

SHEVIOCK PARISH COUNCIL

The Minutes of the Parish Council Meeting held on Monday 13th May 2013 in the Methodist Church Schoolroom, Crafhole following the Annual General Meeting of Sheviock Parish Council.

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 2 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 reported that no report had been received and the police were not in attendance. The reports are not specific enough and Councillor Skelly will speak directly to the police. The Community Officer has left and the Clerk will write to welcome his replacement Angela Crow back to the area.
Clerk and Councillor Skelly.

Item 5. PUBLIC PARTICIPATION. Councillor Snowling proposed and Councillor Medway seconded that Standing Orders were rescinded to receive items from members of the public. 7.25pm.

- Councillor Snowling reported that there may be a few complaints about the spreading of fertiliser/lime at Cross Park which he said the wind is blowing across neighbouring homes, The Clerk will email Tom Rattray to ask that the contractors observe the rules when laying fertilisers in windy conditions and ask if anything toxic was being sprayed on Monday 13th May. **Clerk.**
- Councillor Kennedy has had complaints that horses are using the footpath between Kimberly Foster Close and Carew Close. The Clerk will contact the Countryside Officer to confirm the status of use of this footpath. **Clerk.**
- Councillor Medway has received a complaint about dog fouling along Sheviock Lane, in a particular spot opposite number 27. Peter Nicholas, member of the public, said that dog fouling is a particular problem in the churchyard. Councillor Kennedy reported that he had also been approached about the churchyard and had suggested using local intelligence that could then be used by the Dog Warden for policing the areas at certain times of the day.
- Councillor Medway asked about the bins at Portwrinkle. It had been reported to him that one of the bins was being used by the café but Councillor Kennedy said that on inspection it looked like rubbish from beach barbecues. It was reported that the Recycling Operatives are leaving rubbish behind on their collections.
- Councillor Skelly spoke about the proposed Gypsy Site at Tregantle. Councillor Kennedy read from the Caradon Policy regarding Gypsy Sites which is still current.
- Councillor Skelly said that at the T-Junction at Tregantle and down towards Whitsand Bay there are unsightly signs that are also dangerously placed. The Clerk will email the Clerk at Antony Parish regarding this. **Clerk**

It was proposed by Councillor Medway and seconded by Councillor Skelly to reinstate Standing Orders at 7.38pm

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:

PA13/02154 Mr & Mrs Prisk 4 Carew Close Crafhole Torpoint PL11 3EB. Replacement of existing porch with gabled design plus landscaping improvements. **Supported**

II. Planning Applications received after the Agenda was finalised: None received

III. Cornwall Council's Response to Planning Applications.

PA12/08602 Mr R Martin construction of detached dwelling opposite Whitsand Bay Hotel. **APPROVED**

Councillor Kennedy said that it had been raised at the previous Council meeting that most Parish Councils have separate Planning meetings. It was agreed that Sheviocck Parish Council will continue to deal with planning matters as it does now for the foreseeable future but that as councillors attend Planning Training they will raise the need for this approach to hear the reasons for and against.

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

- a) **Annual Parish Meeting 8th April 2013.** The minutes were approved as a true record of that meeting. Councillor Medway proposed and Councillor Snowling seconded.
- b) **Parish Council Meeting 8th April 2013.** The Minutes were approved as a true record of that meeting. Councillor Medway proposed and Councillor Snowling seconded.

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

- Page 3. Item 13. Open Space. Peter Nicholas has put in the markers and a vote of thanks is recorded.
- Page 3 Item 16.(c) Annual Audit Papers. The Clerk asked that the Audit figures presented were approved and minuted for the record and the Chairman signed the papers accordingly.

Item 10. TO SIGN THE DEVOLUTION AGREEMENT

The previous Parish Council had carried the Devolution Agreement forward to the 1st June for the new Council to sign. A cleaner has been found for the public toilets. Councillor Kennedy would like some more patching to be done on the car park before the Parish Council takes it over. Councillor Skelly proposed that the Parish Council enters into an agreement with Cornwall Council for the lease of the toilets and the car park. Councillor Medway seconded and all were in favour. Councillor Kennedy has been in touch with the people who maintain the ticket machines for Cornwall Council and the Clerk will need to contact to arrange a contract with them. Councillor Kennedy has spoken to a resident about forming a working party to look after the flower bed. The £500 grant for the flower bed should be presented to the Parish Council within the next week. **Clerk**

Item 11. REVIEW OF ALL POLICIES

Councillor Kennedy produced a list of policies and procedures and it was decided which councillors would review them as follows:

Planning Procedure and Terms of Reference – Councillor McLaren
Employment and Disciplinary Terms of Reference – Councillor Skelly
Selections and Appeals – Councillor Pepper
Standing Orders – Councillor Medway
Financial Regulations – Councillor Mathias
Financial Risk Assessment – Councillor Kennedy and the Clerk
Code for Complaints – Councillor Skelly
Policy for Press and Media – Councillor McLaren
Health and Safety – Councillor Snowling
Disciplinary Procedure – Councillor Kennedy
Grievance Procedure – Councillor Pepper
Freedom of Information – Our Commitment – Councillor Medway.

