish Council regarding the signs at Tregantle.
- Councillor Skelly had emailed Councillor Kennedy about the impaired visibility at the entrance to Sheviock Lane due to overgrown vegetation. Councillor Kennedy said that this matter has already been discussed with Rebecca Dixon and this area has now been added to the Amenity Grass Cutting Agreement.
- Councillor Medway said that the overgrown banks at the bottom of Crafhole Hill are making visibility difficult. It was agreed that this is a Highways problem.
- Councillor Kennedy has received a letter from Tom Stone, Owen Edge and Liam Warren asking if a skateboard facility can be provided on the Open Space. Councillor Kennedy will take this to the Open Space sub group for discussion.
It was proposed by Councillor Medway and seconded by Councillor Skelly to reinstate Standing Orders at 7.31pm

Item 6 RESPONSE TO PUBLIC PARTICIPATION

Matters under Item 5 were dealt with as they were raised.

Item 7. PLANNING

- I. Planning applications received before the Agenda was finalised:** None received.
- II. Planning Applications received after the Agenda was finalised:**
PA13/04351 Mr Paul Philips Demolition of three existing dwellings to be replaced with three new dwellings and construction of a new Golf Clubhouse at Westholme Finnygook Lane Portwrinkle Torpoint Cornwall PL11 3BP.
- III. Cornwall Council’s Response to Planning Applications.**
PA13/02154 Mr & Mrs Prisk 4 Carew Close Crafhole Torpoint PL11 3EB. Replacement of existing porch with gabled design plus landscaping improvements. **Approved.**

Item 8. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED

The Minutes of the Parish Council Meeting held on Monday May 13th 2013. The minutes were approved as a true record of that meeting. Councillor Medway proposed and Councillor Skelly seconded with all in favour.

Item 9. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by Agenda Items.

- Page 1. Item 5. The Clerk to ask for clarification from Tom Rattray that the wind speed restrictions were complied with when the limestone spreading was carried out. **Clerk**
- Page 1 Item 5. The Clerk will chase up the response from the Countryside Officer regarding the status of the footpath. **Clerk**
- Page 2. Item 10. The Clerk will chase the payment of the grant for the flowerbed of £500. **Clerk**
- Page 2. Item 12. The Clerk will circulate the dates of the Surgeries to all Members. **Clerk**
- Page 2. Item 16. Councillor Kennedy will contact Truro Diocese and ask if the last field can be fenced off. **Clr Kennedy**

Item 10. APPOINTMENT OF CLERK

Following the resignation of Nancy Gray it was agreed to advertise the post of Clerk in the Cornish Times. The advertisement was approved and the Clerk will place it tomorrow for publishing in this week's copy. The Clerk will email the Person Specification and Job Description to all of the Members. It was agreed that Councillors Medway, Pepper and Skelly will be on the Selection Committee and Councillors Kennedy, Snowling and McLaren will be on the Appointment Committee. **Clerk**

Item 11. REVIEW OF ALL POLICIES

At the last Parish Council meeting it had been agreed which policies and procedures would be reviewed by which Councillors as follows:

Planning Procedure and Terms of Reference – Councillor McLaren reported that there were no changes.

Employment and Disciplinary Terms of Reference – Councillor Skelly reported that in point 6 the word "Planning" should be replaced with Employment and Disciplinary.

Selections and Appeals – Councillor Pepper has still to review this.

Standing Orders – Councillor Medway observed a spelling error on page 95, 9c, line 5 the word *council*.

Financial Regulations – Councillor Kennedy and the Clerk have still to look at some points.

Financial Risk Assessment – Councillor Kennedy and the Clerk have still to look at some points.

Code for Complaints – Councillor Skelly

Policy for Press and Media – Councillor McLaren will look at this.

Health and Safety – Councillor Snowling is concerned about lone working and will look at this again and report at the next meeting.

Disciplinary Procedure – Councillor Kennedy has reviewed this and point 2.1 the word company needs to change to council.

Grievance Procedure – Councillor Pepper will look at for the next meeting.

Freedom of Information – Our Commitment – Councillor Medway. It was agreed to change the charge to 50p+VAT per sheet. Page 5 typos have been noted and changed by the Clerk.

Clerk to ensure all amendments are recorded and updated versions put onto the website.

Item 12. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN.

Councillor Medway reported that the group had met and it had been a very productive meeting. The Housing Needs Survey was discussed. Councillor George Trubody has re-joined the Group and will become the Chairman. Chris, Tracey, George and Zoe have gone over the Plan and the Group now has a target/timetable.

