

SHEVIOCK PARISH COUNCIL

The minutes of the Parish Council Meeting held on Monday 10th of September 2012 in the Chapel Schoolroom, Craffhole at 7.00 p.m.

PRESENT: Councillors C. Kennedy Chairman, M Snowling Vice Chairman, Councillors K Baker, P Harrison, D Mathias and P Nicholas. There were 8 members of the public present plus PCSO John Rigall

Minutes

1.APOLOGIES: There were apologies from Councillor Medway and Cornwall Councillor Trubody.

2.DECLARATIONS OF INTERESTS. None.

3.POLICE REPORT: There have been 5 crimes since July 10th: Theft of car park tariff sign from Gook car park; Theft of outboard motor from Lynher boatyard; Damage to motor vehicle in West Lane; Damage to all four tyres on horse box at Trehill Farm and damage to motor vehicle at Sunnyhill Park. In total this year there have been 16 recorded crimes for the Parish compared to 10 in the previous year

4&5.PUBLIC PARTICIPATION AND RESPONSE: Councillor Mathias proposed, Councillor Snowling seconded to rescind standing orders and standing orders were rescinded at 7:03 pm

- Mr Dunn raised his concern to the police and the Parish Council regarding the repair to the wall on the A374 following the accident on the bend at the bottom of Polscoe hill. He did not believe it was adequate and would not prevent or reduce the severity of further accidents. (see agenda item 12)
- It was agreed that both PCSO John Riggall and the Parish Council would raise the concern with Highways **CLERK/PCSO JOHN RIGALL**
- Councillor Kennedy stated he had received a concern from Mr B Bell and residents in Carew close regarding a large 6 wheel vehicle parked in Carew close which was causing problems regarding road safety and accessibility to and from driveways. It was agreed that the clerk write a polite letter to the owner requesting that the vehicle be parked in the driveway. **CLERK.**
- Mr K Waterfield noted that an independent group of residents in Portwrinkle had been established to voice issues concerning Portwrinkle. He felt that on many occurrences these concerns had been ignored or outgunned especially by Cornwall Council. He also raised concerns regarding the amount of signage in Portwrinkle.
- Councillor Baker noted that she ran for Parish Councillor in order to help communicate these views and that she always forwards any issues reported to her to the Parish Council and can always be contacted by email/ phone should anyone wish to express any views.
- Councillor Kennedy noted that uniquely of the Rame parishes every Parish Councillor has been elected by the Parish, by democratic process and all councillors are volunteers. The next elections take place in May 2013 and anyone within the Parish is invited to stand. He stated that the Parish Council is very open to receiving the concerns of all parishioners whom can do so either by direct contact with any of the Councillors or via email or home phone as advertised on the Parish website. There is a parish forum on the website as well as the advertised monthly Parish Council meetings at which members of the public are invited to participate. The Parish Council holds surgeries in Sheviock, Craffhole and Portwrinkle and the only one that is regularly not made use of by Parishioners the one for Portwrinkle held in the Whitsand bay hotel. The Parish Council need to be made aware of any concerns in order for them to act on behalf of the Parish as a whole. It was noted that Councillors Kennedy and Harrison had met with Mr S Smith of the Portwrinkle group and that it was made clear that Councillor Kennedy would be happy to attend any meeting in order to ensure the Parish Council was aware of any issues. The Parish Council welcomes the Portwrinkle group as working together means that more can be achieved especially as the 7 volunteer councillors can only do so much.
- It was agreed that the Dog Order signs opposite the bench leading to Harbour beach would be removed in October when the Order is not in effect and replaced for Easter Sunday. **(CLERK)**
- Mr D Dunn stated that as the signs do not mention the harbour wall people were still walking their dogs on the harbour wall, he requested that it be reconsidered for next year.
- Councillor Kennedy stated that the Dog warden has issued over 20 warnings to owners flouting the Dog control orders and that the policy was to educate people first but the Warden could and would issue tickets if the warnings were ignored or repeated.
- Mr M Hardy added that the informal residents group of Portwrinkle wanted to work with the Parish Council rather than hinder or tread on its toes as recognised it as the official body and appreciated the professional approach to the work it does.
Councillor Harrison noted that although concerns can be reported the Parish Council does not necessarily have the ability/power to resolve them.