Item 12. TO SET DATES FOR PARISH SURGERIES. It was agreed to continue with the Parish Surgeries and these will be held on alternate months on the Saturday before the Parish Council meeting. Dates were discussed and agreed. These will be published on the council website and in the Parish Newsletter.

Item 13. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN.

Councillor Medway reported that the group had met at St John and there had been a speaker from Green Infrastructure. Councillor Medway reported that the Windmill proposal had been dropped mainly due to influence from the MOD. It was introduced at this meeting that an application for the Gypsy Site had been put forward. A part of the Neighbourhood Development Plan was the issue of a Housing Survey which was to ascertain how much affordable housing was indicated for each of the parishes. Councillor Medway has collated the information from the 52 replies for Sheviocck Parish and only one has indicated a need for affordable housing. Councillor Medway said that there had been a meeting with Antony Estates two months ago at which their proposal to allocate land for housing development had been discussed.

Item 14. A374 and B3247

Councillor Kennedy has had a meeting with Ann Trevarton, Colin Lewis and Trevor Jones, Cornwall Council, to discuss the problems with the roads in Sheviocck Parish. Various issues were discussed and the Clerk will write to confirm timescales for the agreed remedial works. **Clerk.**

Item 15. VILLAGE OPEN SPACE. Peter Nicholas has put the markers in and an agreement has been reached for a lease of forty years. Responses to the surveys are coming in and Karen Baker will collate these. Funding will then have to be looked at. An agreement over the type of fencing has been made but funding is still needed.

Item 16. FOOTPATHS

Councillor Kennedy met with Tom Rattray. The Estate will not allow a legal right of way but will allow a forty year lease on the usage. The barbed wire on Footpath No.5 will be rectified by extra posts being put in and the Estate is also prepared to stockproof all the way to Lady Well but needs the permission of Truro Diocese to continue to the end. There has been a recent issue with an overgrown hedge and Tom Rattray will ensure that this is cut back by the tenant in August.

Item 17. CORRESPONDENCE

- a) Letter from Mr K Waterfield re Portwrinkle signage. Councillor Kennedy has spoken to Graham Holland and the sign in question not only can be lower but is not necessary.
- b) Email from John Harrison re yellow lines. Cornwall Council will not put yellow lines where it is a legal matter and up to the Police to enforce it. **Clerk** will reply.
- c) Email from Michael Harris re signage and dogs on Harbour Beach. Councillor Kennedy has spoken to the Dog Warden and feels that anyone who takes a dog onto Harbour Beach should be issued with a ticket. Councillor Skelly proposed, Councillor Medway seconded with all in favour. **Clerk to reply**

UPDATES FROM OTHER GROUPS:

There was nothing to report.

Item 18. FINANCE.

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

- 300077 C Kennedy re Web 123 Reg £131.74 (This cheque was not signed because Cllr Kennedy is one of the only two remaining signatories. Cllr Kennedy left the room whilst it was agreed to pay this cheque. It will be signed when the new mandate has been accepted by the bank)
- 300078L Coles, Clerk, re Liskeard Signs Invoice for the Dog Signs. £85.20
- 300079Sheviock Memorial Hall. Rent for Clerk's Office, May. £60.00
- 300080 Linda Coles, Acting Clerk's Wages for April, £315.15 plus Expenses £21.40= £336.55
- 300081 N Bridgman, Dog Warden. £28.80
- 300082 HMRC. PAYE for L Coles and N Bridgman. £85.80
- 300083 S Z Design. Sign for Calor Gas Chain. £43.20
- 300084 Zurich Municipal. Parish Insurance. £675.35

Alto Card Expenditure:

- No expenditure on the Alto Card

Incoming receipts:

- Grant from Cornwall Council: £346.59
- **Update of the Parish Bank Accounts and Budget.** The balance of the bank account at the 31st March 2013 was £15,506.34. At the 30th April 2013 the balance was £22,220.87.
- Councillor Kennedy explained how the cuts to the footpaths are decided. It was agreed to keep to the same format for this year. Councillor Medway proposed and Councillor Snowling seconded, with all in favour.
- The purchase of a replacement sign for the calor gas chain was discussed and it was agreed to wait before purchasing another.

It was agreed that Councillor Medway and Councillor Skelly will be added to the bank mandate as signatories. The Clerk will obtain the necessary forms. **Clerk**

Item 19. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

Councillor Kennedy would like to set the Parish Council's priorities for the next four years with a 4 Year Plan to include Devolution, the Neighbourhood Development Plan and the Village Open Space.

Item 20 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on 10th June 2013.

There being no further business the Chair closed the meeting at 9.30pm.

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