

## SHEVIOCK PARISH COUNCIL

The minutes of the meeting held on Monday the 14th of March 2011 in the Methodist Church School Room, Craffhole at 7.00 PM.

**PRESENT: Councillors C K Kennedy Chairman, J M Snowling Vice Chairman, Councillors, Mr P Nicholas, Mrs D. Mathias, Mr P Harrison, Mrs K Baker and Mr S. Medway plus there was one member of the public present.**

### MINUTES

#### 1. Apologies.

Received Cornwall Councillor George Trubody and the Police

2. **Declarations of Interests.** 1 AGENDA ITEMS: Item 10. Dog Control Order. As Dog Owners, Councillors Baker, Kennedy, Mathias, Medway and Snowling declared a personal interest. Item 20 Finance. As members of the Craffhole Community Shop Committee, Councillors Snowling and Mathias declared a personal interest and prejudicial interest concerning the community shop. 2. GIFTS OVER £25. Councillor Mathias declared that the Whitsand Bay Hotel had waived her joining fee of £60 for the leisure centre, and stated she would therefore withdraw when the Council determined its decision concerning the planning application submitted by the owners of the Hotel.

3. **Police report:** There has been no crime in the Parish this month or this year.

4. **Public Participation.** None

5. **Response to Public Participation.** Not required

#### 19(moved forward) **Website** –update regarding hosting of website Councillor Kennedy, Mr Simon Zinn

Due to the necessity to find a new host server and the need to move on from a single user licence the council received a presentation from local website designer Simon Zinn. Simon Zinn left the meeting at 7:25

It was proposed by Councillor Snowling and seconded by Councillor Harrison and agreed unanimously that:

- The Council accept Simons offer to oversee a free transfer of the website to the new host server 123 Reg.
- For a fee of £450 Simon should create a complete Management system package for multiple users so that the website can be updated by different groups/councillors, and also utilise advanced technology now available to offer a more modern and aesthetically pleasing user friendly site.
- To note that website support was free for the first year and £50 per year thereafter.
- A letter be sent to Simon confirming the above

**Clerk**

#### 6. Planning.

- I. To resolve notices of new planning applications received before the agenda finalised as listed below: -None
- II. To resolve notices of new planning applications received after the agenda finalised:
  - PA11/01387 Construction of Two storey rear extension, 3 Dawney terrace, Craffhole. Mr Ryder. It was proposed by Councillor Mathias and seconded by Councillor Harrison that the council response be: to unwillingly oppose planning permission but insert two key notes that 1) the Parish Council wishes to support young families in the village 2) the key issues are possible loss of light in, and the overbearing nature of the proposed extension on the neighbouring property and that the Parish Councillors do not consider they have the expertise to decide this and that the decision should rest with the planning officer. **Clerk**
  - PA01526 Extension of time of 07/01417/Ful –previously approved. Construction of two storey dwelling on land adjacent to Whitsand Bay Hotel, Finnygook Lane. Mr P Phillips. Councillor Mathias left the room. After discussion it was proposed by Councillor Snowling and Seconded by Councillor Nicholas and agreed unanimously that the council response be to support the application. **Clerk**
- III. To receive notices of decisions on planning applications. – No new notices received. It was agreed that an email be sent to Head of Planning
  - a. thanking them for improving their electronic response for us to receive planning decisions weekly;
  - b. Outlining the Parish Councils concerns as statutory consultees that it had not received the new plans for Portwrinkle café despite work being restarted after the enforcement order was rescinded and that the advised delay of 3 weeks in issuing plans via the Bodmin office was unacceptable. **Clerk**

7. **Minutes of the meeting held on 14th of February 2010 to be approved and signed.** 1 Change made pg. 3 item seven PCSO John Riggles was changed to read PCSO John Riggall. After making the change above the chairman signed the minutes.

