

## SHEVIOCK PARISH COUNCIL

The Minutes of the Parish Council Meeting held on Monday 8<sup>th</sup> July 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 D Mathias.

**In Attendance:** L Coles, Parish Clerk.

There were 3 members of the public present.

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

**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.** Councillor Kennedy read the report for June. There was one animal-related crime in Sheviock.

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 PUBLIC PARTICIPATION.** Councillor Medway proposed and Councillor Mathias seconded that Standing Orders were rescinded to receive items from members of the public. 7.05pm.

- A member of the public spoke about the proposed Gypsy site at Tregantle and had, under the Freedom of Information Act, asked for all of the information relating to this. In the minutes of the Gypsy and Travellers Committee it was stated that they had identified a preferred site in Sheviock. Councillor Kennedy said that the Clerk will contact George Trubody and ask for clarification on this matter. **Clerk.**
- Residents have asked Councillor Snowling to bring forward their concerns about the dangerousness of the access path from the Whitsand bay Hotel and the beach. The guard rails are in disrepair. The Clerk will contact the Footpath Group and raise this as a hazard. **Clerk**
- Two members of the public wished to speak about a planning matter. It was agreed to reinstate Standing Orders and rescind them again under the Planning Agenda Item in order that they could speak later.

It was proposed by Councillor Medway and seconded by Councillor Mathias to reinstate Standing Orders at 7.12pm

**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. To receive the Parish Council’s response to Planning applications. Councillor McLaren** 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. **Supported.**
- III. Cornwall Council’s Response to Planning Applications.** None.

Notice has been received of a forthcoming application for Dr P Oakley, 5 Whitsand Bay View Portwrinkle Torpoint PL11 3DB, proposed replacement garden room and car port. Reference: PA13/05333. Councillor McLaren has visited the site and adjacent residents to gauge opinion. Councillor McLaren said that it would appear that the work has already started and he referred to an Enforcement Order on the site regarding a previous Planning application. The new Planning application indicates that a bathroom and kitchen are being installed and not a garden room.

Standing Orders were rescinded at 7.18pm to allow the public to speak. Councillor Medway proposed and Councillor Mathias seconded.

A member of the public said that he had visited the site yesterday and instead of the rockery and landscaping shown on the plans the land has been excavated to provide a driveway to a garage. The garage is not going to be demolished but instead made into one large room, creating a bathroom and small kitchen at one end. The

original planning permission was granted on the proviso that it was not used for living accommodation and the Enforcement Order backs this up. The public were concerned about the change of use to a possible Holiday Let. Councillor Medway proposed and Councillor Mathias seconded to reinstate Standing Orders at 7.23pm. Councillor Kennedy said that in view of the objection the Parish Council must hold a special Planning Meeting. The date was set for Wednesday the 17<sup>th</sup> July, in the Methodist Schoolroom, Crafhole at 6.00pm. Notices will be put on the Notice Board inviting people to attend and Dr Oakley will also be notified. **Councillor Kennedy.**

The three Members of the Public left the meeting.

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

**a) The Minutes of the Annual Parish Council Meeting held on Monday May 13<sup>th</sup> 2013.** The minutes were approved as a true record of that meeting. Councillor Snowling proposed and Councillor Medway seconded with all in favour.

