

## SHEVIOCK PARISH COUNCIL

The Minutes of the Parish Council Meeting held on Monday 9th February 2015 in the Methodist Church Schoolroom, Crafhole, commencing at 7.00pm.

**Present:** Councillors C Kennedy, Chairman, S Medway, Vice Chairman, J Isaac, P McLaren, M Snowling and Mrs J Bushrod.

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

There were 6 members of the public present.

**Item 1. APOLOGIES:** Apologies were received and accepted from Councillor Mrs D Mathias.

### **Item 2. DECLARATIONS of INTEREST.**

- a) **AGENDA ITEMS.** None were declared.
- 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. CASUAL VACANCY.** The result of the interviews and ballot for the casual vacancy, that had taken place prior to this meeting, was announced by the Chairman, the outcome of which was that Mrs Jenny Bushrod was appointed as a co-opted member of the Parish Council.

**Item 5. DECLARATION OF ACCEPTANCE FORM COMPLETED BY THE NEW COUNCILLOR.** Mrs Jenny Bushrod signed a Declaration of Acceptance Form in the presence of the Clerk, who witnessed the signing.

**Item 6. POLICE REPORT.** The Clerk read out the crime figures for Sheviock from the report for January 2015. There were a total of 59 crimes reported in Torpoint and across the Rame Peninsular, of which 1 was committed in Sheviock Parish (a communications offence).

### **Item 7. PUBLIC PARTICIPATION.**

David Dunn said that he had been down at the Harbour and had noticed that mortar on the quay could be dug out with his shoe. Councillor Isaac said that the lime mortar will take 6-8 weeks to set off, at which time the contractors will return to sand blast it and refill where necessary. Mr Dunn also reported that the pavement at Sheviock has been cut back. He also reported that as a result of the three meetings of the Residents' Transport Group he had been approached regarding payment for the hire of the Methodist Schoolroom. Councillor Kennedy said that this item will be discussed under Finance.

### **Item 8 RESPONSE TO PUBLIC PARTICIPATION**

Responded to as above.

### **Item 9. PLANNING**

- a) **Planning applications received before the Agenda was finalised: PA15/00157** Mr Trevor Stevens. Works to trees in a Conservation Area namely to fell a Common Ash (Tree A), crown a Common Ash (Tree B) by 4.5 metres and raise crown on an Oak Tree (Tree C) by removing two limbs overhanging the driveway at Polwynned, Sheviock, Torpoint, Cornwall. This application will be decided by delegated authority and is notification only for the Parish Council. Councillor Snowling said that the work had already been carried out. **Noted**
- b) **Details of Planning Applications received after the Agenda was published:** None.
- c) **Cornwall Council's Response to Planning Applications:**  
**PA14/11638** Mr Jess Earle, Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint, Cornwall. Amendments to Units 1/2/3/20 and 21 to previously approved **Decision Notices PA12/00581 and PA13/06158** for the demolition of existing buildings including 8 dwellings and construction of 21 apartments (comprising 8 market dwellings and 13 units of holiday accommodation). **APPROVED**

**PA15/00827** Ms Susan Kelly, Trecarrel, Donkey Lane, Portwrinkle, Torpoint, Cornwall. Submission of details to discharge condition 3 in respect of **Decision Notice PA14/01036. S52/S106 and discharge of condition apps.**

The Clerk reported that condition 3 related to a Construction Management Plan, which the applicant had now submitted. Council instructed the Clerk to request a copy of the Construction Management Plan. **Clerk**

- d) To report receipt of a letter from Andrew Kerr, CEO, Cornwall Council, regarding Sheviocck Parish Council's complaint re planning protocols and poor management. Councillor Kennedy said that this reply is still not particularly satisfactory. However, a Community Network Meeting at Saltash had suggested that a Planning Forum is set up with working parties to look for solutions to planning problems. Councillor Kennedy asked for Council's permission to put Sheviocck's name forward as a participant and so demonstrate, by taking this step, a willingness to drop the process of complaint. The Clerk is to also circulate our willingness to be represented to CALC. **Clerk.**
- e) Covered in d).
- f) The receipt of a copy of the complaint to Cornwall Council from the Tredis Protection Society was noted. **Noted**

**Item 10. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED**

- a) **The Minutes of the Parish Council Meeting held on Monday 12<sup>th</sup> January 2015.** The minutes were approved as a true record of that meeting. **Councillor Snowling proposed and Councillor Medway seconded and all were in favour.**

**Item 11. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by Agenda Items.**

- Page 2, Item 9. Councillor Medway has informed Cornwall Council of the problem with the diverted waterway that is affecting the toilets at Portwrinkle and, as the owners of the property, if there is subsequent water damage it will be up to Cornwall Council to take action if it wishes to do so.
- Page 2, Item 9. No response has been received to the request for a ruling from Cornwall Council regarding dealing with the Rover Tickets. The Clerk will again chase this up. **Clerk.**
- Page 2, Item 9. The Clerk will send a copy of the email sent to Bert Biscoe to Councillor George Trubody. **Clerk**
- Page 2, Item 9. The Clerk will contact Sheryll Murray MP regarding the painting of the telephone boxes in Portwrinkle and Sheviocck. **Clerk.**
- Page 3, Item 16. The Clerk will chase Sarah Mason, CALC for dates for the Councillors' training. **Clerk**