It was proposed by Councillor Harrison and seconded by Councillor Nicholas to reinstate standing Orders and standing orders were reinstated at 7:38.

6. PLANNING.

- i. To receive notices of new planning applications received before the agenda finalised: None
 - ii. To receive notices of new planning applications received after the agenda finalised:
 - PA12/0583, change of use from a garage and store to 1 bedroom holiday let, Tredossel House, Mr & Mrs P Hilliyer. It was agreed that Councillor Mathias would talk to the neighbours, circulate comments for discussion, no planning meeting is required unless proves contentious, deadline 24th September **Councillor Mathias/ALL**.
 - It was noted that a new planning application had been placed for the Gook cafe on the Cornwall Council Planning Portal. It was proposed by Councillor Kennedy and all agreed, to call a public meeting on Monday the 24th of September at 7pm in the Memorial Hall Crafhole. To consider planning application: PA12/07469 retention of Gook Cafe, East Car Park, Finnygook Lane, PL11 3BT and to inform the Parish Council of public opinion before it considers the Council's formal response to the application at a Special Planning meeting to follow immediately after. **CLERK to book hall**. The meeting will obtain views of those present. Members of the Parish who are in attendance at this meeting and are listed on the current Parish electoral register would have the opportunity to vote for and against the motion that **'the meeting believes the application should be supported'**. The Parish Council is not bound by this vote but it will be considered in addition to material planning considerations in reaching their formal response. Clerk to organise leaflet drop for parish, publish notice and agenda and obtain card for vote. **CLERK**
 - iii. Presentation Cancelled.
 - iv. To receive the Parish Council's response to Planning applications.
 - PA12/06254. Demolition of garage/games room and construction of two storey house with external works. Mr Stroud. Objected, the plans have since been withdrawn.
 - PA12/05276 Erection of a single wind turbine, formation of new vehicular access track and associated infrastructure. Wilton farm. Murex Energy Ltd. Objected, full comments on special planning meeting minutes
 - PA12/05275 Erection of a single wind turbine, formation of new vehicular access track and associated infrastructure. Land adjacent to Bake lake, sawmill Murex Energy Ltd. Objected, full comments on special planning meeting minutes
 - PA12/06147 Alterations and extension to dwelling, formation of vehicle crossing and footway and associated works, Burns View, Ms Nadine Trout. Supported
 - PA12/07443 Construction of dirt floor and shed to assist the management of Lower Treedis Wood, Mr Peter Goss. Supported
 - v. To receive Cornwall Council's response to planning applications:
 - PA12/05356 17 Shevioc lane Mr R Skelly, single storey rear extension. Approved
 - PA12/05418 Mr & Mrs McKenzie, 19 Carew Close, Construction of 2 storey rear and side extension revised design to approved application. Approved
 - PA12/05013 Change of use from part gallery, part accommodation to holiday accommodation and residential accommodation Treedis Barn Shevioc, Approved
 - PA12/00581 GW Earle Hotels Limited Whitsand Bay Hotel Finnygook Lane Portwrinkle. Extension of time of E2/05/01846/FUL for Demolition of existing buildings comprising 8 Market Dwellings & 13 Units of Holiday Accommodation) to include associated car parking and access. 5year Extension of time granted from August 2012 subject to conditions set out on schedule published on the Cornwall Council planning portal: <http://planning.cornwall.gov.uk/online-applications>
 - vi. Resolution of Building Regulation issues at the Gook Café. It was noted that building regulations are aware of the ramp/ventilation situation" and are currently communicating with the building owner with a view to resolving outstanding Building regulations. The Parish Council is awaiting further update from Glyn Webster, group leader Building Control.
 - vii. It was proposed by Councillor Mathias and seconded by Councillor Snowling and all agreed to amend the wording of 5.7.1.1 on the planning Policy regarding formal objections requiring a Special Planning meeting to read "if a formal objection has been logged by a resident 10 clear working days before the 21 day consultation period deadline then it would prove contentious and a special planning meeting can be held and legally advertised within the given time frame. **CLERK** to update policy and website
7. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED
- a) Special planning meeting, July 20th 2012 Councillor Nicholas proposed, Councillor Snowling seconded and the minutes were signed as a true record by the Chairman
 - b) Special Meeting minutes, Thursday 28th of June re: code of conduct. Councillor Nicholas proposed, Councillor Snowling seconded and the minutes were signed as a true record by the Chairman

