

## SHEVIOCK PARISH COUNCIL

The Minutes of the Parish Council Meeting held on Monday 14<sup>th</sup> July 2014 in the Methodist Church Schoolroom, Crafhole commencing at 7.00pm.

**Present:** Councillors C Kennedy, Chairman, S Medway, Vice Chairman, J Isaac, Mrs D Mathias, Mrs A Pepper, and M Snowling.

**In Attendance:** L Coles, Parish Clerk, and Cllr George Trubody, Cornwall Council.

There were 19 members of the public present.

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

**Item 2. DECLARATIONS of INTEREST.**

a) **AGENDA ITEMS** – Councillor Mathias Item 23.

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 out the crime figures for Sheviock from the report for June 2014. There were a total of 42 crimes reported in Torpoint and across the Rame Peninsular of which 0 were in Sheviock Parish. Angela Crowe replaced by Ian Griffiths. Illegal highs email. Councillor Isaac will meet regularly in future with P C John Riggall so that he can report back to Council. A request was made for the PCSO's mobile phone number to be available for use by Councillors. **Councillor Isaac.**

**Item 5. PUBLIC PARTICIPATION.**

Councillor Kennedy acknowledged that a number of the members of the public present were here for Planning Application PA14/04822. It was agreed to listen to public participation on general Parish issues and to allow those who wished to speak about the planning application to do so separately.

- a) David Dunn has received a telephone call from Torpoint Neighbourhood Watch who is trying to resurrect the scheme in this area.
- b) Footpath No 5 was cut last week but David Dunn reported that the debris left on the ground is unacceptable.
- c) David Dunn reported that the Mechanical Road Sweeper attended Crafhole last Friday. The Clerk has diarised to ensure that the road sweeping is carried out at regular intervals and will contact CORY to ask for the schedule detail, at the same time as making sure that the sweeper has the capacity to pick up the debris, particularly around the build-outs. **Clerk.**
- d) Councillor Mathias reported that a Mrs Tinsley has reported a lack of sanitary bins in the ladies public toilets at Portwrinkle. The Clerk will look at the suggested recommendations as per the schedule received from Cornwall Council. **Clerk**
- e) Councillor Mathias has been asked by Mr Whittaker whether Cornwall Council is aware of what size of buses will be deployed when it is awarding the contracts for public transport. It was pointed out that Citybus can only operate double decker buses and that they are providing an enhanced service.
- f) Councillor Kennedy suggested that the wording of Item 7(b) on the Agenda was changed to read 'resolve' and not 'receive'. **The motion was proposed by Councillor Medway, seconded by Councillor Mathias, with all in favour.**
- g) Councillor Kennedy then opened the floor to the public who wished to make representations regarding the Planning Application for the proposed wind turbine at Higher Tredis Farm. All those wishing to speak were given 3 minutes each to present. The applicant used the time to summarise a typed report that she had given to each Councillor at the start of the meeting. After everyone had spoken once, those who wished to make a second response were invited to do so. Public Participation was closed only after all those present who wished to speak or make a second presentation had been given the opportunity to do so.

**Item 6 RESPONSE TO PUBLIC PARTICIPATION**

Responded as occurred under item 5 or item 7 as appropriate.

**Item 7. PLANNING**

- a) **Planning applications received before the Agenda was finalised: PA14/04822** Mr & Mrs Rice, Higher Tredis Farm Sheviock Torpoint PL11 3ER. Installation of 1 no. Endurance E-3120 50kW wind turbine with a hub height of 24.8m and overall tip height of 34.5m including control kiosk and temporary infrastructure. **Town and Country Planning Act 1990 – section 257.** Making of Public Path Order. To note the Cornwall Council (Footpath No 4, Sheviock (Part)) (Apartments at Whitsand Bay Hotel, Portwrinkle) diversion Order 2014 land at The Whitsand Bay Hotel, Portwrinkle, Torpoint, PL11 3 BU. Sheviock Parish Council had previously supported this application.

