

SHEVIOCK PARISH COUNCIL

The Minutes of the Parish Council Meeting held on Monday 11th November 2013 in the Methodist Church Schoolroom, Crafhole commencing at 7.00pm.

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

In Attendance: L Coles, Parish Clerk and George Trubody, County Councillor.

There were 5 members of the public present.

Item 1. APOLOGIES: There were no apologies.

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 received.

Item 4. POLICE REPORT. The Clerk had circulated the report for October. There was a reported 58 crimes across Torpoint and the Rame Peninsular three of which were in the Parish of Sheviock, (1 theft, 1 fraud and 1 burglary to a house under construction where power tools were stolen).

Item 5. PUBLIC PARTICIPATION.

- David Dunn thanked the Parish Council for organising the recent meeting with Paul Masters, CEO Cornwall Council. Councillor Kennedy said that it was very much a community event and that is why it was so successful.
- David Dunn reported that the mechanical road sweeper has not been to Crafhole yet and that he is still awaiting an update on the virtual pavement. The Clerk reported that the road sweeper has been to Sheviock and other parts of the Parish and that she will contact Cory regarding this and the virtual pavement. **Clerk**
- David Dunn reported that the hedge opposite Sydenham House is very overgrown and is now encroaching on the highway and he asked if Antony Estate could be approached regarding this. Councillors Pepper and Skelly reported that there were similar problems with the hedgerows in Finnygook Lane; which had been reported to them at the recent Parish Surgery. The Clerk will write to the Whitsand Bay Hotel (Finnygook Lane) and to Paul Cressy, Antony Estates and ask for the hedges to be cut back. **Clerk**
- Mr E Wilkinson asked for an update on the installation of BT Infinity in Portwrinkle. The Clerk reported on her telephone conversation with BT Open Reach saying that the work was scheduled for December 2013 and that should road closures be needed then the usual permissions will be applied for and the Parish Council notified in due course. Councillor Snowling reported that the road was closed near the Gook Café this morning.
- Councillor Mathias reported that she had been asked what South West Water is doing at the Pumping Station in Portwrinkle. There is a horrible smell emitting from the tanks and it is going into nearby houses. The Clerk will contact SWW to ask them to resolve the problem. **Clerk**
- Councillor Skelly raised the problem of the mud on the road in Sheviock Lane. The residents are very upset about the mess that the tractors have made of the verges and they would like to see them restored to their former state. Councillor Skelly wants confirmation that this will not be repeated next year. Councillor Kennedy reported that he has already contacted Paul Cressy, Antony Estates, in writing about this matter. It was also said that the tractors are driving much too fast through the villages.
- Councillor Kennedy said that Ian Harry, Diamond Cottage, has trees on his property that are overhanging and he is happy to cut them down but would like to be assured that he is acting within the law in doing so. Councillor Pepper will contact Mr Harry in her capacity as the Tree Officer for the Parish Council. **Councillor Pepper.**
- Councillor Kennedy reported that Fayre and Martin Hardy had raised the matter of the Gook Café opening outside its permitted hours. This matter will be dealt with under Item 7, Planning.
- Councillor Snowling reported that the new handrail on the footpath from the hotel to the beach has been completed and is excellent.
- It was reported that a large fishing net has been washed up on the beach. The Clerk will write to Paul Cressy, Antony Estates and ask for it to be removed. **Clerk.**

Item 6 RESPONSE TO PUBLIC PARTICIPATION

Matters under Item 5 were dealt with under this item and agenda items carried forward.

Item 7. PLANNING

- I. **Planning applications received before the Agenda was finalised:**
None were received
- II. **To receive the Parish Council's response to Planning applications.** Councillor McLaren
PA13/06158 Whitsand Bay Hotel Finnygook Lane Portwrinkle Torpoint PL11 3BU. Variation of condition 4 attached to decision notice PA12/00581 (Demolition of existing buildings including 8 dwellings and construction of 21 apartments comprising 8 Market Dwellings and 13 units of Holiday Accommodation)-Mr Jess Earle.
- III. **To receive details of planning applications received after the agenda was published.**
PA13/09092 Lynher Boat Yard Antony Torpoint Cornwall. Mr & Mrs R Geary. Change of use/conversion of first floor of existing building from redundant offices to holiday unit. Grid Ref: 235445/56911
EN13/02546 Siting of a chalet at Land adjacent to Trethill Lane Craffhole Cornwall.
EN13/02561 Breach of conditions 1 and 3 of PA12/07469. East Car Park Finnygook Lane Portwrinkle Torpoint Cornwall PL11 3BT
- IV. **Cornwall Council's Response to Planning Applications.**
None received

PA13/06158 Councillor McLaren read out a reply from Gemma Halstead, the Planning Officer dealing with this application, and there was some discussion about the proposed variation to condition 4. Councillor Kennedy read out a drafted response and it was agreed that this would be the basis of the objection from the Council. Councillor Mathias proposed and Councillor Skelly seconded with all in favour. The Clerk will also add to the response detailing that this applicant is failing to comply with conditions on another planning application. **Clerk.**

PA13/09092 Lyhner Boat Yard Torpoint Cornwall. The Clerk will ask for an extension to the deadline to enable Council to discuss the application at its meeting on the 9th December. **Clerk.**

EN13/02546. Siting of a chalet at land adjacent to Trethill Lane. This will become a retrospective planning application and will be discussed when the application is received.