- c) Special Public meeting Notes May 3rd 2012 re: A374, speed limit and road safety
Councillor Nicholas proposed, Councillor Harrison seconded and the notes from the meeting were signed as a true record by the Chairman
- d) The notes of the informal Meeting held on Tuesday the 24th of July 2012 re: Gook cafe,
Councillor Harrison proposed, Councillor Baker seconded and the notes from the meeting were signed as a true record by the Chairman
- e) Parish Council meeting July 9th 2012 Councillor Snowling proposed, councillor Harrison seconded and the minutes from the meeting were signed as a true record by the Chairman
8. MATTERS ARISING FROM THE JULY 9TH PARISH COUNCIL MEETING MINUTES:
- **SWW:** It was agreed to contact Environmental Health and cc SWW to inform them that the increased pumping frequency of Tredis View pumping station had not proved effective and to ask them to take further action to remedy the continuing problem of foul odours .
CLERK
 - **BLUE BUCKET SCHEME:** On-going, to localise the generic risk assessments **Councillor Snowling**
 - **EMERGENCY PLAN/FIRE HYDRANTS:** On-going, to add map of marked fire Hydrants. **Councillors Nicholas and Harrison.**
 - **DAY MARKER:** Councillor Nicholas/Snowling reported there is no record of ownership, maintenance was previously carried out by volunteers.
 - **FOOTPATH NO. 8:** Councillor Kennedy noted that both ends were now open to the public.
 - **DOG WARDEN:** Mr Bridgman has spread his hours out and issued warnings.
9. PHONE KIOSK FOLLOWING ADOPTION: Councillor Harrison proposed, Councillor Baker seconded and standing orders were rescinded to receive an update on progress from guest speaker Tom Nicholas. It was reported that Mr Nicholas has secured some funding from O2 "Think Big" to develop the kiosk into a multidisciplinary arts centre. He is holding a Public meeting in the committee room, Memorial hall, Crafhole on Friday the 21st of September at 7pm and invites anyone who is interested in projects such as artists and potential audience and users of the facility to attend. If interested contact tompeternic@gmail.com.
10. NEIGHBOURHOOD DEVELOPMENT PLAN, Councillor Baker provided an update. It was proposed by Councillor Harrison seconded by councillor Snowling with all in favour that Councillor Baker informs the NDP committee that Sheviock Parish Council does not approve the allocation of £500 to the committee for use of a consultant. It was agreed that the Parish Council was still committed to the NDP. **Councillor Baker**
- a. Proposed draft advertisement regarding the ND: It was resolved to include contact details and photograph from each parish - **Councillor Baker**
 - b. Councillor Snowling proposed, Councillor Harrison seconded and all agreed the wording of the letter to Cornwall Council required satisfying the legal requirement to inform CC of the designation of a NDP – Clerk to send letter and place copy of letter in appendix of minutes on website. **CLERK**
- Once the Neighbourhood development plan has been completed Cornwall Council will check to see if it broadly complies with the core strategy. If passed via local referendum it can then be used as a material consideration regarding future planning developments.
11. DEVOLUTION: The Parish Council is awaiting an update from Scott Sharples. Due to the seasonal nature of income from the car park it was agreed not to move forward unless full costs to the Parish are met and would cover starting in winter. It was agreed to aim to sign the contract in March for an April 1st start date **Councillor Kennedy on-going**
12. A374 –Update from May 3rd meeting. It was reported that the reduced 30mph speed limit through Sheviock, Polbathic and Antony would be in place by the end of the financial year and is scheduled for late autumn weather permitting. A response it yet to be confirmed as to the possibility of placing a "chicane" rather than the current road humps on the approach to Crafhole. The children playing signs by the memorial hall have been erected. The posts and hatching by the community shop have been placed to improve pedestrian safety. The trees opposite the Finnygook pub have been cut. It was agreed to: submit a formal request to Mr Matt Phillips and Rebecca Dixon of Highways that the bottom of Sheviock lane leading onto the A374 be a scheme for road surface treatment next year. **CLERK;** request that Highways put in motion sooner rather than later the consultation and notice period regarding the repair work and times closure of Finnygook lane, **CLERK;** The original request of how many accidents include serious and fatal injuries occur on the A374 per year and to receive comparable average figures for all A roads in Cornwall – the information supplied answered a slightly different question and did not include county wide comparison statistics; To request from Highways that a post bollard is placed outside the wall at number 3 The Terrace, Crafhole, following its destruction by a lorry, Councillor