#### 8. Matters arising from the minutes, which are not covered by agenda items

- Pathways Portwrinkle/safety barrier –Councillor Trubody has to wait for all the current TROs to go through to see if there is any budget remaining. The request would then be considered, with others from the cluster, to decide where any remaining funding, if any, should be allocated. The cost has been estimated by Cornwall Council at £400.
- **Grit Bins** – no responses received to date from residents; deadline is end of March **on-**
- **going Clerk to collate responses**
- **A374** –it was agreed that The clerk follow up the letter/email sent to Peter Moore, **Clerk**

- **Issue of Proposed ditch near Homeleigh.** A response has been received from Rebecca Dixon of Highways stating that the proposed ditch will not go ahead as the residents will not allow for it on their land.
- 9. Dog Control Order** -The council has requested that, if the Dog Order goes ahead, Cornwall Council should provide legal assistance if a summons is required because of non-payment of a fixed penalty notice. It was agreed that the advert for Dog enforcers be put on hold dependant on outcome from Public participation period.  
It was agreed that a copy of the advert and Map detailing the areas concerned be placed on the Parish Council notice boards. **Clerk**  
It was agreed to schedule a Special Parish Council meeting for the 21st of April at 6pm to resolve the way forward following the collation of public response. **Clerk**
- 10. The Parish Plan – Councillors Nicholas, Snowling and Medway**  
The first version of the Shevioc Parish Plan was presented and is on-going. A planning statement needs to be composed. **Working Group.**  
Concern was raised by Councillor Nicholas that Cornwall Council are compiling their own plan with the view to consult with Parish councils afterwards and will therefore not be a local plan if drawn up at Council level. This concern was backed in a letter by the Cornwall gateway network, Councillor Mike Pearn whose response from the MP Sheryl Murray lacked support. It was agreed to continue with the plan and attempt to dovetail it in with that produced by Cornwall Council.  
A response is to be made to the core strategy at next parish Council meeting. All councillors agreed to access information available from Cornwall Council to be familiar with the issues by the time of the meeting. **All Clerk**  
Clerk to request hard copy of questionnaire –
- 11. Parish Emergency Action Plan update** – Version 5 was presented at parish cluster meeting. Andrew Slater the emergency management officer stated that Shevioc is ahead of all other parishes in Cornwall. The aim is to publish the plan by May 15 with a view to placing a note in the June Shevioc Newsletter briefly describing what has been done. **On-going working group Councillors Harrison, Kennedy and Baker**
- 12. Village open space** – on-going talks with Paul Cressy to obtain land as he has been away. **Councillor Kennedy**
- 13. Parish notice boards** - after discussion it was proposed by Councillor Mathias and seconded by Councillor Medway that a wall mounted, aluminium framed enclosed notice board costing £275 +VAT be purchased- following quotes obtained - for Portwrinkle, to replace the right hand Parish notice board . **Clerk**
- 14. Rubbish on streets, Portwrinkle.** It was agreed that the Councillors draw up a list of holiday lets and their owners so that one of three letters can be issued to all accommodation in Portwrinkle, addressed to either residents, holiday guests or second home owners concerning the issues of rubbish and considerate parking. **Clerk to collate list from councillors and distribute**
- 15. Royal wedding commemorative mugs** – After discussion regarding the fact that next year will be the Queen's Diamond Jubilee, it was agreed to provide commemorative mugs for the wedding and to organise a street party for the Jubilee.  
It was agreed that 150 personalised commemorative mugs be ordered as per cheapest quote from [www.commemorativemugs.co.uk](http://www.commemorativemugs.co.uk) to be delivered to the memorial hall - **Clerk**  
It was also agreed that each child under 16 within the Parish receive a free mug and the remainder to be sold in the community shop. Total cost £395.74  
**Councillors and clerk to distribute**
- 16. Royal wedding party/Memorial Hall.** It was reported that The Shevioc Memorial Hall Committee had decided they could not organise a Party this year. However, it was agreed that the Parish Council would organise a street party for the Queen's Jubilee next June. It was also agreed not to fund/organise a street party this year as the decision had been made to provide commemorative mugs as per item 15
- 17. Updates from other groups –**
- Rame cluster Parish meetings –as mentioned in item 12 the Emergency plan,
  - Rame peninsula Trust: Councillor Nicholas reported that Councillor Trubody is looking for an organisation to act as CIC to ensure that the cluster group maintains its ability to function if support of the gateway reduces.
  - Rame peninsula Public transport Users group: subsidies –still awaiting news from Cornwall Council. Renewable Rame: Councillor Snowling is now a member, nothing new to report
  - CALC AGM: Councillor Kennedy updated the council, points to note were: That although the council publishes everything on the website it will soon need to publish everything on a central database. Localism would mean that the Parish Council has a right to bid for any county council service within the Parish. Also any member of the General Public can bid for any Parish run service.
- 18. Correspondence**  
Letter received from Holiday maker concerning rubbish on beach. –It was agreed that a response should be sent stating how pleased the council is to read that they enjoyed their stay in the Parish and that they intend to return, detailing problem with dumping at sea, Parish periodically organises beach cleans, storms bring in new rubbish especially in winter months – ask them to write to Sheryl Murray MP who is tackling issue of dumping. **Clerk**  
• A response is to be sent to the two residents in Portwrinkle concerning issues with yellow lines, hedge trimming and dog fouling **Clerk**

