



SheviocK Parish Council

The Bill Warren Room, SheviocK Memorial Hall, Crafhole, 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 11th January 2016 in the Methodist Church Schoolroom, Crafhole, commencing at 7.00pm.

Present: Councillors C Kennedy, Chairman, J Isaac, Mrs Jenny Bushrod, P McLaren, M Snowling, and Mrs D Mathias

In Attendance: L Coles, Parish Clerk and G Trubody, Cornwall Councillor.

There were 4 members of the public present.

Item 1. APOLOGIES: Apologies were received and accepted from Cllr S Medway.

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 32 crimes reported in Torpoint and across the Rame Peninsular, none of which were committed in SheviocK Parish. Cllr Kennedy reported that a request had been received from Sgt Angela Crowe for a survey to be completed. It was agreed Cllr Kennedy will complete the survey as he is a volunteer. **Cllr Kennedy**

Item 5. PUBLIC PARTICIPATION. Karen Baker reported that the Portwrinkle village sign is missing from Finnygook Lane. The Clerk will report this to Adrian Drake and ask for the sign to be replaced, and copy Cllr Trubody in to the email. **Clerk** Cllr McLaren read out a letter that he had received from David Dunn citing two issues. The first was with regard to Footpath No.5 and the damage caused by the cattle. Cllr Kennedy said that the Contractor is in the process of cutting through the vegetation around this part of the footpath to make it more accessible, but has been hampered by the bad weather. The second issue raised was that of a large single storey extension to Merlyn House, SheviocK, which is deemed to have been erected without planning permission. Cllr McLaren, as the Parish council's Planning Officer, will investigate this. **Cllr McLaren**

Karen Baker spoke about the Scarecrow Project which the Friends Group is hoping to turn into an annual event. The competition will be judged on the 31st January and the entry cost is £5 per scarecrow.

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: PA15/09958** Ms M King. Virginia Cottage East, Finnygook Lane, Portwrinkle. New external door in the south wall of the existing kitchen. **Approved**
- d) Graham Manning, new owner of Tamarisk, Portwrinkle, addressed the Parish Council regarding a planning application that he is intending to submit to Cornwall Council for the demolition and rebuilding of the property. Mr Manning has already discussed the outline of the planning developments that he is going to undertake with his nearby neighbours. The rebuild will retain the same character as the original building and will be in character with

the village of Portwrinkle. The new building will be constructed on three levels but the ridge of the new roof will not be higher than the existing one by making the pitch lower. Cllr Kennedy suggested that Mr Manning will need to deal with the three-level construction sympathetically because, at present, there are no such buildings in Portwrinkle.

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 14th December 2015.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Bushrod proposed and Cllr Isaac 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 or included on the Action Tracker (Appendix 1).

- Action Tracker – pooling at the bottom of Donkey lane. The Clerk will forward the emails for Cllr Trubody to take up with Adrian Drake and also with Paul Allen, CORMAC. **Clerk**
- Action Tracker - Cllr Isaac reported that a final design and spec for the dinghy rack and a spec for the kayak rack has been drawn up and he is in the process of getting prices. A winch is still being looked at.
- Action Tracker – Horses in the harbour. Cllr Trubody suggested that the Clerk contacts the Clerk at Deviock Parish Council, who has experienced a similar problem, to find a definitive way to deal with the problem of the horses in the harbour. **Clerk**

Item 10. OPEN SPACE. A copy of the Lease had been circulated to the Members. Cllr McLaren asked that the Friends of the Park should show some commitment to pay for maintenance and development over the next 40 years. Cllr Bushrod said that it is entirely reasonable for a Parish Council to maintain an open space and, as the Statutory Body, is the obvious Lessee and not the Friends of the Park. Cllr Mathias expressed her concern over the Parish Council involvement of the Play Park. Cllr Kennedy said that all of the grants have been applied for by the Parish Council, in the name of the Clerk, with himself, as Chairman of the Council, as the main contact. Discussion followed. Karen Baker said that the Play Park has been identified as an area of need for the whole community. The Group has raised enough funds to pay for the Stock Fencing and is hoping to get further funding from Viridor (£30,000) by using these funds for match funding. An application has been submitted to Tesco (reported at the December meeting of the Parish Council, Minute: Page 3, Item 15 refers), to enable the purchase of exercise equipment, which will be for the benefit of all. **Cllr Kennedy proposed a motion to adopt the Lease prepared on behalf of the Antony Estate. Seconded by Cllr McLaren, a vote was taken, resulting in 5 votes for the motion and 1 abstention.**

11. QUALITY STATUS. Cllr Kennedy circulated details showing there was very little work required to satisfy the requirements of the Local Council Award Scheme. It was agreed that he, Cllr Isaac and the Clerk will work on the points identified as needing some attention. It is hoped to be able to submit the Parish Council's application for quality Status in May 2016. **Clerk and Cllrs Isaac and Kennedy**

12. BUS SHELTER AT PORTWRINKLE A meeting was held this morning, in the Car Park at Portwrinkle to discuss the site of the proposed bus shelter. There were 25 members of the public in attendance as well as 3 Parish Councillors, the Clerk and Bryan Pullinger, Chairman of the RPPTUG. Votes were taken on the three identified sites and the preferred option was Site 2 – on the grassed flowerbed to the west of the pay machine. The Parish Council will have to pay for the installation costs of the bus shelter; possibly looking at a liability of £1k. Cllr Kennedy suggested that the grant application form is brought to the next Parish Council meeting. Cllr Mathias will look at suitable bus shelters. Once purchased the bus shelter will become a Parish Asset and the Parish Council will be liable for its future maintenance and repair. **Cllr Mathias**