**b) The Minutes of the Parish Council Meeting held on the 10<sup>th</sup> June 2013.** The minutes were approved as a true record of that meeting. Councillor Medway proposed and Councillor Snowling 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 has not received a reply from Cory regarding the reinstatement of the second bin and will chase this up. **Clerk**
- Page 2 Item 9. Councillor Kennedy reported the resignation of Tom Rattray. The Clerk will chase up the response from Paul Cressy who is in the post. **Clerk**
- Page 2. Item 9. The Council asked the Clerk to contact the Highways Steward with the specific question- "Can horses and riders use the footpath between Kimberley Foster Close and Carew Close?" **Clerk**
- The payment of the grant for the flowerbed of £500 has been received.
- Page 2. Item 9. The Clerk has circulated the dates of the Surgeries to all Members and will remind them all in the week before they are due to attend. **Clerk**
- Page 2. Item 11. The Clerk will put the amended policies on the website and will email Councillor Skelly to remind him to look at the Code for Complaints. **Clerk**
- Page 2. Item 16. The Rules for launching craft from the slipway have been identified. Point 3 defines where these particular craft should be directed for launching. Councillor Kennedy reported that cars were driving down the slipway and onto the beach at the weekend and the middle post has now been locked to prevent this from happening. There is a verbal agreement confirmed in a letter of 1994 that John Isaac, being the only registered fisherman out of Portwrinkle, can take his vehicle down onto the beach. Councillor Skelly's suggestion for Christmas lights is on-going. Councillor McLaren has only received two requests for allotments but will leave the Notice up for a further month.
- Page 3. Item 17. a) email from John Harrison. This has been referred to the Highways department and there is no funding at present but the request has been added to the list. b) email from Ian Curtis. The Clerk will contact the On Street Enforcement Team at Cornwall Council and asked that they attend at weekends during the good weather. **Clerk**
- Page 3. Item 17. c) email from Michael Harris. The Clerk is still awaiting replies from the Environment Agency and Environmental Services before replying to Mr Harris. **Clerk**

**Item 10. DEVOLUTION.**

Councillor Kennedy handed round copies of the budget for the Devolution. Councillor Kennedy proposed that a rota is set up to empty the car park ticket machine. The objective of devolution was to keep the public toilets open at no cost to the residents of Shevioc Parish and with the first months revenue indications show that this will be the case. By October the Parish Council needs to inform Cornwall Council of its pricing strategy from April 2014. Councillor Kennedy has produced some weekly tickets for use in the car park during the summer months at a cost of £35 per week. These will include the car registration and will be numbered. Councillor Kennedy suggested a Residents ticket for the winter months at a cost of £5 per vehicle for the whole season (1<sup>st</sup> November – 15<sup>th</sup> March). Alternatively, people could pay 20p for an hour or 50p for the whole day with multiple returns. For the summer (15<sup>th</sup> March – 31<sup>st</sup> October) it was suggested that the tariff changed to 50p for 1 hour, £2 for 2 hours, £3 for 3 hours, £4 for 4 hours and £6 for all day. These tariffs will be agreed at the September meeting of the Parish Council. The Clerk gave details of the costs of the tickets for the Car park machine. It was agreed to go with Nagels at a cost of £636, being the cheaper of the two companies and also the most accessible.

**Item 11. CODE of CONDUCT**

Councillor Kennedy attended this training in Saltash. The Clerk has already booked Councillors Medway and Pepper on to the training at Liskeard, 5<sup>th</sup> September 2pm-4.30pm, and will book Councillors Snowling, Mathias and McLaren on to the same training. The Clerk will email Councillor Skelly with the dates again to find out his preference. **Clerk.**

**Item 12. APPOINTMENT of CLERK**

The Selection Committee have chosen four applicants for interview and this will take place on Tuesday 16<sup>th</sup> July commencing at 1.30pm. Councillors Kennedy, Snowling and McLaren will sit on the Interview Panel.

**Item 13. TO REVIEW OUTSTANDING POLICIES.** This has already been covered.

**Item 14. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN.**

Councillor Medway reported that the group had met and consolidated what has been discussed to date. Councillor George Trubody has taken the helm and this has given an element of stability and continuity. The group also discussed how funds should be handled and kept. Councillor Medway said that now that they have a Project Plan to follow it will be easier to see if they are on target or falling behind. Councillor Kennedy said that the NDP is really important for Sheviock and the thing is whether individual parishes are prepared to fund the NDP up to a certain amount for specific purposes but not for consultancy. Councillor Kennedy feels that it would be sensible to quote a percentage of the Precept and suggested 2.5%. It was proposed that if the Chairman and Vice Chairman, at a meeting of the NDP, consider it is of benefit to the Parishioners of Sheviock they can spend up to 2.5% of the Precept, which is £375 for Sheviock Parish. Councillor McLaren proposed, Councillor Pepper seconded and all were in favour. The Clerk will write to Councillor Trubody saying that the Parish Council, having discussed it, has agreed to give authority for its representatives to spend up to 2.5% of its Precept and would suggest that this percentage approach is applied to the other parishes. **Clerk.**

