

## SHEVIOCK PARISH COUNCIL

The Minutes of the Parish Council Meeting held on Monday 9<sup>th</sup> September 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 and George Trubody, County Councillor.

There were 5 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 received.

**Item 4. POLICE REPORT.** The Clerk read the reports for July and August. In July there were six crimes reported in Sheviock; one public order, one assault, one criminal damage to a vehicle, one animal related crime and two thefts. In August there was one crime reported in Sheviock and this was a theft. Councillor Skelly reported his concerns that his granddaughter and her friend, nine years and thirteen years old respectively, had been walking along the B3247, having taken a wrong turn, and were passed by a police car which did not stop and challenge them as to the reason for them being there. Councillor Kennedy would like to see the police presence in Sheviock increased. Fayre Hardy, member of the public, said that the police were regularly seen in Portwrinkle. Councillor Pepper reported that the 30mph limit in Sheviock is still not being adhered to. The Clerk will write and ask for the mobile radar trap to visit Sheviock and also highlight the story of the two young girls, a copy of which will be sent to Councillor Skelly, who will contact the police also as Police liaison officer for the Parish Council. **Clerk and Councillor Skelly.**

**Item 5. PUBLIC PARTICIPATION.** Councillor Medway proposed and Councillor Snowling seconded that Standing Orders were rescinded to receive items from members of the public. 7.10pm.

- A member of the public said that the speed watch had been unable to be carried out in Crafhole for some time and spoke about the problems incurred to her property by the large Lorries travelling through Crafhole. This being an agenda item discussion was adjourned until later in the meeting.
- Gary Dyer has issues with the dog waste bin outside his property. He reported that it keeps overflowing and there is a problem with flies. Mr Dyer respectfully asked that the Parish Council looks for alternative sites for this bin. This being an agenda item discussion was adjourned until later in the meeting.
- Fayre Hardy reported that work on the flower beds at Portwrinkle was still continuing and asked for donations of flowers/plants as well as extra help. Councillor Kennedy said that this was a matter of civic pride and must be encouraged.
- David Dunn reported that a working party is being organised to replant the Clifford Hoskin Memorial at the Cross on Saturday the 5<sup>th</sup> October at 9.30am.
- Councillor Skelly will liaise with David Dunn about the possibility of a village Christmas tree and its location.

Councillors Kennedy and Snowling held a Parish Surgery at the Whitsand Bay Hotel in Portwrinkle on Saturday the 7<sup>th</sup> September but there were no attendees.

It was proposed by Councillor Medway and seconded by Councillor Skelly to reinstate Standing Orders at 7.20pm

**Item 6 RESPONSE TO PUBLIC PARTICIPATION**

Matters under Item 5 were noted as agenda items and carried forward.

## Item 7. PLANNING

- I. **Planning applications received before the Agenda was finalised:**
- II. **To receive the Parish Council's response to Planning applications. Councillor McLaren**  
PA13/05333 Dr P Oakley, 5 Whitsand Bay View, Portwrinkle PL11 3DB. Proposed replacement garden room and car port. **Objected at Special Planning Meeting**  
PA13/05311 Mrs Muriel Ely, 14 Carew Close, Craffhole Torpoint PL11 3EB. Construction of UPVC entrance porch/conservatory. **Supported.**  
PA13/02501 Mr Roderick Ellis, Trethill Heights Craffhole Torpoint Cornwall. Certificate of Lawfulness for the conversion of a calor gas store to a garden shed. **Supported.**
- III. To receive details of planning applications received after the agenda published.  
**None received**
- IV. **Cornwall Council's Response to Planning Applications.**  
PA13/05333 Dr P Oakley, 5 Whitsand Bay View, Portwrinkle PL11 3DB. Proposed replacement garden room and car port. **Approved with Conditions**  
PA13/05311 Mrs Muriel Ely, 14 Carew Close, Craffhole Torpoint PL11 3EB. Construction of UPVC entrance porch/conservatory. **Approved**  
PA13/02501 Mr Roderick Ellis, Trethill Heights Craffhole Torpoint Cornwall. Certificate of Lawfulness for the conversion of a calor gas store to a garden shed. **Granted**  
Councillor Kennedy said that it was pleasing to see that the conditions that the Parish Council had suggested, in its objection to the Planning Application PA13/05333 Dr P Oakley, 5 Whitsand Bay View had been upheld by Cornwall Council when making its decision.
- V. **To review and adopt the Parish Council's Planning Policy.**  
Councillor Kennedy had emailed a copy of this policy to all of the Councillors for their comments. It was agreed that any planning decisions should be made at a public parish council meeting. In future the Clerk will request an extension of time where necessary to meet this requirement. If an extension is not granted then, provided the application is not contentious, the Clerk will be given delegated power to send in the Parish Council's views. Councillor Snowling proposed and Councillor Medway seconded that this policy is adopted. All were in favour.