- b) **To RESOLVE the Parish Council's response to the following planning applications:**

**PA14/04822** Mr & Mrs Rice, Higher Tredis Farm Sheviok Torpoint PL11 3ER. Installation of 1 no. Endurance E-3120 50kW wind turbine with a hub height of 24.8m and overall tip height of 34.5m including control kiosk and temporary infrastructure. The chairman reminded Councillors that their role was to represent the views of residents in the Parish of Sheviok. After Comments and discussion it was **RESOLVED** with **5 votes in favour and 1 abstention** that Sheviok Parish Council **OBJECTS** to the planning application for the following reasons:

- i. There is no justification for further renewable energy in this area as the Government's target, of 15% renewable by 2020, has already been met. There is, therefore, no financial need at a National level because this has already been satisfied.
- ii. There are questions over the validity of the technical issues of the access design statement that have been raised in other submissions that need to be resolved before the application goes forward.
- iii. Sheviok Parish Council objects to the visual impact that such a development will have on the skyline in a beautiful valley. The location is totally inappropriate for a high turbine.
- iv. The dis-benefit of the proposed wind turbine to beauty of the local area and the associated tourism across the area is disproportionate to the benefits it generates for the business plan of one business.

**c) Cornwall Council's Response to Planning Applications.**

**PA14/00495** Miss Sarah Rundle Trethill Farm Trethill Lane Craffhole Torpoint Cornwall. Retention of mobile home at Trethill Farm on a 3 year temporary consent as an agricultural workers dwelling. **REFUSED.**

**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 9<sup>th</sup> June 2014.** The Minutes were approved as a true record of that meeting **Councillor Isaac proposed and Councillor Pepper seconded and all were in favour.**
- b) **The Notes from the Second Public Meeting regarding Portwrinkle Parking held at Sheviok Memorial Hall on the 13<sup>th</sup> June 2014.** The Notes were approved as an accurate record of that meeting. **Councillor Pepper proposed, Councillor Snowling seconded and all were 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 6 (c). Councillor Kennedy is meeting with Ann Trevarton, CORMAC, regarding the virtual pavement.
- Page 2, Item 13. The Clerk will give the South West Water details to Councillor Medway who will compose a letter to Environmental Health. **Clerk/Councillor Medway.**

**Item 10. UPDATE ON REVIEW OF COUNCIL'S POLICIES.**

Financial Regulations and Press and Media – The Clerk. This item is still outstanding. **Clerk.**

Financial Risk Assessment and Freedom of Information – Councillor Kennedy. This policy has been amended and copies circulated for approval. **Councillor Medway proposed adoption of this policy as amended, Councillor Pepper seconded and all were in favour.**

All other policies have been reviewed and minor typos have been amended. The Clerk will amend the website accordingly. **Clerk.**

**Item 11. EMERGENCY PLAN.**

Cornwall Council has cited Sheviok's Emergency Plan as an exemplar. Councillor Snowling will organise a date for an exercise in August to ensure that all is in order. **Councillor Snowling.**

**Item 12. TO RESOLVE A PROTOCOL FOR THE CIRCULATION OF EMAILS.**

**It was RESOLVED** that the Clerk will send all emails to all Councillors and any outgoing correspondence will be copied to each Councillor. The Clerk will copy all correspondence to Cornwall Council to Councillor Trubody. **It was also RESOLVED** that Councillors will 'reply to all' when responding to emails; taking care, when appropriate, to delete third parties from the circulation list. **Councillor Medway proposed, Councillor Kennedy seconded with all in favour for both resolutions.**

**Item 13. HARBOUR MOORINGS.**

Councillor Kennedy suggested that he, Bob Bushrod, Harbourmaster, and Councillor Isaac meet to discuss a written policy for the Harbour. The licence holders will then be invited to a meeting to discuss this and the results taken back to Cornwall Council. Councillor Isaac will facilitate this meeting. **Councillor Isaac.**

**Item 14. PORTWRINKLE HARBOUR REPAIRS.**

Emails have been received from Sheryll Murray regarding the funding for the repairs but nothing has been received from her to say that this is being lobbied for or followed up, despite two requests for this information from the Chairman, Councillor Kennedy. It was agreed that the Clerk will write to Sheryll Murray, MP and express the disappointment of the Parish Council at her lack of response and support for funding of the repairs. **Clerk.**

**Item 15. PORTWRINKLE PARKING.**

Councillor Kennedy has formatted a voting slip, with map showing the parking proposals, for the residents of Whitsand Bay View. It was agreed to accept this format and it will be printed and delivered. **Councillor Medway proposed acceptance, Councillor Snowling seconded with all in favour.**

**Item 16. REVIEW OF POLICIES.**

This item was covered under item 10.