**Item 15. A374 and B3247**

Ann Trevarton has replied. The B3247 edge failure of the bank is complete. Finnygook Lane down to Portwrinkle from the B3247 – the maintenance team will attend the site in July with the aim of completing the road edge works before the main tourist season. A line of small kerbs is to be installed in the autumn to prevent water entering Forge Cottage. Subject to funding from George Trubody, under the Local Members Scheme, a kerb arrangement to provide a buffer to protect the wall at 3 The Terrace, Crafhole, is a possibility. **Clerk.**

**Item 16. VILLAGE OPEN SPACE.**

Councillor McLaren reported that the contractors have visited in the last week and will be sending designs back for consideration within the next fortnight. The Consultation Plan is almost ready and once the designs are in it will be necessary to have a public meeting at the village hall to find out which one is preferable. A listing was produced from the questionnaires and this has been given to the contractors to build into their designs and costings. Karen Baker has spoken with the three youths and a skateboard facility is going to be looked at as part of the package. A nautical theme has been requested for some of the play equipment. The maintenance will be funded by the Parish Council. Councillor Kennedy asked for the sub-group to have authority to submit applications for grants. Councillor Medway proposed, Councillor Snowling seconded with all in favour.

**Item 17. FOOTPATHS**

This item has already been covered.

**Item 18. CORRESPONDENCE**

- a) Email correspondence from Rod Versluys re mobile top up scheme. Weekly Car Park Tickets will be issued. The Dog Bin is now being emptied more regularly. The Clerk will apprise Mr Versluys of the ticket scheme and report the situation of the dog bins to him. **Clerk**
- b) Letter from Rebecca Dickson regarding her change of role and advising the appointment of her successor Rob Constance.
- c) Letter from CORMAC re Agency Agreement for the Amenity Grass Cutting. There is no allowance for the agreed grass cutting at the bottom of Sheviock Lane. The Clerk will write for clarification. **Clerk.**

**UPDATES FROM OTHER GROUPS:**

CALC Executive. Councillor Kennedy reported that there are likely to be new rules regarding the Audit in 2014.

**Item 19. FINANCE.**

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

- 300094 Cancelled cheque written in error
- 300095 The Cornish Times. Advertisement for Clerk’s post. £284.40
- 300096 L Coles, Clerk’s Wages for Devolution June £69.98
- 300097 L Coles, Clerk’s Wages for June. £279.92
- 300098 A Wilson Cleaner’s Hours June Devolution £157.20
- 300099 HMRC L Coles PAYE Devolution £16.32
- 300100 HMRC L Coles PAYE £70.08
- 300101 Sheviock Memorial Hall Rent for Clerk’s Office £60.00
- 300102 British Telecom. £136.08
- 300103 L Coles Clerk’s Expenses Devolution. £32.00
- 300104 L Coles Clerk’s Expenses £13.80

- 300105 D Leonard Grass Cutting. £30.00
- 300106 Peninsular Property Services. Devolution. £55.00

**Alto Card Expenditure:**

None

**Incoming receipts:**

- Bank Interest £9.39

The Clerk reported that the reconciliation of the Ledger to the Bank balance at the end of June resulted in an overall balance of £20,955.02.

It was approved that the Chairman and Vice Chairman can sign cheques in August for the following:

- The Clerk's July salary and Expenses
- The Cleaner's July salary
- The Dog Warden's July salary
- HMRC for the Clerk and Dog Warden's PAYE
- Dean Leonard Grass Cutting Contractor
- Bunzl Cleaning Supplies
- Rent for Clerk's Office
- Nagels Car Park Tickets.

Amounts and cheque numbers to be reported at the September meeting.  
Councillor Medway proposed, Councillor Snowling seconded with all in favour.

**Item 19. ITEMS FOR INCLUSION IN FUTURE MEETINGS.**

None

**Item 20 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on 9<sup>th</sup> September 2013.

There being no further business the Chair closed the meeting at 9.01pm.

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)**