



Sheviock Parish Council

The Bill Warren Room, Sheviock Memorial Hall, Craffhole, Torpoint, Cornwall, PL11 3DG
Clerk: Mrs Linda Coles Telephone: 01503 232996 Email: sheviockpc@btinternet.com
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The Minutes of the Parish Council Meeting held on Monday 14th December 2015 in the Methodist Church Schoolroom, Craffhole, commencing at 7.00pm.

Present: Councillors C Kennedy, Chairman, S Medway, Vice Chairman, Mrs Jenny Bushrod, M Snowling, J Isaac and Mrs D Mathias

In Attendance: L Coles, Parish Clerk.

There was 1 member of the public present.

Item 1. APOLOGIES: Apologies were received and accepted from Cllr P McLaren.

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. POLICE REPORT. Monthly Report. The Chairman read out the crime figures for Sheviock from the report for November 2015. There were a total of 29 crimes reported in Torpoint and across the Rame Peninsular, none of which were committed in Sheviock Parish.

Item 5. PUBLIC PARTICIPATION. Cllr Kennedy congratulated Cllr Isaac on the successful bid for funding from the Coastal Revival Fund. Cllr Isaac thanked Cllr Bushrod for her help in putting the bid together. Cllr Bushrod asked for an update on the pooling of water at the top of the harbour slipway, bottom of Donkey Lane. The Clerk will chase Highways again regarding this matter. **Clerk**
Cllr Mathias mentioned the damage to the footpath caused by the cows. The Clerk has written to Sarah Rundle.

Item 6 RESPONSE TO PUBLIC PARTICIPATION Responded to as above.

Item 7. PLANNING

- a) **Planning applications received before the Agenda was finalised:** None received.
- b) **Details of Planning Applications received after the Agenda was published:** None received.
- c) **Cornwall Council's Response to Planning Applications:** None received.
- d) (i) Proposed disposal of Land adjacent to St Malo, Finnygook Lane, Portwrinkle, by Cornwall Council. Cllr Kennedy said that he would like to see the footpath hedge maintained in the future by a codicil in the Agreement and for the path to be included in the definitive Footpaths Plan. Cllr Bushrod expressed her concern about what will happen to the footpath if the owner of St Malo does not proceed with its purchase. Discussion followed about the widening of the footpath and its future maintenance. The Clerk will write to Cornwall Council pointing out that the Parish Council would like to see a codicil in the Agreement regarding hedge cutting, the path to be included in the definitive Plan, that the Parish Council will be assured of access to its water meter for the public toilets (located to the left of the path), but that the Parish Council remains unconvinced of the merits of widening the footpath and confirmation that maintenance of the path will remain the responsibility of Cornwall Council. **Clerk**
(ii) There were no other planning matters for report.

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 9th November 2015.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting, subject to the following amendment:....*Page 3, Item 15seconded by Cllr Isaac should read: seconded by Cllr Bushrod. Cllr Medway proposed and Cllr Snowling seconded and all were in favour.*
- b) **The Minutes of the Extraordinary Parish Council Planning Meeting held on Friday 20th November 2015.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Bushrod proposed and Cllr Mathias 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 5. Councillors have looked at the Sion Site.
- Page 1, Item 5. The Clerk has written to Highways regarding the damage to the verge at Portwrinkle and there is no support for this from Cornwall Council. Cllr Bushrod said that the Parish Council now needs to contact the Architect and ask how the developers will effect reparation to the verge. **Clerk**
- Page 2, Item 5 The Clerk has not received details of the date and time of the delivery by Travis Perkins when the kerb was damaged by its lorry. Cllr Mathias will let the Clerk know the details of the member of the public who raised this so that a letter can be sent to the company. **Cllr Mathias** The Clerk was asked to raise this matter at the next meeting of the Planning Partnership and suggest that a levy is set when planning developments are likely to cause damage to the highway and thus a fund can be built up to enable repairs to be carried out. **Clerk**
- Page 2 Item 5. Cllr Mathias has asked Bryan Pullinger to contact City Bus about the way that the buses turn at Portwrinkle and will follow this up with him. **Cllr Mathias**
- Page 3, Item 9. The Clerk will chase Environmental Services regarding horses in the harbour. **Clerk**
- Page 3, Item 9. Cllr Isaac and Cllr Bushrod are dealing with the Notice Boards at the harbour. **Cllrs Isaac/Bushrod**
- Page 4, Item 16 (a). It was noted that there is likely to be an increase in the grants for footpaths 2016/2017.