## 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 July 8<sup>th</sup> 2013.** The minutes were approved as a true record of that meeting. Councillor Medway proposed and Councillor Snowling seconded with all in favour.
- b) **The Minutes of the Special Planning Meeting held on the 17<sup>th</sup> July 2013.** The minutes were approved as a true record of that meeting. Councillor Skelly proposed and Councillor Pepper 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 been advised that the repair to the handrails on the footpath from the Whitsand Bay Hotel to the beach is in hand.
- Page 2 Item 9. The use of the footpath between Kimberley Foster Close and Carew Close has been resolved.
- Page 3. Item 9. The On Street Enforcement Team at Cornwall Council did attend and issued parking tickets.
- Page 3 Item 18 (c) The Clerk will email a copy of the request sent to CORMAC to George Trubody who will take this matter up with Ann Trevarton.

## Item 10. LORRIES THROUGH CRAFTHOLE.

This item concerns the damage to properties in Craffhole by large Lorries driving through the village. Rob Constance, Highways Manager, CORMAC, did not attend and Councillor Kennedy expressed his profound disappointment. Councillor Kennedy said that there is a strong feeling that Cornwall Council does not care what happens in Craffhole or the East of the County and he feels an extreme disquiet at its lack of concern. Rob Constance had emailed Councillor Kennedy some solutions which were read out. There were three short term solutions and several longer term solutions but there is no budget to carry out any of them. Councillor Kennedy said that he cannot believe that there is no willingness to carry out even the short term measures. Councillor Skelly said that there is a possibility of talking to the bus company to discuss having smaller hopper buses instead of double decker buses. George Trubody will take this idea to a Transport meeting tomorrow. Councillor Medway said that priority signs would be one short term solution. The biggest problem is two way traffic through the village. Councillor Kennedy reported that a 'one way system' is on the plan for the NDP but only in the case of events being held. It was agreed that a strong letter will be sent to Paul Masters, Chief Executive Office, Cornwall Council, Councillor Bert Biscoe, Portfolio holder for Highways, Nigel Blackler, Director of Waste and Environment and Sheryll Murray, MP, requesting action to ensure the damage to property that could have resulted in injury or death to the 4 adults and 3 children, who regularly use the path where the latest incident

resulted in 30 kg tiles falling, cannot reoccur. The Clerk will draft the letter and send round for comment before sending. George Trubody will be copied in. **Clerk.**

#### **Item 11.DEVOLUTION.**

**a) Update.** There is a new cleaner for the public toilets. The lifebelts at the harbour are being checked regularly.

**b) Arrangements for weekly tickets.** The Clerk has issued two weekly tickets this summer and the system appears to be working well.

**c) To resolve and adopt the parking tariffs for 2014/2015.** Councillor Kennedy reported that an email had been received from David Dunn requesting the charges to remain the same. Councillor Kennedy outlined the new tariffs as follows: 15<sup>th</sup> March – October 31<sup>st</sup> - 50p for 1 hour, £2 for 2 hours, £3 for 3 hours, £4 for 4 hours and £6 for all day. 1<sup>st</sup> November – 15<sup>th</sup> March – a Resident's ticket at a cost of £5 for the season, for use as desired, or 20p for 1 hour (one visit), 50p for the day (multiple returns). Charging for the winter months ensures that the machine continues working as problems occur when a machine is idle for 6 months. Revenue from the car park has to be accrued to ensure that there are funds in the future or its upkeep, e.g. resurfacing. Councillor Medway proposed and Councillor Skelly seconded to adopt the suggested car park tariffs. All were in favour. The Clerk will prepare a statement to send to Kate Dixon, Cornwall Council with a copy to George Trubody for inclusion in the next County wide public consultation to minimise the cost to the Parish. **Clerk**

**d) Possible future parking arrangements for Whitsand Bay View, the Conservation Area and Finnygook Lane.** The Parish Councillors have been approached by residents concerning the parking at the above. Councillor Kennedy suggested that a Public Meeting is held in November to discuss this matter fully and openly with a view to finding the best way forward. Suggested dates for this meeting were the 8<sup>th</sup> or 15<sup>th</sup> November with a 7.00pm start. This will be published as soon as the date is confirmed by George Trubody that an Officer from Cornwall can attend to advise the meeting on options.