**Item 17. MEMBERS TO CONFIRM THEIR REGISTERS OF INTEREST ARE UP TO DATE.**

The Clerk circulated the register to the Members who confirmed that there were either no changes or that any change was being dealt with. Councillor Medway requested a new form from the Clerk for his completion. **Clerk.**

**Item 18. REVISED CONTRACT OF EMPLOYMENT FOR THE CLERK AND DATE FOR HER ANNUAL REVIEW.**

Councillor Kennedy has revised the Contract of Employment for the Clerk. The Clerk has agreed that until such time as there is a Clerk's Code of Conduct she is happy to abide by the Councillors Code of Conduct. It was **agreed** that the new contract will be signed by the Clerk and the Chairman. It was **agreed** that the 29<sup>th</sup> July was a suitable date for the Clerk's Annual Review and that this will be conducted by Councillors Kennedy and Medway, as Chairman and Vice Chairman respectively. **Clerk/Councillor Kennedy/Councillor Medway.**

**Item 19. DEVOLUTION**

- a) Tickets – Councillor Medway proposed, Councillor Snowling seconded with all in favour.
- b) Car Park Inspections Checklist. It was **agreed** to adopt the Cornwall Information Pack with the single exception that Category 1 defects will have remedial action taken with warning barriers erected until repairs can be effected properly. Running Public Conveniences – Legionella testing, the Clerk will contact Cornwall council for clarification on whose responsibility this is. Cornwall Council's toilet operational procedures will be adopted with daily cleaning during the season, with the exception of Sundays, and alternate days out of season with the exception of Sundays.

**Item 20. OPEN SPACE.**

Councillor McLaren was not at the meeting to give an update but Councillor Kennedy reported that a bid for funding has been submitted to SITA UK.

**Item 21. COUNCILLOR'S CODE OF CONDUCT TRAINING.**

The Clerk confirmed that the Code of Conduct training has been booked for Councillors Mathias and Isaac. The Clerk will confirm the time and venue for them. **Clerk/Councillors Mathias and Isaac.**

**Item 22. THE HEDGE CUTTING IN FINNYGOOK LANE ON THE GROUNDS OF SAFETY.**

It was noted that this has been done.

**Item 23. PHONEBOX UPDATE.**

Councillor Mrs Mathias left the room whilst this item was being discussed. Two quotations for painting the phone box and replacing the glass panes have been received. The first from D Pengelly but Mr Pengelly cannot complete the work until October. The second is from R Mathias who can complete the work by mid-August. It was **RESOLVED** to accept the lower quotation from Mr R Mathias with a strict timeline of mid-August for completion of the work. **Councillor Kennedy proposed, Councillor Medway seconded with all in favour.** Councillor Mrs Mathias returned to the room.

**Item 24. RESOLVE TRAINING DAY WITH GEORGE TRUBODY FOR CORNWALL CRYPTO CARD.**

Councillor Trubody, Cornwall Council, will attend the Clerk's office on Tuesday the 5<sup>th</sup> August and show the Clerk, Councillor Kennedy and Councillor Medway the uses of the crypto card. This training will then be cascaded to the other Councillors. **Cornwall Councillor Trubody.**

**Item 25. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN.**

Councillor Medway reported that there had been a meeting of the group and gave details. The Group has adopted a plan for the required referendum to take place on the same date as the next General Election.

**Item 26. CORRESPONDENCE. To report correspondence received.**

- a) Letter from Becki Greenwood regarding the use of the Phone Box. The Parish Council had researched the use of defibrillators and the costs and this was discussed. It was **RESOLVED** that the Clerk will contact St John's Ambulance Service and enquire about First Responder training to which residents of the Parish can be invited. The Clerk will reply to Becki Greenwood. **Clerk.**
- b) Email from Steve Shaw, Local Works about empowering Parish Councils to sell electricity. **Noted.**
- c) Letter 24<sup>th</sup> June from David and Susan Smith re the proposed parking restrictions in Portwrinkle. Clerk to reply. **Clerk.**
- d) Email 7<sup>th</sup> July from Karen Baker re the proposed parking restrictions in Portwrinkle. Clerk to reply. **Clerk.**
- e) Letter from Sheryll Murray regarding funding for repairs in Cornwall. 24<sup>th</sup> June. Dealt with under item 14.
- f) Email from the Police regarding information on legal highs. 24<sup>th</sup> June. **Noted.** Dealt with under item 4.
- g) Email from Chacewater Parish Council requesting support. It was agreed that whilst Sheviocck Parish Council had sympathy with the planning issues the most effective way forward would be through CALC. The Clerk will respond and send a copy to CALC. **Clerk.**
- h) Email from Graham Bracegirdle. 6<sup>th</sup> July. The content of this email and its personal nature was discussed by the Parish Council. The Clerk will reply accordingly. **Clerk.**
- i) Emails 5<sup>th</sup> and 6<sup>th</sup> July from Grounds Maintenance re spraying. It was agreed that this service is not required this year and the Clerk will inform Peter Burrigde. **Clerk.**