EN13/02561. Breach of conditions 1 and 3 of PA12/07469 at the Gook Café Portwrinkle. There has been a breach of opening hours. The hours granted under the application were from 0800hrs to 2000hrs but there have been reports that the café has been open until after midnight. The generator and the oil tank were supposed to have been removed from the site after 6 months but they are still there. A motion was put forward that the Clerk should write to the enforcement officer to ask that these conditions are adhered to immediately in the interests of protecting the amenity of the residents of Portwrinkle. **Clerk.** There was also an enforcement notice that the Gook Café must produce a maintenance plan for its extractor fan and this has not yet been carried out. Councillor Kennedy suggested that the Clerk should write and ask for an update on this condition of the application. Councillor Medway proposed and Councillor Snowling seconded with all in favour. **Clerk.**

Councillor Kennedy reported that the Planning Consultation had been passed to Councillor McLaren to put forward his proposals to the December meeting of what he felt should go on the report. **Councillor McLaren.**

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 October 14th 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, bullet point 2. It was noted that boats under 12 metres in length can come as close to the shore as they would like.
- Page 1. Item 5, bullet point 3. Councillor Mathias had nothing further to report about the behaviour of dogs and said that this matter could be closed.
- Page 2. Item 5, bullet point 12. Cory has a set schedule for the removal of the bins but has added extra emptying times. Councillor Kennedy asked that all enquiries to Cory and other Cornwall officers should be directed through the Clerk who could delegate responsibility for a councillor to deal direct when appropriate.

Item 10. LORRIES THROUGH CRAFTHOLE.

Councillor Kennedy reported that there had been a meeting with the engineers. At this meeting it was stated by the engineers that the solution would be a choice between safety and congestion being resolved, but not both; the engineers had been told such a choice was unacceptable and that a solution fulfilling both was required. Councillor Kennedy read out the short update from Rob Constance, CORMAC. However, the meeting on Friday the 8th November with Paul Masters, CEO for Cornwall Council, superseded any previous meetings. Melissa Purchell said that she felt that she had finally been listened to. Councillor Mathias is worried about the timescale. Councillor Kennedy said that the report by the engineers is due to be received by the 21st November, after which the proposals have to be looked at. Mitigation solutions can be carried out quite quickly but some may need traffic

orders which will take much longer. Councillor Mathias reported that another house was hit today. Councillor Kennedy said that it is good to have Cornwall Council on board with the Parish Council because of the funding element. Councillor Trubody said that in the current financial backdrop it was all credit to the NDP cluster that £50k of funding had been secured which enabled a study and report to take place and allowed this issue to be moved forward in the first place. Councillor Trubody added that whilst the report from Cornwall Council may be produced by 21st November the detailed costing will take longer, at least until January. Councillor Kennedy and Councillor Trubody have also had discussions with Councillor Bert Biscoe, Portfolio Holder for Transport, to raise the profile of the problems. It was agreed that the long-term solution to heavy traffic through Craffhole is a bypass at Antony; this was proposed by Councillor Medway and Councillor Snowling seconded and **RESOLVED** with all in favour that this was the official Parish Council position.

Item 11. PHONEBOX. Decision on how to move it forward.

Councillor Mathias said that she would like to see the phone box painted in a nautical theme. Local artists could be encouraged to help with the painting. Councillor Kennedy said that a range of local photographs could be put up on a board at the back of the box and the windows cleaned so that they are visible. Photographs would have to be submitted to the Clerk in the first instance. Councillor Mathias was asked to approach the local artists with a view to painting two of the sides of the phone box. **Councillor Mathias.**

Item 12. PUBLIC MEETING RE PARKING IN PORTWRINKLE.

Peter Moore, Community Transport Officer will attend the public meeting on the 29th November. The debate will be about the parking in Whitsand Bay View and Finnygook Lane. There will be a letterbox drop in Portwrinkle to ensure that all the residents there have an opportunity to attend. A member of the public, Mr S Wilkinson, was invited to give a view. He said that there had been a lot of discussion between the residents in Portwrinkle and he thinks they are now in a position to put forward a proposal, but feels that the following must be included in the information given:

- Firstly, a statement of the problem- largely as a result of congestion and blocked driveways.
- Secondly, if parking is to be limited in some areas this could impact adversely on other parts- there will be winners and losers.
- Thirdly, this is largely a seasonal problem so should the solution be all year round or just from Easter to the end of October.

Another resident from Portwrinkle looked at the maps provided and gave some rationale to the plans for the parking plans. He said that he feels that there should be residents permit parking only in Whitsand Bay View. Councillor Kennedy said that the question is how could a mix of double yellow lines, seasonal double yellow lines and residents only parking be achieved that was acceptable to most if not all residents.

It was agreed a note would be produced for the notice boards and for a letterbox drop to every house in Portwrinkle. **Steve Wilkinson** offered to produce the first draft.