**e) Parkeon Contract.** Councillor Snowling proposed and Councillor Pepper seconded that Councillors Kennedy and Medway sign the maintenance contract with Parkeon for the ticket machine. All were in favour.

#### **Item 12. CODE OF CONDUCT TRAINING**

Councillor Kennedy thanked the Councillors that attended the training in Liskeard last week. Councillor Mathias and Councillor Skelly need to attend training and the Clerk will contact Sarah Mason, CALC, to find out when this training might be available. **Clerk.**

#### **Item 13. TO REPORT THE APPOINTMENT OF CLERK.**

Councillor Kennedy formally recorded that Mrs Linda Coles had been appointed to the role of Clerk and Responsible Financial Officer.

#### **Item 14. TO REVIEW OUTSTANDING POLICIES.**

Health and Safety. Councillor Snowling reported that no changes were required.

Dispensation policy. The Clerk had circulated a copy of this policy to all. Councillor Snowling proposed and Councillor Medway seconded, with all in favour, that this policy was adopted.

Code for Complaints. Councillor Skelly reported that no changes were necessary.

#### **Item 15.RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN.**

Councillor Medway reported that the group had had a meeting. The main point to discuss was the purchase of a Crypto Card, at a cost of £50, which would enable the Parish Council to access the additional information that Cornwall Council has. Leaflets will be produced throughout the Rame Peninsular informing parishioners and it will be published in Parish Newsletters. The Clerk will be the first point of contact. Councillor Skelly proposed that the Parish Council takes the Crypto Card for one year. Councillor Snowling seconded with all in favour. The Clerk will contact Esther Richmond. **Clerk.**

#### **Item 16.A374 and B3247**

This item had already been dealt with.

#### **Item 17.VILLAGE OPEN SPACE.**

Councillor McLaren reported that they were still awaiting a third quotation. Councillor Kennedy has spoken to Paul Cressy, Antony Estates, about the lease. Councillor Skelly reported a broken piece of equipment and Councillor Kennedy will contact a committee member to arrange for this item to be removed. **Councillor Kennedy.**

#### **Item 18. FOOTPATHS. Update from Antony Estate**

Footpath No 5 barbed wire – Antony Estate will put extra posts around this. The Diocese has agreed that the Estate can fence off the rest of the footpath, from the Glebe to Ladywell. The trimming of the hedge in Shevioc Lane is in hand. Paul Cressy has agreed to talk to the tenant farmer and get the first half of footpath no 8 restored as it had been ploughed ; the second part of the path crosses ground owned by Paul Tamblin of Polbathic who will need to be contacted to ask his tenant farmer to do the same . Paul Cressy reported that there were no wind restrictions on the spreading of lime because it is not a hazardous substance. Councillor Kennedy discussed the camping at Portwrinkle with Paul Cressy who has taken this information away and agreed to meet

in December to discuss a strategy for next year. At one point there were tents in the harbour which is the responsibility of Cornwall Council. George Trubody was asked to find out what Cornwall Council can do about this. **Clerk (Paul Tamblin), Councillor Kennedy (to meet with Paul Cressy in December) and George Trubody (to get feedback from Cornwall Council)**

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

- a) Emails: from D Dunn regarding car park charging, road sweeping and virtual pavement extension. The Clerk will chase up the reply and contact CORY, Gina Varcoe, and ask for the frequency of the mechanical road sweeper. **Clerk**
- b) Forum submission from Graham Bracegirdle re Portwrinkle Gig. The Clerk will contact Graham and inform him that the Parish Council will support this idea if he would to organise it. **Clerk**
- c) Email from Henry Campos re footpath between Carew close and Kimberley Foster Close. Following the publication of the Parish Newsletter this item has been resolved.
- d) Email from Rod Versluys re: Weekly car park tickets, camping on the beach, dog excrement. These items have been resolved. Councillor Snowling reported that horses have been fouling the beach. Councillor Kennedy said that there is no mechanism to prevent horses from using the beach. Councillor Snowling suggested that a letter is sent to Kevin Andrews, local livery provider, to ask him to make riders mindful of public safety on the beach and that horses should not use the footpath to Finnygook Beach. **Clerk.**
- e) Emails from Gary Dyer re site of Dog Bin and overflowing dog waste bin problems. The Parish Council had no input over the siting of the bins. They have to be on an accessible route for ease of emptying. Approval from CORY will have to be sought if the bin is to be moved and the new location has to be decided and agreed. The Clerk will contact Gina Varcoe, CORY, to discuss. **Clerk.**
- f) Email from Fayre Hardy re the use of bins by the Gook Cafe. Councillor Kennedy said that these emails had been followed up with Cornwall but that enforcement is out of Parish Council hands.
- g) Email from Amanda Perry, Cornwall council re Business Rate Relief on the Public Toilets. Clerk has contacted Amanda but has yet to receive a reply. George Trubody is to be copied in to this correspondence. **Clerk.**
- h) Email from Philippa Arding re Beach Clean at Portwrinkle. Noted.
- i) Emails from Michael Harris re: Camping at Portwrinkle – Harbour Beach, car parking problems at Bank holiday weekend and the Harbour slipway water quality sign. Clerk will chase up the reply about the water quality. **Clerk**
- j) Cornwall Association of Local Councils Code of Conduct Consultation. The dates and venues were read out and Councillor Kennedy will attend one of these meetings and report back.
- k) Copy letter from Sheryll Murray, MP, to Mrs Purchall re vehicle damage to properties in Crafhole. Noted. See item 10.
- l) Invitation to the 2<sup>nd</sup> Town and Parish Council Summit. Councillor Kennedy will attend with one other.