- j) Email 2<sup>nd</sup> July from Peter McLaren re community landing sites for the air ambulance. Councillor Kennedy will visit the Whitsand Bay Hotel and ask if they would be prepared to allow the Air Ambulance to land on the Golf Course in a local emergency. **Councillor Kennedy.**
- k) Email 27<sup>th</sup> June from Rural Services Network re Parish Council views on affordable housing. Councillor Kennedy asked the Councillors to follow the link to respond to this email. **All.**
- l) Letter 8<sup>th</sup> July from Sheryll Murray re Appeals for Wind Turbines. If any wind turbine Planning Application goes to a Government Inspector on appeal then Shevioc Parish Council can ask Sheryll Murray to request the Secretary of State's intervention. **Noted.**
- m) Letter from Helston Town Council re Bank Holiday On-Street Parking Regulations, 8<sup>th</sup> July. This does not apply to Shevioc Parish Council and the Clerk will reply accordingly. **Clerk.**
- n) Email Letter from Bert Biscoe re the A38 and a Case for Improvement. 8<sup>th</sup> July. This is a strategic route and is therefore Cornwall Council's responsibility. Shevioc Parish Council feels that the Gateway Community Network should be concentrating on proposals to improve local roads and focus on schemes such as a bypass at Antony. **Clerk.**
- o) The Peninsular Trust – Request for the Parish Council's input. 8<sup>th</sup> July. **Noted.**

**Item 27. UPDATES FROM OTHER GROUPS:**

**Devolution.** This item has been covered under item 19.

**Rame Peninsular Public Transport Users Group.** There was nothing to report.

**Renewable Rame.** There was nothing to report.

**CALC** – Councillor Kennedy reported that CALC is currently looking into the disparity in water charges between what Cornwall Council quoted and what the Parish Councils are paying under devolution of Public Conveniences. There is also a possibility, under latest legislation, that there will be an audit review of how the Council operates.

**Item 28. FINANCE.**

**a) Outgoing Cheques. Councillor Medway proposed and Councillor Mathias seconded and all agreed to approve payment of the following Parish Account cheques for July:**

- 300204 N Bridgman, Dog Warden, June Wages £84.01
- 300205 L Coles Clerk's Parish Hours for June £296.80
- 300206 L Coles, Clerk's Parish Expenses £16.80
- 300207 Shevioc Memorial Hall, rent for Clerk's office. £61.20
- 300208 HMRC L Coles, Parish hours' PAYE and N Bridgman PAYE £94.89
- 300209 Millbrook Parish Council £355.00
- 300210 British Telecom Quarterly bill £145.88
- 300211 Information Commission £35.00
- 300212 Crafhole Preschool £25.00
- 300211 Land Registry £4.00

**b) Councillor Medway proposed and Councillor Mathias seconded and all agreed to approve payment of the following Devolution Account cheques for July:**

- 300064 M Jakes Cleaner's Wages June £162.50
- 300065 L Coles, Clerk's June Devolution Wages £56.50
- 300066 HMRC L Coles PAYE Devolution June £14.11
- 300067 Bunzl Cleaning and Hygiene Supplies £78.26

**Alto Card Expenditure:** None

**Parish Income:** None

**c)** The Clerk reported that an electronic bank payment had been made from the Devolution Account in respect of the VAT due for Quarter 4. This payment had been authorised by two signatories, in accordance with the bank mandate, Councillor Kennedy and Councillor Medway and was for the sum of £153.32.

**d) CRYPTO CARD.** Councillor Trubody is going to determine what the period of validity for the CRYPTO Card.

**Cornwall Councillor Trubody.**

**e)** To RESOLVE payment procedure for Clerk, Cleaner, Dog Warden and Grounds Maintenance in August. It was **RESOLVED** that the staff will be paid for standard hours in July, cheques to be raised in August. It was **RESOLVED** that maintenance payments will be made in respect of Devolution and that local businesses can be recompensed for works carried out within agreed budgets without having to wait for the next Parish Council meeting in September.

**Councillor Medway proposed, Councillor Mathias seconded and all were in favour.**

**Item 29. ITEMS FOR INCLUSION IN FUTURE MEETINGS.**

No Items.

**Item 30. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday 8<sup>th</sup> September 2014.

There being no further business the Chair closed the meeting at 9.46 pm.

Signed..... Date.....  
Chairman, Shevioc Parish Council