



### *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](mailto:sheviockpc@btinternet.com)

#### **The Minutes of the Parish Council Meeting held on Monday 8<sup>th</sup> February 2016 in the Methodist Church Schoolroom, Craffhole, commencing at 7.00pm.**

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

**In Attendance:** L Coles, Parish Clerk.

There were 11 members of the public present.

The Chairman asked, with the agreement of the Members, for Items 10 and 11 of the agenda to be brought forward to be discussed between Items 6 and 7 for the convenience of the members of the public. Public participation will be allowed during these Items.

**Item 1. APOLOGIES:** Apologies were received and accepted from Cllr G Trubody, Cornwall Council.

**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 January 2016. There were a total of 39 crimes reported in Torpoint and across the Rame Peninsular, one of which was committed in Sheviock Parish, an animal related incident.

**Item 5. PUBLIC PARTICIPATION.** David Dunn reported sewerage smells around his property, which are emanating from the holding tank in Tredis View. South West Water is taking on the responsibility of the holding tank in 2016. Cllr Kennedy brought forward Item 20 (f), email from Billy Kelly, regarding sewerage smells. It was agreed that the Clerk will contact SWW and report the problem from over a year ago. **Clerk**

Sue Wilks asked for permission to tidy up the Millicent Hoskin flowerbed at The Cross. Cllr Kennedy asked if Sue would coordinate the tidy up; the Parish Council will try to find volunteers to help, as part of the Parish Spring Clean. Sue also raised the issue of flooding on the footpath down to Finnygook Beach. Springs have opened up under the Eco house and a lot of water is running down the concrete beach path. Cllr Kennedy and Cllr Mathias will visit the site and their report will be followed up with a letter. **Cllr Kennedy/Cllr Mathias/ Clerk**

Gary Dyer reported the condition of the grass verge opposite 5 Sheviock Lane. Last Friday two articulated lorries parked opposite this property making it difficult to get out of the driveway. The lorries reversed back and damaged the grass verge leaving large wheel ruts. Cllr Kennedy suggested writing to Antony Estate and ask for the verge to be reinstated. **Clerk**

Phil Banks reported an issue with flooding to the rear of his property, Kenwyn Cottage. Flash flooding on the road is making the storm drain overflow and the excess water is finding its way into a defunct drain which is flooding the property. This has happened five times since the beginning of January. Photos of the damage were shown. Cllr Mathias has also taken photos of the flooding in Craffhole. Cllr Kennedy said that there is an issue in Polscoe as well, outside Rick Colver's property, which has already been taken up with Highways. Cllr Kennedy said that the Parish Council needs to get the Ward Member involved and the Clerk was instructed to telephone Cllr Trubody first thing tomorrow and ask him to contact Adrian Drake and Paul Allen regarding both problems. **Clerk**

**Item 6. RESPONSE TO PUBLIC PARTICIPATION** Responded to as above.

#### **Item 10. OPEN SPACE**

As agreed with the Members, this item was brought forward on the agenda.

- a) It was noted that the Friends of the Play Park, together with the Parish Council's sub group, will draft an application to Viridor which will be submitted by the Parish Council. **Noted**
- b) After discussion, it was noted that the Parish Council will receive the 11% deposit required by Viridor from the Friends Group at the time that the grant application is submitted. **Noted**
- c) It was noted that the stock fencing will be paid for by the Friends Group and that the work is due to be completed by the end of the first week of March 2016. **Noted**
- d) The Clerk reported to the Parish Council that she has received three quotes for the play equipment that is to be purchased with the Awards for All funding. The Clerk suggested that the third quotation, from Green Scheme should be accepted as being the most favourable. It was **RESOLVED** to accept the quotation from Green Scheme and instruct the Clerk to order the equipment. **Proposed by Cllr Medway, seconded by Cllr Bushrod, 6 votes for and 1 abstention. Clerk**
- e) Cllr Kennedy opened up the discussion on the Lease for the Open Space and gave some background to it. The Lease is between the Parish Council and Antony Estates. It was **RESOLVED** that the Parish Council will pay the charges and other associated administration costs for the Lease to Antony Estates. **Proposed by Cllr Medway, seconded by Cllr Bushrod, with all in favour.**

Karen Baker thanked everyone for contributing to the Scarecrow Competition, which raised £75.