**UPDATES FROM OTHER GROUPS:**

There has been no meetings other than CALC executive.

**CALC Executive.** Councillor Kennedy reported that there have been discussions about the Code of Conduct Consultation.

**Item 20. FINANCE.**

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

- 300109 Peninsular Property Services £40.00
- 300110 L Coles, Clerk's July Parish Wages £264.82
- 300111 HMRC L Coles, Parish hours, PAYE £66.11
- 300112 Shevioc Memorial Hall, rent for Clerk's office. £60.00
- 300113 D Leonard Footpath no 9 £60.00
- 300001 L Coles, Clerk's July Devolution Wages £85.28
- 300002 A Wilson, Cleaner's July Wages £182.00
- 300003 HMRC L Coles PAYE Devolution £21.29

**Alto Card Expenditure:**

None

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

- 300114 Getmapping PLC £12.00
- 300115 A R Morby Amenity Grass cutting £403.10
- 300116 P Hambly Dog Bag Bin brackets £19.00
- 300117 Shevioc PC Devolution Account £4531.25 – Reconciliation of accounts
- 300118 Information Commissioner - £35.00
- 300119 Cornwall Council Election fees £143.34
- 300120 S Z Design Website £54.00

- 300121 Sheviock Memorial Hall Hire of rooms for meetings £53.00
- 300122 Sheviock Memorial Hall Rent for Clerk's Office £60.00
- 300123 Grant Thornton Audit Fee £150.00
- 300124 N Bridgman Dog Warden's wages July and August £82.66
- 300125 L Coles, Clerk's Parish expenses £37.79
- 300126 L Coles, Clerk's Parish Hours August £264.65
- 300127 HMRC PAYE for L Coles and N Bridgman £92.81
- 300004 Bunzl Cleaning Supplies £48.36
- 300005 Nagels Stelio car park tickets £636.00
- 300006 Parkeon Ltd Maintenance £327.17
- 300007 A Wilson, Cleaner's wages for August £32.50
- 300008 M Jakes, Cleaner's wages for August £97.50
- 300009 L Coles, Clerk's Devolution expenses, £6.00
- 300010 L Coles, Clerk's August Devolution wages, £98.00
- 300011 HMRC, L Coles PAYE Devolution, £24.39
- 300012 Zurich Insurance PLC Devolution £68.77

**Alto Card Expenditure:**

- South West Water £6.49

The Clerk will calculate the hours remaining in the budget for the Dog Warden and these will be allocated across the remainder of the year. **Clerk.**

It was approved that the 1% increase in NJC Payscale be accepted. Councillor Medway proposed and Councillor Pepper seconded. All in favour.

It was agreed to pay the gratuity to Nancy Gray, former Clerk as per her contract of employment, cheque number: 300128 £353.35

It was agreed to purchase the car park tickets for the DG4 Ticket Machine from Nagels. Councillor Medway proposed and Councillor Snowling seconded with all in favour.

It was **resolved** that any income generated within the NDP area e.g. contributions from energy projects, community infrastructure levy (CIL) etc, should contribute to a central fund and be allocated across the whole NDP area. Councillor Snowling proposed and Councillor McLaren seconded. All in favour. **Councillors**

**Kennedy/Medway** to advise the NDP Steering Group

**Item 21. ITEMS FOR INCLUSION IN FUTURE MEETINGS.**

Councillor Snowling would like to look at the possibility of a cold water shower near the toilets.

**Item 22. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on 14<sup>th</sup> October 2013.

There being no further business the Chair closed the meeting at 9.40pm.

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)**