Item 10. BUS SHELTER AT PORTWRINKLE Cllr Kennedy has received confirmation that planning permission is not required by a Parish Council for erecting a bus shelter but will obtain this in writing. **Cllr Kennedy** A meeting now has to be arranged for a public consultation on the site for the proposed bus shelter. Cllr Bushrod suggested that the Rame Transport User Group should arrange this meeting, which the Parish Council will attend. Cllr Mathias will take this back to the Group. **Cllr Mathias**

Item 11. NEIGHBOURHOOD DEVELOPMENT PLAN

- a) Update. Cllr Medway reported that draft copies of the NDP have been posted around the villages. There has been a lot of feedback, including letters to the Parish Council, about one of the proposals in the Plan, regarding non-parking in the main road through Crafhole, page 49 item 9. This proposal, which has already been rejected, together with proposal 8 on the same page, which has been completed, will be removed from the NDP.
- b) There will be two Public Meetings on Friday 15th January 2016 at The Memorial Hall, Crafhole. The first from 3.30pm -5.00pm and the second from 6.30pm – 8.00pm.
- c) It was agreed that the Parish Council will convene at an Extraordinary Meeting on Friday 22nd January at 7.00pm in the Methodist Schoolroom, Crafhole, to **RESOLVE** to adopt the NDP, subject to there being no significant changes required from the public consultation and, also, to the removal of items 8 and 9, page 49, of the NDP.

Item 12. FINANCIAL RESERVES POLICY. A copy of this had been circulated to the members. It was **RESOLVED** to adopt this policy. **Cllr Medway proposed, Cllr Isaac seconded and all were in favour.**

Item 13. PORTWRINKLE PARKING

- a) On street enforcement. Cllr Kennedy reported that, to date, he has only received two responses from the other parish representatives giving suitable dates for a meetings. He now has A2 copies of the map and these will be marked up to show where the enforcement will be.
- b) Road Markings. Cllr Kennedy has received a response from CORMAC Ltd. The total cost of the Portwrinkle parking will be £15,646.43, of which £3,300 is for Whitsand Bay View (WBV). The Parish Council now needs to talk to the residents of WBV to see if they want to proceed. It was **RESOLVED**, subject to the WBV residents paying for the works in that road, to accept the quotation for the lines in

Portwrinkle from CORMAC Ltd, in its email dated the 14th December 2015. **Proposed by Cllr Medway, seconded by Cllr Bushrod with all in favour.**

- c) Off-street Car Park Enforcement 2016. Email received from Simon Clark, Cornwall Council, regarding the Off-street Parking Order for Portwrinkle car park. It was agreed that the Clerk will send a copy of the Portwrinkle car park tariff to Cornwall Council for inclusion in its Parking Order, as a matter of priority.
Clerk

Item 14. CORRESPONDENCE. To report Council's response to the following:

- a) 27/11 Email from Simon Clark re Cornwall Council's Off-street Parking Order in relation to Portwrinkle Car Park. Covered under Item 13 (c)
- b) 30/11 Weed Spraying Agreement from CORMAC. It was agreed that this will not be taken up. Clerk will inform CORMAC. **Clerk**
- c) 01/12 Email from Malcolm Biles. The Clerk will write and thank Malcolm for his offer of help, on behalf of the Parish Council. **Clerk**
- d) 04/12. Email from Philip Jones, Valuer, Cornwall Council re land adjacent to St Malo, Portwrinkle. Covered under Item 7 d (i).

Item 15. UPDATES FROM OTHER GROUPS:

Rame Peninsular Public Transport Users Group. Cllr Matthias reported that, with effect from 11th January, the numbers of the buses servicing the parish will be changing, and details were circulated. The Terminus will be at Plymouth Railway Station and further details can be found on the website. The Rame Peninsular service has been chosen to have the new vehicles because it is the only area to have a Transport Users Group.

Open Space Sub Group– Cllr Kennedy reported that £10,000 has been received from the Awards for All funding bid. A further grant application has been submitted to Tesco Groundworks. The Group is currently waiting for the lease for the Open Space to be drawn up.