Item 13 OPEN SPACE

Reaching Communities Funding has invited the Parish Council to make an application. All the quotes for the play equipment are in now and Councillor McLaren would like a display at the village hall for a day to invite people's comments. Councillor McLaren read out the email that he had received today from the Reaching Communities Funding. Councillor McLaren, Councillor Kennedy and Karen Baker have put together a Consultation and Project Plan. It was **RESOLVED** that the Parish Council can apply for grants from the Reaching Communities Fund. Councillor McLaren proposed, Councillor Mathias seconded with all in favour. It was also **RESOLVED** that the Parish Council will be responsible for the ongoing maintenance of the Open Space. Councillor Snowling proposed, Councillor McLaren seconded with all in favour. Councillor McLaren asked that a vote of thanks to Karen Baker for all of her hard work in putting this together was recorded and minuted. **Clerk**

Item 14. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN.

Councillor Medway discussed the Housing Survey results and said that the sites that have been identified for affordable housing match the land already put forward by the landowners. It was noted that the Parish Council accepts the results of the Housing Survey for Sheviocock Parish. Councillor Medway said that the Equality Toolkit ensures that any decisions made by the NDP take into account the views of all. This was noted and accepted. Councillor Medway had circulated a proposal for the Heads of Agreement for Community Funds and asked that this is accepted by the Parish Council. This would mean that any funds coming into the NDP will be fairly distributed between all of the Parishes in the group, however, there is a provision that this can be changed in particular circumstances. Councillor Pepper proposed that the Agreement should be approved, Councillor Skelly seconded and it was **RESOLVED** to accept the agreement with all in favour.

Councillor Medway said that emails relating to the NDP should not be circulated to other councillors. Councillor Medway also asked that if there is a 'round robin conversation' by email the councillors press the 'reply to all' button so that all of the replies can be viewed in one email.

Item 15. CORRESPONDENCE. To report correspondence received.

- a) Response from Paul Masters re Lorries through Craffhole. This was dealt with under Item 10.
- b) Supply of all weather dog fouling stickers. It was agreed that there were enough signs in the Parish already.

- c) Suggestion for the use of posters re Fly-tipping. Councillor Kennedy produced some posters for consideration. It was agreed by all that these would be put up around the Parish. It was also agreed that the notice should appear in the next edition of the Parish Magazine. **Councillor Kennedy** to produce and encapsulate the signs and **Councillor Skelly** to place them along the lanes. **Councillor Kennedy** to prepare and submit to the Newsletter editors a note for them to consider including

Item 16. UPDATES FROM OTHER GROUPS:

Councillor Mathias circulated copies of the minutes from the recent meeting of the Rame Peninsular Public Users Transport Group. There are to be meetings with Citibus and First National and tenders will running up until April 2014.

CALC Executive- Councillor Kennedy reported that there had been a finance meeting last week and there will be a committee meeting tomorrow, 12th November. It is likely that the subscription rates will be increasing by at least 3% and this needs to be budgeted for by the Parish Council.

There were no updates from other groups.

Item 17. FINANCE.

Outgoing Cheques. Councillor Medway proposed and Councillor Pepper seconded and all agreed to approve payment of the following cheques for **November**:

- 300137 L Coles, Clerk's October Parish Wages+ extra hrs worked £436.86
- 300138 HMRC L Coles, Parish hours' PAYE and N Bridgman PAYE £126.20
- 300139 L Coles, Clerk's Parish Expenses £5.20
- 300140 Sheviock Memorial Hall, rent for Clerk's office. £60.00
- 300141 N Bridgman, Dog Warden, October Wages £68.00
- 300142 Cornwall Council Crypto Card £50.00
- 300022 L Coles, Clerk's October Devolution Wages £42.38
- 300023 HMRC L Coles PAYE Devolution October £10.60
- 300024 M Jakes Cleaner's Wages September £175.50
- 300025 Bunzl Cleaning & Hygiene Supplies £51.02
- 300026 L Coles Clerk's Devolution expenses £19.68
- 300027 Cornwall Council Non Domestic Rates £649.84

Alto Card Expenditure:

None

The Clerk left the room whilst the decision to support her training for the CiLCA was made.

It was noted that the clerk undertakes all training and correspondence work for the award in her own time.

It was **RESOLVED** to pay for the Clerk's CiLCA training by CALC CTP, £225+VAT, and the submission fee for the CiLCA Portfolio, £150, when it is completed. Councillor Mathias proposed, Councillor Pepper seconded with all in favour.

It was agreed that Dean Leonard will be asked to cut all of the footpaths and the amenity areas within the budget. **Councillor Kennedy**

A copy of the revised Financial Risk Assessment had been circulated to all of the councillors prior to this meeting. Councillor Medway proposed that this was accepted, Councillor Skelly seconded and all were in favour.

Item 18. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

- To consider a wreath for Remembrance Sunday next year 2014
- To consider and approve the Budget 2014/2015 and Precept

Item 19. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on 9th December 2013.

There being no further business the Chair closed the meeting at 9.20pm.

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