Kennedy believes there is there is enough room **CLERK**; to contact Highways as a priority raising great concern at the way corner bank/wall on the A374 has been left following the accident at the bottom of Polscoe hill. **CLERK**; To contact Cory to request that Donkey lane is swept on a regular basis, **CLERK**.

13. NEW CIRCULAR FOOTPATH WITHIN PARISH: Councillor Kennedy has a meeting on the 20th of September with Parishioner and chair of the Cornwall Countryside Access Forum and Mr Aitkens Cornwall Council footpath officer to discuss funding. Antony Estate is quite supportive. **Councillor Kennedy**
14. RENEWABLE ENERGY: It was agreed to take no action at this time.
15. VILLAGE OPEN SPACE: It was agreed to: Obtain response regarding lease requested from the Estate in order to obtain possible funding, **Councillor Baker** to contact Tom Rattery/Paul Cressy; To circulate questionnaire for councillors approval regarding parishioners wish list for inclusion in the Village Open Space. **Councillor Baker**
16. PANIC ALARM, clerk's office: It was agreed to obtain quote and place an outside speaker on the memorial hall to improve audibility **Clerk**; to schedule an advertised audibility test once in place **Clerk/councillor Snowling**
17. PUBLICATION OF PARISH COUNCIL'S RESPONSE TO PUBLIC CONSULTATIONS. It was agreed to set up an extra page on the website to show responses. **Clerk**
18. SEATING ARRANGEMENTS AT PARISH COUNCIL MEETINGS: It was agreed that the tables created a barrier between parishioners and councillors and to place the tables behind the councillors at the next parish Council meeting. Clerk to retain her table
19. VIRTUAL PAVEMENT: 24 signatures and 15 comments had been received mostly requesting the need for the existing virtual pavement to be extended towards Kimberly Foster bus stop and towards the Methodist chapel. All comments and evidence will be forwarded to councillor Trubody to note for time when funding can be secured.
20. ARRANGEMENTS FOR CLERK -during Nancy Gray's absence on maternity leave. Having received approval from CALC it was agreed to contact the qualified person identified to obtain a full CV and arrange an interview for taking up the post on a fixed term contract. **Clerk/Councillor Snowling, Councillor Kennedy.**
21. MEMORIAL HALL COMMITTEE REPRESENTATIVE. October 1st: **Councillor Nicholas**
22. PROCEDURES: It was agreed that the Clerk can delegate a deputy planning officer when the Planning officer is away.
23. CORRESPONDENCE:
 - To report correspondence received:
 - a. Councillors noted the Communities Overview and Scrutiny Committee's decision regarding localism and implementation of the Localism Act.
 - The following actions were taken on items:
 - a. Planning Protocols for Local Councils and Cornwall Council Members. The response was resolved for the consultation, clerk to issue response and to submit copy onto Parish website. **Clerk**
 - b. Public sector Mapping Agreement. Email forwarded 25/08/12. **Clerk** to forward password **to Councillor Nicholas.**
 - c. Proposed procedure of Devolution and Asset Transfer for Local Councils. Email forwarded 20th August. It was agreed that no comment is required
 - d. Draft Sustainable Energy Action Plan. Email forwarded 3rd August. Revised deadline for response 14th September. The council resolved its response Clerk to reply and post response on website. **Clerk**
 - e. Charging framework for traffic management at Community and other events. Email forwarded 15th August. It was agreed that costs come into too early for community groups, **Clerk** to forward to Councillor Snowling and place on agenda for October meeting. Deadline for response 31st October.
 - f. Siting of Dog Control Order signs at the Harbour Slipway Path from Donkey Lane, Portwrinkle. Email 23rd August. It was agreed to respond that the siting of the signs comply with the legal requirement to enable the Parish Council to enforce the Orders. However the Parish Council will remove the referred to sign between 1st of October and Easter Sunday as they are not needed. It was also agreed to suggest that the environment agency move the sign regarding water quality to the Parish Notice Board. **Clerk**
 - g. Siting of Dog Bin in Shevioc Lane. Email to G Varcoe from G Dyer 24th August. It was agreed to respond to Mrs Varcoe stating that the Parish Council had considered the email from Mr Dyer however the location was chosen by the environment department of Cornwall Council and is probably as good a location as

