



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

## **The Minutes of the Parish Council Meeting held on Monday 14<sup>th</sup> March 2016 in the Methodist Church Schoolroom, Crafhole, commencing at 7.00pm.**

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

**In Attendance:** L Coles, Parish Clerk, and Cllr G Davis, Torpoint Town Council (CCT).

There were 2 members of the public present.

The Chairman asked, with the agreement of the Members, for Item 11 of the agenda to be brought forward to be discussed between Items 7 and 8 for the convenience of the members of the public.

**Item 1. APOLOGIES:** Apologies were received and accepted from Cllr D Mathias.

**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.**

- a) Monthly Report. The Chairman read out the crime figures for SheviocK from the report for February 2016. There were a total of 41 crimes reported in Torpoint and across the Rame Peninsular, one of which was committed in SheviocK Parish, an assault.
- b) Town and Parish Council Engagement Guidelines. Concern was expressed about the future reporting for meetings and the access to information. Cllr Isaac will speak to Inspector Julian Morris regarding Council's concerns and requesting up to the minute information for Parish Council meetings. **Cllr Isaac**

**Item 5. COASTAL COMMUNITY TEAM.** Cllr Gary Davis, Torpoint Town Council, gave a presentation on the Economic Plan for the Rame Peninsular on behalf of the Coastal Community Team. There are five areas of focus in the Plan; Tourism, Transport, Environment, Community and Jobs. The Plan contains 58 projects for the Rame Peninsular. Two further projects are being developed, Governance and Administration, and the Team is looking to set up a Community Interest Company with the administration shared between Local Councils. The online pdf document had already been made available to them and noted at the last Parish Council meeting. After discussion it was **RESOLVED** to support the CCT in its bid to seek Devolution Funding. **Proposed by Cllr Medway, seconded by Cllr Bushrod and all were in favour.**

**Item 6. PUBLIC PARTICIPATION.** Rosalie Dunn wished to make the observation that, in her view, the yellow lines in Portwinkle look unfriendly and there are too many signs. Rosalie also reported that there has been a lot of dog fouling from Sydenham House to the Community Shop and that this is at its worst on Saturday evenings and Sunday mornings. Cllr McLaren reported that there is considerable dog fouling in the flowerbeds at Portwinkle and Cllr Bushrod said that the beach is bad as well. Cllr Medway said that it would be helpful if the dog owners were identified so the Dog Warden could speak with them direct. The Clerk will notify the Dog Warden of the problems and ask him to patrol the areas concerned. **Clerk**

**Parish Surgery,** Saturday 12<sup>th</sup> March at the Whitsand Bay Hotel. Cllrs Kennedy and Bushrod attended the Parish Surgery. Cllr Bushrod reported that environmental health issues and the lack of progress over the enforcement notice

had been raised about the Jolly Roger Café. The safety of the car park adjacent to the café was also raised as there have been further slips and the fencing along the road had been removed although it was a condition of the original planning application. Another issue raised regarded the development of the Villas at Whitsand Bay Hotel and the finish on the front elevation and the number of car parking spaces available. It was agreed that the Clerk will contact Environmental Services regarding the oil drums and rat infestation at the Jolly Roger Café, and also raise the state of the space at its rear. **Clerk** The Clerk will contact Planning Enforcement and Environmental Services regarding the fences on the cliff edge, the slippage, and the removal of the fences along the road and ask what progress has been made by Enforcement Officers following the Parish Council's previous request for information. **Clerk** The Clerk will ask Planning at Cornwall Council if stone-facing was a requirement of the planning permission for the Villas and, if so, request that this is enforced. and also ask about the issue of the parking spaces for the Villas. **Clerk** Cllr Bushrod said that there has been some fall at the top of Donkey Lane, Portwrinkle, and both sides of the hedge are growing in so that the state of the Lane is making it difficult to use. It is dangerous to walk down. The concern is that it is a route for use in an emergency and it is becoming impassable. The Clerk will ask CORY to attend with the mechanical Road Sweeper as a matter of urgency and to also deal with the issue of the two bank slips. CORY will also be asked to contact the residents on both sides of the Lane to ask for the hedge to be cut back. **Clerk**