**Item 16. TRAFFIC THROUGH CRAFTHOLE.** The Chairman moved this item forward on the Agenda, with the agreement of the Members. David Dunn said that there had now been three meetings at which the residents had discussed the possibilities but no consensus had been reached. All the groups suggestions to improve the current situation had largely been discounted by Cormac engineers. Councillor Kennedy asked Councillor Trubody, Cornwall Councillor, to request a visit from Ian Pearn and Bert Biscoe to enable them to see for themselves the problems experienced in Crafhole. Councillor Trubody said that this request is not unreasonable as all other avenues have been explored. Councillor Medway said that there was an unofficial sign at Polscoe pointing to the Maker Heights Camping facility and this is making the problem worse. The Clerk will contact CORMAC and make enquiries about its removal. It was agreed that the Clerk will email Councillor Trubody requesting Ian Pearn, Bert Biscoe and a representative from CORMAC to attend a meeting in Crafhole to discuss the issues. **Clerk**

Councillor Kennedy thanked Councillor McLaren and David Dunn for facilitating the residents' meetings.

**Item 12. PORTWRINKLE HARBOUR REPAIRS.** Councillor Isaac said that the contractors have left and, at first glance, the harbour looks to be in some sort of order. Councillor Isaac had attended a site meeting with the foreman from BAM Nuttall and Bob Bushrod and from this meeting had produced a 13 point list (Appendix 1 to these minutes). Councillor Isaac asked that the issue of the up-stand is put on future agendas so that the focus can be maintained (**Clerk**). Sand needs to be moved to where the beach level has dropped. Councillor Kennedy asked Councillor Isaac to take the points about the sand and the stones back to BAM Nuttall and to Andy Brigden, Cornwall Council. **Councillor Isaac**

**Item 13. NEW WEBSITE** Councillor Kennedy said that the website is almost finalised. There will be much more flexibility with the system and it is expected to be 'live' by the end of this month.

**Item 14. PARKING IN PORTWRINKLE.**

Councillor Kennedy updated the Council. One residents' cheque is waiting to clear and one is still to be received. As soon as the money is in the Parish Council's account Sally Allen will be instructed to proceed with the TRO. Councillor Kennedy said prior to Cornwall's consultation, residents need to be made aware that there will be no charge in the car

park before 9am and after 5pm throughout the year and that residents on the electoral role will be able to purchase a winter ticket for £5.

**Item 15. ST JOHN AMBULANCE FIRST AID COURSE.** Councillor Kennedy said that the recent course had been very successful. It had cost £250 and donations of £135 had been received. Seven residents attended. Councillor Kennedy suggested an article in the Newsletter and notices around the Parish at the beginning of March to see if another course would attract interest. **(Clerk)**. Councillor Medway said that he had been offered a defibrillator by a parishioner. Councillor Medway said that evidence suggests that defibrillators have no significant history of saving lives and he is concerned that it could do more harm than good if used incorrectly. There was some discussion about where a defibrillator could be situated to enable accessibility and about the general concerns. Councillor Isaac said that it would be riddled with difficulties and could lead to litigation. Councillor Bushrod said that to use one was a specialist area and, whilst it is right to promote the First Aid courses, a defibrillator should not be used without medical training. Councillor Kennedy asked Councillor Medway to speak to the donor and explain the Parish Council's position. **Councillor Medway**

**Item 16. TRAFFIC THROUGH CRAFTHOLE.**

This Item has already been covered after Item 11.

**Item 17. CIRCULAR FOOTPATH.**

Councillor Kennedy is confident that the agreement for the circular footpath will be in place very shortly.

**Item 18. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN (NDP).**

Councillors Medway and Kennedy attended a meeting which was mainly about tidying up supporting information. The NDP website is now up and running and there is a video link. An article in the Sunday Times, regarding the upgrading of the A303 to a super highway, mentioned the Rame Peninsular and Crafhole. This highlights the fact that the NDP will become very important in ensuring what the community controls for future development. Councillor Kennedy said that there will be a consultation meeting on Friday 27<sup>th</sup> February at 6pm. After consultation and any final revisions the NDP will be submitted to Cornwall Council, for review.