## 19. Finance

- I. Budget/accounts closing – Councillor Kennedy updated council that the council has now increased its reserves compared to 2008 when it had no reserves. Accounts to be published on website by end of March **Councillor Kennedy**
  - II. Audit: It was proposed by Councillor Harrison and seconded by Councillor Baker and agreed unanimously to employ accountant Clive Murphy from Millbrook to perform the internal audit as the usual person employed is unavailable.
  - III. To receive details of cheques:
    - Chq.100926: Mrs N Gray, Clerks wages February plus 7 hours extra overtime due to dealing with 2 week fault from BT (overtime reimbursed by BT) £408.70
    - Chq.100927: Clerks expenses, Mrs N Gray £6.50
    - Chq.100928: Mr C Kennedy. To reimburse for the purchase of the Parish laptop, security and software package which had to be paid for via card £389.97
    - Chq.100934: Mr C Kennedy. To reimburse for the purchase of Nominet services to re-establish Parish Council website identity £12
    - Chq.100930: Mr C Kennedy. To reimburse for the card payment to Deltor re: Dog Control order public notice in March edition of Torpoint Advertiser £36
    - Chq.100931: Savills Ltd re: Antony Estate. Advanced annual rent for play park area/Crafthole £40
    - Chq.100932: Torpoint computers. Onsite set up of laptop/resolve computer issues £55
    - Chq.100933: Shevioc memorial hall. Clerk's office/warren room Rent for March £60
    - Chq.100936: Mr C Kennedy Travel expenses to CALC Annual meeting 97 miles @40p £38.80
    - Chq.100935: BT payment services Ltd, Quarterly phone and Broadband minus the £95.94 credit due to fault in January £63.62.
    - Chq.100937: Dorothy Mathias travel to attend training course in Truro £12:50.
  - IV. Tender for cutting footpath and amenity areas. - **Clerk to send out electronic version to contractors**
  - V. To resolve the status of the pledge of £250 given to the Community Shop – Councillor Mathias and Snowling left the room due to declared interest. It was proposed by Councillor Harrison, seconded by Councillor Nicholas and agreed unanimously that the £250 should stay with the Community shop when it becomes a CIC (Community Interest Company)
- 20. There were no items of confidentiality to be discussed.**
- 21. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** To respond to Core strategy as an agenda item. Annual General Parish Council meeting
- 22. DATE OF NEXT MEETING.** Mon April 11<sup>th</sup> 2011 at 7pm

**The Chairman closed the meeting at 10:18**

**Nancy Gray, Clerk, Clerk's Office, Memorial Hall, Crafthole PL11 3DG 01503 232996**