

### **SHEVIOCK PARISH COUNCIL**

The minutes of the meeting held on Monday 12<sup>th</sup> July 2010 in the Chapel Schoolroom, Craffhole at 7.00pm.

**PRESENT.** Councillors CK Kennedy Chairman, J M Snowling Vice Chairman, D Mathias, P Nicholas, C Wallin, CC G Trubody, PC J Riggall, Clerk C Crawford. There were 2 members of the public present

The Chair welcomed the Committee and the two members of the public for their attendance.

#### **PUBLIC PARTICIPATION**

##### Finnygook Fence

David Dunn has sent several emails to Cornwall Council regarding the removal of the fence at the Finnygook Inn and expressed concerns as to why the fence has still not been removed. Cornwall Council have stated that the owners are not going to appeal.

##### Craffhole Village Pump

David Dunn is still waiting to hear from David Moore regarding painting the Village pump in Craffhole.

##### Road sign littering

Hilary Campos has raised concerns on the forum regarding road signs littering the Parish.

##### Fly tipping

John Cameron has raised concerns regarding fly tipping along the footpath at the calor gas tanks in Portwrinkle beside the public toilets leading up to Whitsand Bay View.

##### Playground

Councillor Mathias has been approached by a parent who would like to take over the running of the playground in the village.

##### Dog Ban

Councillor Snowling has been approached by a Parishioner regarding the sighting of two black dogs on the main beach at Portwrinkle as the dog ban is still in force.

Close of Public participation 7.10pm

#### **1. APOLOGIES**

Apologies were received from Councillor Harrison

#### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest on agenda items or gifts over £25.

#### **3. POLICE REPORT**

PC Riggall read the full Police Report from 14<sup>th</sup> June to 11<sup>th</sup> July. There were no crimes in the Parish to report.

The Chairman thanked PC Riggall and added that it is good to see a reasonable high profile of police attendance in the Parish.

It was noted that PC Riggall asked the Council if any speeding of motor cyclists had been reported to the Parish council, but there had been none.

#### **4. RESPONSE TO PUBLIC PARTICIPATION**

##### Finnygook fence

It was noted this is a planning issue. The Chair has asked Rosalyn Baker to check with Cornwall Council that no appeal has been put forward by Mr Earle and will respond to the Parish. It was agreed that if the Parish Council have not heard anymore within 2 weeks the Clerk will ask CC Trubody and follow up.

**Clerk**

##### Pump Issue

It was noted that Councillor Nicholas will correspond with David Moore and copy the Clerk with regard for permission to paint the Village pump in Craffhole and to confirm a suitable colour. **Councillor Nicholas**

##### Playground

It was noted that Councillor Nicholas will contact the parent concerned who lives in Portwrinkle who would like to take over the village playground. It was noted that the Parish Council will continue to pay for ground rent and support any fundraising. The existing Playground Committee will be approached to consider a handover to a new group. **Councillor Nicholas**

##### Road sign litter

Cornwall Council have already been approached to sort this matter out and the Estate to sort out the signs relating to the footpath closure. It was agreed the Parish Council will write to Westcountry Homes and ask them to remove all the signs and cones that are left in and around Tredis View now that Cornwall Council have removed all that belong to them. **Clerk**

##### Fly tipping

It was noted there is fly tipping along the footpath by the calor gas tanks beside the public toilets at Portwrinkle leading up to Whitsand Bay Hotel. It was agreed to contact Environmental Services Officer. Cornwall Council to action. **Clerk**

##### Dog Ban

It was noted that the dog ban is still in force. The Chair will explain the position regarding the dog ban to the owners of the Café at Portwrinkle to enable them to correctly inform any members of the public regarding the dog ban. It was agreed that the contact telephone number of the dog warden is displayed at the car park to encourage people to complain if they see any dogs on the beach. **Chairman**

#### **5. PLANNING**

Councillor Mathias stated that in 2007 the Parish Council had approved a planning application for a two storey extension at 7 Dawney Terrace, Craffhole. An application has been received to extend the period of approval. It was proposed by Councillor Mathias and seconded by Councillor Wallin that the application be supported. Carried. **Clerk**

It was noted that the next door neighbour to Councillor Mathias has submitted a planning application. It was noted that as a result of this interest in the application it will be managed by the Chairman. Under clause 12 (2) of the Code of Conduct, which the Parish Council has adopted, Councillor Mathias may attend a meeting considering the application and make presentations and answer questions as will other members of the public, but she is required to withdraw from the room whilst the remainder of the Parish Councillors make a decision on the planning application.