#### **Item 11. BUS SHELTER AT PORTWRINKLE**

- a) Cllr Kennedy has downloaded an application form from Cornwall Council to apply for a grant of up to £3000 for the provision and installation costs of the bus shelter. The number of people using the bus service needs to be counted. It was **RESOLVED** to submit the grant application. **Cllr Bushrod proposed, Cllr Isaac seconded and all were in favour. Clerk**
- b) Cllr Kennedy gave brief details of the meeting that was held and the three identified sites for the bus shelter. Steve Wilkinson produced a map showing the proposed sites and their location in relation to the bus stop and presented his argument for accepting Site 1 as being the safest option. Following discussion, Cllr Bushrod said that she would like the Parish Council to ask Highways, Cornwall Council, for a view on the safest location. Cllr Isaac concurred. A debate ensued about the nature of the meeting held and the voting procedure. Bryan Pullinger, Chairman of the RPTUG, gave his views on the voting and apologised for any confusion. Steve Wilkinson said that there had been no publicity about the possibility of a vote at the meeting and quoted from the regulations governing Parish Councils and polls at meetings. Cllr Medway pointed out that this had not been a Parish Council meeting but one organised and advertised by the RPTUG. Cllr Kennedy suggested that this debate be adjourned and for the Clerk to write to Cornwall Council to ask for it to adjudicate on the safety of each proposed site, at the same time pointing out that both sites 2 and 3 would involve people walking behind parked cars to get to the bus. **Proposed by Cllr McLaren, seconded by Cllr Mathias, with all in favour. Clerk**  
Cllr Bushrod asked that the RPTUG and the participants of the meeting be publicly acknowledged and thanked for their work.

#### **Item 7. PLANNING**

**a) Planning applications received before the Agenda was finalised:**

**PA16/00419**, Mr and Mrs Paul Hillyer, Tredrossel House, Sheviock, Torpoint, Cornwall. Change of use from a garage and store to a 1 bedroom annexe. Cllr McLaren reported that there were no issues raised by neighbours. It was **RESOLVED** to support this application. **Cllr Isaac proposed, Cllr Bushrod seconded with all in favour.**

**PA16/00736**, Mr P Jarratt, The Keep, Georges Lane, Sheviock, Torpoint. Works to trees in a Conservation Area, namely: To fell 2 chestnut trees; remove limb from unidentified tree. Cllr Snowling reported that the Tree Officer for Cornwall Council has visited the site and the Case Officer will come back to Cllr Snowling with the decision. **Cllr Snowling proposed support for the application, Cllr Isaac seconded and all were in favour.**

**PA16/00784**, Mrs Doreen Titler, Linden Cottage, Georges Lane, Sheviock, Torpoint. Works to trees in a Conservation Area, namely: either a crown reduction or complete removal of a Lime Tree. **Cllr Snowling proposed support for the application, Cllr Medway seconded and all were in favour.**

**PA16/00035 PREAPP**, Mr Bob Wiggett, Tredis House, Polbathic, Torpoint, Cornwall PL11 3ER. Pre-application advice for a proposed dwelling within the garden of the main dwelling. **This pre-application was noted.**

- b) **Details of Planning Applications received after the Agenda was published:** None received.
- c) **Cornwall Council's Response to Planning Applications:** None received.
- d) **Town and Country Planning (Appeals)(Written Representations Procedure) (England) Regulations 2009. APP/D0840/W/15/3138861 – PA15/06234.** GW Earle Hotels Ltd, Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint, Cornwall. Appeal against planning decision. This was discussed and a motion was tabled that Cllr Kennedy and Cllr McLaren draft a response to the Planning Inspectorate, on behalf of the Parish Council. This was **RESOLVED, proposed by Cllr Medway, seconded by Cllr Snowling with all in favour. Cllr Kennedy/McLaren**
- e) (i) Cllr McLaren completed the Enforcement documents relating to the development at Merlyn House, Shevioc, and has received confirmation of receipt. A reply may take up to 13 weeks from the 15/01. **Noted for Action Tracker.**  
 (ii) Cllr Kennedy asked that, in advance of paperless planning, the Members prepare for future meetings by looking at planning applications on line at the Planning Portal, Cornwall Council. Cllr Kennedy suggested that a Tablet is purchased for the Planning Officer, currently Cllr McLaren, to enable him to download the planning applications for use on site visits. The Clerk will get prices of a Tablet. **Clerk**