Item 13. A374 and B3247

The Clerk has written for timescales. Some of the scheduled work has been completed but a reply has not been received from Ann Trevarton. The Clerk will follow up again. **Clerk.**

Item 14. VILLAGE OPEN SPACE.

Councillor McLaren reported that things are moving and prices for play equipment are being requested from suppliers. There will be a meeting with the regeneration team from Cornwall Council.

Item 15. FOOTPATHS

Councillor Kennedy reported that the extra fence on footpath no.5 has not yet been put in but now that he has a contact for Truro Diocese things should progress and he will report back at the next meeting.

Item 16. TO SET PRIORITIES FOR THE NEXT FOUR YEARS.

Councillor Skelly would like to see more usage of the moorings at the Harbour. Councillor Kennedy said that all of the moorings are currently taken and there is a waiting list. Councillor Skelly would like to know if there is a facility for launching boats at the Harbour from the slipway. The Clerk will write in the first instance and ask what

the rules are to allow members of the public to launch from the slipway. If this is possible then a Public Meeting will be convened to get the views of the residents of Portwrinkle. **Clerk**
Councillor Snowling asked if it would be possible to restrict the size of vehicles using the road through the village. The bypass at Antony is unlikely to be built in the next 10 years but Councillor Kennedy said that this could be listed as a need in the Cornwall Infrastructure Needs Assessment. This would be a long term aim.
Councillor Skelly asked if Christmas decorations could be put up in the village and suggested asking for sponsorship for the scheme from local businesses. Councillor Skelly will investigate and produce a proposal with costs for consideration. **Councillor Skelly**
Councillor McLaren would like the Parish Council to allocate land for allotments and will look into how many residents are interested in such a scheme. **Councillor McLaren**

Item 17. CORRESPONDENCE

- a) Email correspondence from John Harrison re yellow lines on corner. It was agreed that the Clerk will forward this email to Cornwall Council Highways department and the Police. **Clerk**
- b) Email correspondence from Ian Curtis re parking enforcement. Councillor Kennedy requested parking enforcement over the Bank Holiday and this had been supplied.
- c) Email correspondence from Michael Harris re Portwrinkle. Councillor Snowling will ensure that location of the missing hydrant is added to the Emergency Plan. It was agreed to contact the Environment Agency to see if the Blue Flag water condition is going to be kept up to date or otherwise remove the sign. The Environmental Services at Cornwall Council is to be asked if they are going to weed-spray. The Parish Council are responsible for the flower beds and are looking for volunteer working parties to help with the maintenance once Cornwall council has completed the initial weeding. The Clerk will also contact the Environmental Services regarding number 5 Whitsand Bay and request their assessment. **Clerk to reply inviting Mr Harris to join a volunteer working party for the flower bed maintenance. Clerk to contact Environment Agency and Environmental Services regarding the other points raised. Cllr Snowling to update the Emergency Plan.**
- d) Email Survey Monkey re Parish facilities. Councillor Pepper will cover Sheviok Village, Councillor Kennedy will cover Portwrinkle and Councillor Medway will cover Crafhole.

UPDATES FROM OTHER GROUPS:

CALC Executive meets tomorrow and Councillor Kennedy will report at the next meeting.
Councillor Kennedy attended a Community Networks meeting at which the Cornwall Infrastructure Needs Assessment was produced. **Cllr's Medway and Kennedy to have this updated through the NDP**

Item 18. FINANCE.

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

- 300085 N Bridgman Dog Warden Wages. £64.75
- 300086 L Coles, Acting Clerk's Wages for May £325.48
- 300087 A Wilson, Cleaner, Wages for May. £5.30
- 300088 HMRC. PAYE for L Coles, A Wilson and N Bridgman. £98.60
- 300089 Sheviok Memorial Hall. Rent for Clerk's Office, June. £60.00
- 300090 Zurich Municipal Insurance Premium Tax. £40.52
- 300091 L Coles Clerk's Expenses. £23.67
- 300092 C L Finance Invoice 000492. £180.00
- 300093 D Leonard, Grass Cutting. £170.00

Alto Card Expenditure:

- Viking Stationers Ink Cartridges. £44.38

Incoming receipts:

- Grant from Cormac Solutions re Amenity Grass Cutting Contract: £283.13 covering 2012-13.
- It was approved that £45 per year is paid for a monthly back up process for the website. Councillor Medway proposed, Councillor Snowling seconded and all were in favour.

Item 19. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

To agree the car park tariffs for 2014-15.

Item 20. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on 8th July 2013.

There being no further business the Chair closed the meeting at 9.10pm.

Linda Coles, Clerk, Clerk's Office, Sheviok Memorial Hall, Crafhole PL11 3DG Tel: 01503 232996
Parish website – www.sheviokparish.org.uk