It was noted that for future reference all planning applications will not include a pink form to complete for the Parish Council response. This will now be completed electronically by email. It was noted that the

Clerk will produce a template similar to the pink form for electronic use. The Council has requested that it continues to receive hard copies of applications. **Clerk**

#### Electric Power Cable

It was noted that an email had been received from Mr S Long of Cross Park enquiring when the overhead cable to Tredis View would be removed. The previous letter from the supply company had agreed in paragraph 4 to bury the cable. It was agreed the Power Supply Company should be approached to ask when this action would be completed. **Clerk**

#### **6. Minutes of Meeting held on 14<sup>th</sup> June 2010**

It was noted that the minutes item 14. Dog Ban should read 'postponed' and not 'moved back'.

The minutes were proposed by Councillor Nicholas and seconded by Councillor Mathias. Carried. The minutes were signed by the Chairman.

#### **7. MATTERS ARISING FROM THE MINUTES** not covered by agenda items.

It was noted Councillor Nicholas will contact David Moore regarding the painting of the village pump and to check whether the pump is a listed building. David Moore to advise a suitable colour for the village pump. **Councillor Nicholas**

It was noted that the Parish Council will write to Jenny Campos and ask what response has been received regarding 'Crafthole suitability for a wind turbine'. **Clerk**

It was noted Chairman Kennedy, Councillor Snowling and Councillor Nicholas will be attending the Cornwall Gateway Network Operational Meeting. Christopher Lunn from Cornwall Council will be representing Affordable Housing at the meeting.

It was note that the parking issues at Portwrinkle are still outstanding and a letter will be sent. **Clerk**

It was noted that the welcome pack for second home owners is ready and will be distributed when the outcome of the requests for traffic orders has been resolved. **Clerk**

It was noted that a letter to the Planning Department regarding the design problem at the useable underground car park at the Fish Cellars is outstanding. **Clerk**

It was noted that the confusion of the situation of the bus stop in the village is still an issue and the Parish Council will wait for the amended timetable that comes into effect at the end of the month. The timetable could affect the route the bus takes. It was agreed that Councillor Nicholas will work with Geoff Cadwallader to produce suitable notices to advise the public which stop in the village is used by each bus. **Councillor Nicholas**

It was noted that the statement of policy for Gypsies and Travellers will be circulated and brought back to the next meeting. **Clerk**

It was noted that the bank opposite Whitsand Bay Hotel has now been cleared and is no longer an issue, but that the safety of the fence supporting the tree that was blown over in the spring gales remains an issue. **Clerk**

## 8. Standard Orders and Council Policies

It was agreed that the Parish Council will adopt the 2010 Standard Orders and Council Policies. The changes will be agreed at the September meeting. A draft copy will be published on the parish website and any queries regarding the Standard Orders and Council Policies will need to be sent by correspondence by the 27<sup>th</sup> August.

It was proposed by Councillor Nicholas and seconded by Councillor Wallin and RESOLVED unanimously that the Standing Orders should be adopted at the September meeting incorporating the changes indicated in the draft published on the Council website and subject to feedback and final agreement on the changes at the September meeting.

It was noted that when the Parish Council adopts the 2010 Standard Orders and Council policies, there is a requirement for motions to be written on the Parish Council agenda before the Parish meeting takes place. The Chairman undertook to obtain clarification on this. **Chairman**

The following draft documents for consideration and approval at the September meeting were received

- Financial regulations;
- Grievance procedure;
- Disciplinary Procedure;
- Health and Safety Policy;
- Financial Risk Assessment Schedule;
- Code of Practice for dealing with Complaints;
- Dealing with the press and media policy.

It was noted H&S – a risk assessment needs to be carried out in the Bill Warren Office at the Memorial Hall. It was noted that Councillor Snowling will contact the company that the Memorial Hall use for their PAT testing for a quote for testing the Council equipment in the Bill Warren Office and report back to the Parish Council. **Councillor Snowling**

It was noted that a suitable backup system in the form of a hard drive is needed to be put in place in the Clerks office. It was suggested that the Parish Council purchase a laptop which could be brought to the Parish Council meetings to replace all paper correspondence that is produced for the monthly meetings. This would be a cost effective saving as well as an environmental saving.

It was noted that the financial regulations need to be agreed by end of each year.

It was noted that a Membership and terms of reference of Planning Policy committee and employment consideration and appeals committees needs to be put in place and these will be added to the website during August. **Chairman**

It was noted that the Chair suggested the Parish Council adopt the Standard Orders quorum for Councillors' attendance at the Parish Meetings which currently runs as 4 to reduce to 3. This change was agreed by all. **Chairman**

It was agreed that the Clerks job description will be published on the Parish website.