Flower Beds Sub Group–It was reported that Jean Wilkinson has purchased the plants from Tartendown Nursery and that the flower beds are looking very good.

CALC– Cllr Kennedy said that the membership fees will be increased by inflation plus 2.5% for 2016/2017. There is going to be a Code of Conduct for good employers and, on the back of a project looking at bullying, an independent support team will be established to look at disciplinarys and grievances.

Coastal Communities – Cllr Isaac said that the group has engaged consultants to have a look at the financial viability of the area and how it can be developed. They will be producing an economic plan for Torpoint and the Rame Peninsular which will be published by the end of January 2016. Cllr Isaac said that he has circulated a high level SWAT analysis for consultation and urged the Members to have a look at it and respond. £5850 has been received from the Coastal Revival Fund and Cllr Isaac has been talking to Andy Brigden regarding the project being on Cornwall Council land. Cllr Isaac is looking at designs for kayak racks. It was **RESOLVED** to give authority for Cllr Isaac to liaise with the Cornwall Council contractors in order to move this project forward within the timescales. **Proposed by Cllr Snowling, seconded by Cllr Bushrod with all in favour.**

Planning Partnership – The Clerk attended a meeting this afternoon and gave a verbal update on the topics discussed. These included the progress of the Cornwall Local Plan, paperless planning, and bespoke training for Clerks.

Item 16. FINANCE.

a) Clerk had circulated the list of cheques and payments for approval.

b) Cllr Snowling proposed and Cllr Medway seconded and all agreed to the payment of the following Parish/ Devolution Account cheques and bank payments, as paid online in accordance with the bank mandate, November:

- 300357 - Sheviock Memorial Hall, rent for Clerk's office - £61.20
- Online- ASG Security, Annual Alarm Inspection - £38.65
- Online - N Bridgman, Dog Warden, November hours - £61.16
- Online - L Coles, Clerk's Parish hours November + additional hours x 17 + tax rebate - £620.88
- Online – Torpoint Computers- Invoice 04517 Repair to reboot error - £45.00
- Online – Print Options, Invoice: 10652 Rame Development Plan A5 Leaflets - £60.00
- Online – British Telecom, Bill Ref: Q031 DV - £173.13
- Online – Dean Leonard, Grass Cutting - £264.00
- 300151 – J Wilkinson, plants for flowerbeds – £208.62
- Online - M Jakes Cleaner's Wages November- £157.00
- Online - L Coles, Clerk's November Devolution Wages - £97.39
- Online – HMRC VAT Qtr 2 Sept-Nov 2015 - £210.79

- Online – Transfer of Parish element of Q2 VAT to Parish Account- £195.99
- Online – Dean Leonard, Flowerbed maintenance - £48.00

c) The Bank Reconciliation was received, checked and signed by Cllrs Medway and Mathias.

d) Cllr Kennedy circulated a copy of the Budget and discussed. Following discussion it was **RESOLVED** to increase the Precept for 2016/2017 by 10% to £18,746.82. **Proposed by Cllr Medway, seconded by Cllr Bushrod with all in favour.** The Budget for the Devolution Account was discussed. Cllr Kennedy thanked Cllr Medway for his work with the ticket machine. The Clerk will notify Cornwall Council of the Precept. **Clerk**

e) Emergency Plan.

- It was **RESOLVED** that the Clerk will purchase 40 tabards for the Emergency Co-ordinators. **Proposed by Cllr Snowling, seconded by Cllr Bushrod with all in favour.**
- It was **RESOLVED** to hold a meeting for the Emergency Plan Co-ordinators. **Proposed by Cllr Snowling, seconded by Cllr Bushrod, with all in favour.**

Item 17. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

Quality Status – January Meeting.

Pursuant to the Public Bodies (Admissions to Meetings) Act 1960 members of the press and public were excluded from the remainder of the meeting and Council moved into Closed Session.

Item 18. CLOSED SESSION

- Staffing Matters – Annual Assessments. The Clerk gave details of the appraisals that she had carried out for the Dog Warden and the Cleaner.
Cllr Kennedy gave a summary of the Clerk’s Assessment.

Item 20.DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday 11th January 2016 commencing at 7.00pm.

There being no further business the Chair closed the meeting at 9.29 pm.

Signed..... Date.....
Chairman, SheviocK Parish Council