**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 11<sup>th</sup> January 2016.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Isaac proposed and Cllr Snowling seconded and all were in favour.**
- b) **The Minutes of the Extraordinary Parish Council Meeting held on Friday 22<sup>nd</sup> January 2016.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Bushrod proposed and Cllr Medway seconded and all were in favour.**
- c) **The Notes of the RPTUG Public Meeting at Portwrinkle regarding the location of a bus shelter held on Monday 11<sup>th</sup> January 2016 at 11.30am.** It was agreed by the Members that attended that these notes were a true record of that meeting. **Cllr Mathias proposed, Cllr McLaren seconded. All 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).**

- Page 1 Item 5, the Clerk to progress a replacement sign for Portwrinkle. **Clerk**
- Page 2, item 11, Cllr Kennedy reported that he, the Clerk and Cllr Isaac have had a meeting to discuss Quality Status and the Parish Council is on schedule to submit an application in May 2016.
- Page 3, Item 16(d) the sand has largely come back at the bottom of the footpath onto Finnygook Beach.
- Page 3, Item 17, Cllr Mathias reported that Jean Wilkinson does not wish the Parish Council to contact the Nursery regarding the plants.

**Item 12. NEW FOOTPATHS AND COMMUNITY SPRING CLEAN** Cllr Kennedy gave a summary of the jobs that are to be carried out in the Spring Clean, the date of which was agreed as Saturday the 12<sup>th</sup> March at 10.30am. Details will be put in the Parish Newsletter. **Cllr's Kennedy and Medway.**

**Item 13. NEIGHBOURHOOD DEVELOPMENT PLAN.** Cllr Medway reported that a copy of the revised plan has been circulated. There is a meeting this week to finalise its submission to Cornwall Council.

**Item 14. EMERGENCY PLAN** A meeting will be held on Friday 26<sup>th</sup> February 2016 at The Memorial Hall, Craffhole for the Emergency Plan Co-ordinators to receive their tabards and copies of the Emergency Plan. **Cllr Kennedy.**

**Item 15. PORTWRINKLE PARKING** Cllr Kennedy reported that additional marks have been made on the ground and he feels that this is an indication that the work is close to being started.

**Item 16. POLICIES** A copy of the draft Equality Policy, Community Strategy and Delegation Policy had been circulated to all Members. After discussion it was agreed that Cllr Kennedy and Cllr Bushrod will work to finalise the Equality Policy. **Cllr Kennedy/Isaac** Cllr Isaac and the Clerk will work to finalise the Community Engagement Strategy and incorporate a Policy statement. **Clerk/Cllr Isaac** It was agreed that a Delegation Policy is not appropriate for Shevioc Parish Council at this time.

**Item 17. PARKING ENFORCEMENT** Cllr Kennedy gave a summary of the SLA and explained the costs. It was **RESOLVED** to adopt the Service Level agreement for additional visits across the Rame Peninsular, subject to the other four parishes in the Rame Cluster also adopting it. **Cllr Medway proposed, Cllr Isaac seconded and all were in favour.**

**Item 18. REVIVAL OF THE NEIGHBOURHOOD WATCH SCHEME** Cllr Kennedy said that the Neighbourhood Watch signs are barely readable. Cllr Kennedy said that the Parish Council could be the facilitator for reviving the scheme by finding out who the co-ordinators are and organising a meeting of Neighbourhood Watch Coordinators. Cllr Kennedy and Cllr Isaac will work together on this and it will be highlighted in the Parish magazine. **Cllr Kennedy/Isaac**