## **9. Removal of Asbestos**

It was agreed that the Parish Council will write to Paul Cressey to ask him to remove the asbestos that is sitting in a large container at the top of the field adjacent to the B3247. **Clerk**

## **10. Parish Plan**

It was noted at the last Parish Council meeting, Councillor Nicholas had reported that the Rame Peninsula Trust may have funding to produce a Peninsula wide plan. However, it was noted that ownership of plans should remain with Parish Councils but taken to the Rame Peninsula Trust. It was agreed by all that a planning and design statement together with a transport/highways priority list should be developed. Councillors Snowling and Nicholas agreed to produce drafts for consideration by the Parish Council.

**Councillors Snowling and Nicholas**

It was noted to bring an update of the traffic list to the September meeting.

## **11. Cluster meeting**

It was noted that the Chair attended the last Cluster meeting which was very successful and as a consequence of this meeting a combined Traffic Regulation Orders covering a number of Parishes will be applied for. Those affecting the Parish will include extending the 20mph zones at the end of Carew Close and at Tredis View. It was noted that Portwrinkle it was proposed that yellow lines will be applied at the bends on Whitsand Bay View and the parking times will change from the 1<sup>st</sup> May to Easter day. A leaflet will be issued to residents at Portwrinkle to provide the opportunity for feedback before the application for the traffic order is published. It was noted that the Chair will create and then circulate the leaflet to Councillors in the first instance for approval. **Chairman**

It was noted that the Parish Cluster Groups protocol suggested that a Chair would be the Cornwall Councillor. It was agreed the Parish Council would recommend to the Community Network Manager that the Chair should be elected at each meeting. **Clerk**

It was noted that all minutes and agendas will be published by the Community Network Manager. It was noted that CC Trubody highlighted the fact that the Cluster meetings are informal as opposed to being formal meetings.

It was noted that a build out at the roundabout in Crafhole Village to protect pedestrians and an additional speed hump at the top of Sheviock Lane will be included in the list of schemes subject to funds being available.

It was noted that CC Trubody informed the Parish Council that his 3 year budget will be spent as quickly as possible to try and clear the backlog of applications rather than over 3 years.

## **12. CORRESPONDENCE**

It was noted that Councillor Heapy and Councillor Wallin have resigned from their posts. The Chair thanked Councillor Wallin and Councillor Heapy on behalf of the Parish for all their support and contribution to the Parish Council.

A notice declaring the vacancies will be placed on the Parish notice boards. **Clerk**

The circulation pack was handed to the Chairman.

There were 11 items of outgoing correspondence and 82 items of incoming correspondence.

It was noted that the A374 letter to Cornwall Council Chief Executive has been sent and the Parish Council have received two letters of response to say the matter will be looked into. It was noted that the letters were holding letters and that neither of the letters received had given a timescale for response to the Parish Council. This was considered unacceptable and it was agreed a letter should be sent back to Cornwall Council asking for a deadline date by which a full response would be received. **Clerk**

It was noted that Councillor Nicholas will attend the Wacker Quay meeting on behalf of the Parish Council which will take place on the 19<sup>th</sup> July. **Councillor Nicholas**

It was noted the Clerk to chase the outstanding unreturned £200 cheque that was sent to Cornwall Council for Clerk training programme which was cancelled and to find out when the new training programme is scheduled. **Clerk**

It was noted in response to Michael Harris correspondence 'dumping of plastic on Portwrinkle beach' that the Parish Council need to clarify to Michael Harris that we do not condone the dumping of plastic and we will pass on his concerns to Sheryl Murray in her role as the local MP. It was agreed by all. **Clerk**

It was noted that the LTP3 Consultation has been circulated to the Parish Council to be agreed and approved at the September meeting. The deadline for responses is the 17<sup>th</sup> September.

It was noted in response to the correspondence from CPRE that the Parish Council confirmed their decision not to continue membership. Clerk to confirm in writing. **Clerk**

### **13. Finance**

Cheque number 100880 £40.00 Sir John Carew-Pole ground rent for Play Area

Cheque number 100881 £158.63 Audit Commission

Cheque number 100882 £60.00 Shevioc Memorial Hall rent for Clerks office

Cheque number 100883 £375.30 Clerks Salary June 2010

Cheque number 100884 £3.00 Clerks expenses June 2010

The cheques were proposed by Councillor Wallin and seconded by Councillor Mathias. Carried.

It was noted that the Chair asked agreement for dispensation to order grass cutting to be done over the next two months as required. It was agreed by all.

### **14. ITEMS FOR INCLUSION IN FUTURE MEETING**

Approval of Standard Orders and Council Policies.

Report of appointment of two new Councillors.

LTP3 proposal.

### **15. DATE OF NEXT MEETING**

The meeting was fixed for 13<sup>th</sup> September 2010. The Chairman closed the meeting at 8.55pm.