**Item 19. CORRESPONDENCE:** To consider and **RESOLVE** Council's response to correspondence received.

- a) Email 15/1 -Richard Martin, PCC, Police and Crime Plan for 2015/16 for comment. Councillor Isaac will submit this on behalf of the Parish Council. **Councillor Isaac.**
- b) Email 15/1 – Andrew Kerr, CEO, Cornwall Council, response to complaint re planning protocols. This item was covered under agenda item 9 (d).
- c) Email 16/1 – CRCC, urgent petition against CRCC funding cuts by Government. Councillor Kennedy suggested that Members support this individually. **All**
- d) Email 21/1 – Solar Powered Speed Signs. This was discussed under agenda item 16.
- e) Email 22/1 – Helen Couch, Cornwall Council, survey on disabled parking in Cornwall. The Clerk will email the link to Councillor Snowling. **Clerk**
- f) Letter and DVD 27/1 – Cornwall Council, invitation to consultees to comment on the Draft Renewable Energy Supplementary Planning Document Consultation. DVD supplied. This was handed to Councillor McLaren to look at the DVD and comment. **Councillor McLaren**
- g) Email 27/1 – CORMAC, proposed road closure B3247 from Polscoe to Lynher House. It was noted that the Clerk has put the Notice up on the Parish Notice Boards. **Noted**

**Item 20. UPDATES FROM OTHER GROUPS:**

**Rame Peninsular Public Transport Users Group.** Councillor Mrs D Mathias was not present to give a report.

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

**CALC** – Councillor Kennedy reported that he will be attending a meeting tomorrow, Tuesday 10<sup>th</sup> February.

**Item 21. FINANCE.**

**a) Councillor Medway proposed and Councillor Isaac seconded and all agreed to the payment of the following Parish Account cheques and bank payments, as paid online in accordance with the bank mandate, February:**

- 300250 Shevioc Memorial Hall, rent for Clerk's office. £61.20
- 300251 CALC Audit & Finance Conference 2015 £84.00
- 300252 C Kennedy/Wordpress, annual fee for website, £70.00 (Councillor Kennedy left the room while this item was considered)
- Online - L Coles Clerk's Parish Hours for January and additional hours part 4 for 2013/14 £429.55

- Online - HMRC L Coles, Parish hours' PAYE and N Bridgman PAYE January £128.04
- Online - N Bridgman, Dog Warden, January hours £82.85.
- Online – L Coles Expenses, including purchase of Arnold Baker - £86.39

**b) Councillor Medway proposed and Councillor Isaac seconded and all agreed to the payment of the following Devolution Account bank payments, as paid online in accordance with the bank mandate, for February:**

- 300086 D Pengelly Gents Toilet repair - £8.00
- 300087 D Pengelly New toilet seats for Ladies Toilets - £60.98
- Online - M Jakes Cleaner's Wages January £97.50
- Online - L Coles, Clerk's January Devolution Wages +part 4 additional hours 2013/14 £100.85.
- Online - HMRC L Coles PAYE Devolution January £25.16

**Alto Card Expenditure:** None

**Parish Income:** None

c) To report the online payment made 30/01/15 to South West Water £464.82 in accordance with the bank mandate.

d) It was **RESOLVED** to purchase a new computer for the Clerk's office at a cost of £335. **Councillor Medway proposed, Councillor Isaac seconded with all in favour.**

e) The transfer of £140 to the Alto Card was **APPROVED**. **Councillor Medway proposed, Councillor Isaac seconded with all in favour.**

f) Councillor Snowling signed the bank authority for Internet Access.

g) The Chairman and the Clerk met with Maker with Rame who wish to hire the services of the Sheviok Dog Warden. In addition MwR will purchase one hour of the Clerk's time per month for administration. The Clerk will invoice MwR monthly according to the Dog Warden's hours worked. MwR will meet separately with Neil Bridgman, the Dog Warden, to discuss terms of reference and the Clerk will facilitate this. **Clerk**

**The Clerk left the room whilst item 21 (h) was considered.**

h) It was **RESOLVED** to accept the increase in the NJC Pay scales for the Clerk and to apply the annual increment due last November, thus moving her from Spinal Point 17 to Spinal Point 18. **Councillor Snowling proposed, Councillor Bushrod seconded with all in favour. The Clerk returned to the meeting.**

i) It was **RESOLVED** that the Clerk and Chairman can commit to the payment of £2500 for the Traffic Regulation Order for Finnygook Lane and the Conservation Area. **Councillor Medway proposed, Councillor Bushrod seconded and all were in favour.**

**Item 22. ITEMS FOR INCLUSION IN FUTURE MEETINGS.**

The appointment of a Tree Warden. The Clerk will contact Ros Baker and ask for an information pack. **Clerk**

**Payment for hire of the Schoolroom for use by residents considering the options for traffic management through Crafhole.**

**Item 23. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday 9<sup>th</sup> March 2015

**Members of the press and public left the meeting in accordance with The Public Bodies (Admission to Meetings) Act 1960 and Council moved into Closed Session.**

**CONFIDENTIAL**

**Item 24. CLOSED SESSION**

The two applications for the grass cutting contract were discussed. Tender A completed the schedule. Tender B was incomplete; no hourly rate supplied, and deemed to be non-compliant. Councillor Kennedy proposed that Tender A was accepted at an hourly rate of £12.00, on the proviso that a copy Insurance Certificate is supplied and a course on working on a 30mph highway is completed. **Councillor Medway proposed, Councillor McLaren seconded and all were in favour.**

The Clerk will write to the applicants and inform them of Council's decision. **Clerk**

There being no further business the Chair closed the meeting at 9.00 pm.

Signed..... Date.....  
Chairman, Sheviok Parish Council

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**Parish website – [www.sheviokparish.org.uk](http://www.sheviokparish.org.uk)**