possible to prevent further protest in the village. However it is essential that it is emptied on a regular basis. **Clerk**

24. UPDATES FROM OTHER GROUPS – Rame Cluster Parish meeting –No meeting; Neighbourhood development plan: Update provided agenda item 10; Rame Peninsula Public transport Users group: no meeting; CALC Executive & The Standards Board: It was noted that each Councillor is legally responsible for ensuring that any changes to their interests are sent to the monitoring officer. Should there be any sensitive issues these should be declared to the monitoring officer and clerk and will not be shown on the portal. Each councillor should then update a hardcopy for the clerk with the sensitive issue removed for public viewing. Should a Councillor require special dispensation to talk then he/she should submit a written request to the Parish Council who can decide whether to give dispensation following an agenda item.

25. **FINANCE**

- a. Transfer to Trust Unity Bank: Clerk has set up ability to deposit cheques/money via the post office. Clerk to request letters for the signatories for telephone banking and new passwords for councillor Snowling/Nicholas for internet banking. **Clerk**
- The following cheques were paid in August:
 - 300009 Mrs N Gray July work hours, £396.18
 - 300010 Mrs N Gray Clerks expenses for period July 9th July 31st £11
 - 300011 Mr N Bridgman, dog warden pay minus tax £126.86
 - 300012 Mr D Leonard path cutting £135
 - 300013 Mr. d Leonard Amenity cut £25
 - Councillor Mathias proposed, Councillor Snowling seconded and all agreed to approve the payment for the following cheques:
 - 300014 Mrs N Gray August work hours, £396.18
 - 300015 Mrs N Gray Clerks expenses for period Aug to 9th £16.09
 - 300016/17/18 HMRC Tax to cover dog warden wage 325.80, £31,80 and £24
 - 300019 Sheviock memorial hall rent for clerk's office August and September £60
 - 300020 Sheviock memorial hall hire of hall for various public meetings £54
 - 300021 Mr. N Bridgman Dog warden wage August minus tax £96.41
 - 300022 Audit commission External audit £162
 - 300023 Mr. morby parish amenity grass cutting since March 29th £395.15
 - 300024 Get Mapping PLC subscription previously agreed £36
 - 300025 Mr D Leonard path cutting £45
 - 300026 Mr D Leonard Amenity cut £25
 - 300027 BT, Clerk's office phone/internet/line rental 110.96
 - 300028 Mrs K Baker 2nd Waterstones gift voucher for Antony School prize for village Open Space competition.£10
 - Alto card expenditure £59.96 for varied inks for office printer.
 - Incoming website payments for local service listings total £90 to be banked in Sep. Updated list of website payments received for local business listings from Jan 2012 to present including those who have yet to pay, to be produced and then to circulate to councillors **Clerk**
 - The External Audit has approved and will be published on the website – **Clerk**

26. ITEMS OF CONFIDENTIALITY: None

27. ITEMS FOR INCLUSION IN FUTURE MEETINGS. See minutes, no additional

28. DATE OF NEXT MEETING. October 8th 2012

The Chairman, Councillor Kennedy closed the meeting at 10:17pm

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

Parish website – www.sheviockparish.org.uk