Item 13. NEW FOOTPATHS AND COMMUNITY SPRING CLEAN. Cllr Kennedy said that suggestions for new footpaths will be brought to the next Parish Council meeting, along with a list of volunteers for the Community Spring Clean. Suggestions for footpaths have been received from Judy and Ian Scott, Sue Wilkes, Julie Bate, Peter Davies and Fiona Harvey. Regarding the spring clean, a date will be set at the next meeting to enable the volunteers who have come forward to get organised. **Clerk**

Item 14. NEIGHBOURHOOD DEVELOPMENT PLAN

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. There will be a Power Point presentation on a 30 second cycle, with a static presentation to enable people to discuss. All comments will be recorded. The copies of all of the correspondence

that has come to the Parish Council will also be available for all to read. The Parish Council will meet on the 22nd January to discuss the NDP and this consultation. The NDP Group will meet again on the 25th January. Cllr Trubody said that comments are still being received from the Statutory Consultees but he is confident that the former timescales will be maintained. **Clerk**

Item 15. PORTWRINKLE PARKING

Cllr Kennedy reported that he has spoken to Transport, who has to follow new Health & Safety procedures, but he is confident that work will start in the next month or so.

Item 16. CORRESPONDENCE. To report Council's response to the following:

- a) 09/12/15 Letter from COVAG re page 49, item 9, of the NDP. This letter will be made available at the public meeting on 15th January. **Noted**
- b) 09/12/15 Letter from M Snowling re page 49, item 9, of the NDP. This letter will be made available at the public meeting on 15th January. **Noted**
- c) 10/12/15 Letter from Mrs M Bass Twitchell re page 49, item 9, of the NDP. This letter will be made available at the public meeting on 15th January. **Noted**
- d) 04/01/16 Email from Mrs B Snowling re path to the hotel beach. It was reported that there is now a 6ft drop from the end of the steps on to the beach. The ownership of the beach is in question but the footpath is the responsibility of Cornwall Council. The Clerk will contact Cornwall Council and report the scour at the footpath onto Finnygook Beach. **Clerk**

Item 17. UPDATES FROM OTHER GROUPS:

Rame Peninsular Public Transport Users Group. There was nothing more to report.

Open Space Sub Group. There was nothing more to report.

Flower Beds Sub Group. Cllr Mathias has spoken to Jean Wilkinson who is asking if people can be made aware that she works on the flowerbeds on Tuesday afternoons if anyone wants to volunteer to help. Cllr Mathias will ask her if she would like the Parish Council to contact the nursery. **Cllr Mathias**

CALC – there is a meeting tomorrow.

Coastal Communities – Cllr Isaac attended a meeting this afternoon. The Consultants who have drawn up an economic survey of the Rame Peninsular have identified some issues. A sub-group has been formed, which includes Cllr Isaac and Cllr Trubody, to look at the issues and apply a scoring matrix system to prioritise them. Cllr Trubody gave some detail.

Planning Partnership – The Clerk attended a Cornwall Council PAC meeting on the 7th January, when the changes to the NPPF were being debated. Cornwall Council is putting some amendments forward. This was followed by a meeting of the Planning Partnership, at which it was decided that a unified response on behalf of the Town and Parish Councils will be put forward. This document will be circulated when finished and the Clerk will copy it to the Members.

Item 18. FINANCE.

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

b) Cllr Snowling proposed and Cllr Isaac 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, December:

- 300358 - Sheviock Memorial Hall, rent for Clerk's office - £61.20
- Online - L Coles, Clerk's Parish hours December + additional hours x 7.5 + tax rebate - £620.88
- Online – BT Global Services- Invoice 402811 Printing of Emergency Plan Booklets - £55.20
- Online – Cornwall Council, Invoice: 98175697 Planning Conference places x 4 - £40.00
- Online – L Coles, Expenses for Oct15-Jan16 - £116.49
- Online - M Jakes Cleaner's Wages December- £141.30
- Online - L Coles, Clerk's December Devolution Wages - £97.39
- Online – L Coles, Clerk's Devolution Expenses for Oct - Jan - £5.35

Alto Card Expenditure: Hi Viz Tabards for the Emergency Plan Co-Ordinators x 40 - £160.00

Income: Cornwall Council Grant for the Emergency Plan - £500.00

c) The Bank Reconciliation was received, checked and signed by Cllrs Bushrod and McLaren.

d) It was **RESOLVED** to pay Sheviock Parish Council's share of the cost for the Clerk to attend the SLCC Roadshow at China Fleet, Saltash, on the 9th March. **Proposed by Cllr Bushrod, seconded by Cllr Isaac with all in favour.**

Item 19. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

There were no items put forward.

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 20. CLOSED SESSION

- a) Staffing Matters – Annual Assessment Procedure. It was agreed that the Clerk and Cllr Bushrod will look at a format for future Staff Appraisals. **Clerk/Cllr Bushrod**
- b) It was reported that one spinal increment is due to the Clerk’s salary. **Noted**

Item 20.DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday 8th February 2016 commencing at 7.00pm.

There being no further business the Chair closed the meeting at 9.15 pm.

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

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