**Item 19. COUNCILLORS**

- a) It was **RESOLVED** that every Councillor agreed to adhere to the 10 Principles of Public Life (Annual Confirmation). **Proposed by Cllr Bushrod, seconded by Cllr Snowling with all in favour.**
- b) Future Parish Surgery dates and Cllrs to host them were agreed for the next year, 2016/17. The Clerk will send the list to Cllr Medway for the Parish Magazine and will also add them to the Parish Council's Calendar for 2016/17. **Clerk, Cllr Medway.**
- c) The Clerk reported that no complaints against the Parish Council or its Members have been received during 2015. **Noted**

**Item 20. CORRESPONDENCE. To report Council's response to the following:**

- a) 13/01/16 To note email from Julienne Mathews re rubbish on beach. The Clerk will reply and inform about the Blue Bucket Scheme which will operate from Easter. **Clerk**
- b) 21/01/16. To report letter received concerning Public Consultation on Schedule of Further Significant Changes to the Draft Local Plan. **Noted**
- c) 25/01/16. To receive the CTT Draft Economic Plan. Cllr Isaac said that the traffic problems at Antony and Millbrook are particularly mentioned because they are areas that require money spending and this is a financial document. **Noted**
- d) 29/01/16 To receive the revised draft Neighbourhood Development Plan. **Noted**
- e) 1/02/16 To note the email from Rick Colver re flooding at his home from run-off from the highway. **Noted**
- f) 01/02/16 – email from Billy Kelly re smell of sewerage from drains at Willow Cottage. **Noted**

**Item 21. UPDATES FROM OTHER GROUPS:**

**Rame Peninsular Public Transport Users Group.** Cllr Mathias reported that new bus numbers are 71 and 72.

**Open Space Sub Group.** There was nothing more to report. **Flower Beds Sub Group.** There was nothing to report.

**CALC**– Cllr Kennedy read from the response to the proposed changes to the NPPF. Regarding Localism, the local link for affordable housing is going to disappear. Cllr Kennedy will attend another meeting tomorrow.

**Coastal Communities** – Cllr Isaac has been on holiday but he reported that the big issue is the financial vision for the Rame Peninsular. **Coastal Revival Fund** – Tender requests for the kayak rack and dinghy rack have been sent to four individuals and will be returned by Friday February 12<sup>th</sup>. Regarding a winch, it is proposed to purchase one from Bude at a cost of £715 +VAT. This will require stretched rope at a cost of approximately £150. There has been no meeting of HUG. The Clerk will send an updated copy of the waiting lists for the Dinghy Park and the Kayak Rack to the Harbourmaster. **Clerk**

**Item 22. FINANCE.**

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

**b) Cllr Snowling proposed and Cllr Mathias 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, February:**

- 300359 - Sheviok Memorial Hall, rent for Clerk's office - £61.20
- Online - L Coles, Clerk's Parish hours January + additional hours x 5 + tax rebate - £603.78
- Online – JRB Enterprises- Invoice 15015 Dog Bags - £168.00
- Online – Dean Leonard - Invoice: 84 Footpath No 5 - £84.00
- Online – N Bridgman Wages for Dec and Jan - £108.17
- Online - M Jakes Cleaner's Wages January- £125.60
- Online - L Coles, Clerk's January Devolution Wages - £114.69
- Online – Dean Leonard – Invoice for Portwrinkle Flowerbeds - £12.00

**Alto Card Expenditure:** None

**Income:** Coastal Revival Fund - £5850.00, Donation for Dog Bags - £140.00, Millbrook PC re NDP printing - £60.00

c) The Bank Reconciliation was received, checked and signed by Cllrs Isaac and Snowling.

**d) It was RESOLVED** to advertise the Grass Cutting Tender in the Cornish Times with a closing date two weeks from its publication. **Proposed by Cllr Medway, seconded by Cllr Isaac with all in favour.** The Clerk will contact the Cornish Times. **Clerk**

**Item 23. ITEMS FOR INCLUSION IN FUTURE MEETINGS.**

There were no items put forward.

**Item 24. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday 14<sup>th</sup> March 2016 commencing at 7.00pm.

There being no further business the Chair closed the meeting at 10.07 pm.

Signed..... Date.....

Chairman, SheviocK Parish Council

**NB. A copy of these Minutes can be found on the SheviocK Parish Council Website: [www.sheviocKparish.org.uk](http://www.sheviocKparish.org.uk)**

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