**Item 7. RESPONSE TO PUBLIC PARTICIPATION** Responded to as above.

**Item 11. BUS SHELTER AT PORTWRINKLE**

- a) A response has been received from the Road Safety Team at Cornwall Council identifying site 1 as the safest option for the bus shelter. It was **RESOLVED** that Site 1, opposite the bus stop, will be the site for the new bus shelter, with one adjacent bay hatched to exclude parking. **Cllr McLaren proposed, Cllr Bushrod seconded and all were in favour.**

Cllr Kennedy said that numbers of users of the bus service are needed to support a grant application. Bryan Pullinger, Chair of the RPTUG, will conduct a survey over Easter. The Clerk will get a plan of the location to be sent to the manufacturers of shelters to get prices for the next Parish Council meeting. **Clerk**

**Item 8. PLANNING**

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

**PA16/01682**, Mr Nick Roberts, Fountains Direct Limited, Kerslake House, Sheviock, Torpoint, Cornwall. Erection of a new garage. It was **RESOLVED** to support this application. **Cllr Medway proposed, Cllr Isaac seconded with all in favour.**

**PA16/02045**, Prior Notification of Planning Application for the proposed demolition of holiday bungalows 1, 2, and 3 Whitsand Bay, Portwrinkle, Torpoint PL11 3BU – The Villas, Finnygook Lane, Portwrinkle, Torpoint, Cornwall PL11 3BU. **Noted**

**PA16/01223**, Mr Raymond King, Glebe House, Sheviock, Torpoint. Works to trees in a Copper Beech Tree (T1) in a Conservation Area, crown lifting over drive(s) to approximate height of 10 feet in summer for vehicle access. For Information only not for Consultation. **Noted**

**PA16/01253**, Mr Michael Evans, Glebe Barn, Sheviock, Torpoint, Cornwall. Removal of 3 small apple trees and prune another. For Information only not for Consultation. **Noted.**

- b) **Details of Planning Applications received after the Agenda was published:** None received.

- c) **Cornwall Council's Response to Planning Applications:**

**PA16/01223** Details as above. **Decided not to make a TPO (TCA apps)**

**PA16/00540 PREAPP**, Bob Wiggett, Tredis House, Polbathic, Torpoint PL11 3ER. **Closed-advice given/app submitted**

**PA16/00736** P Jarrett, The Keep, Georges Lane, Sheviock Works to trees - **Decided not to make a TPO (TCA apps)**

**PA16/00419** Tredrossel House, Sheviock, Torpoint, Cornwall. Change of use from a garage and store to a 1 bedroom annexe – **Approved with Conditions.**

**PA16/00784** Linden Cottage, Georges Lane, Sheviock, Works to Lime Tree - **Decided not to make a TPO (TCA apps)**

- d) Cllr Kennedy said that the Village Hall will be submitting a PREAPP prior to submitting an application to Awards for All for funding. As members of the Village Hall Committee Cllrs Kennedy, McLaren and Snowling will require written dispensation to talk about this at the April PC meeting. **Clerk**

**Item 9. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED**

- a) **The Minutes of the Parish Council Meeting held on Monday 8<sup>th</sup> February 2016.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Snowling proposed and Cllr Isaac seconded and all were in favour.**

**Item 10. 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- The Clerk will write again to Steve Huckstep and ask for the verge at Portwrinkle to be reinstated and the bag of chippings to be removed before Easter, now that the work at Trecarrel is finished. **Clerk**

- Action Tracker – The Notice Boards at the Harbour have been cleaned and Andy Brigden will carry out a review of what is on the large one, once the Kayak and Dinghy Racks are in place. The Harbour Agreement can be put on one of the smaller boards. **Cllr Isaac**
- Page 1, Item 5. Cllrs Kennedy reported that the Eco House is aware of the problems of the springs opening up and now that the weather has improved will be dealing with it.
- Page 2, Item 10. Cllr Kennedy reported that the new play equipment will be put in place after Easter. **Clerk**
- Page 4, Item 21, Cllr Isaac reported that further funding has been awarded to cover the shortfall of the purchase of the racks for the Dinghy Park. Cllr Kennedy suggested that there is an official opening of both the Harbour and the Open Space on the May Bank Holiday weekend.
- Action Tracker – Horses in the Harbour. There has been no response from Jon James and the Clerk will now escalate this to Cllr Trubody. **Clerk**

**Item 12. PORTWRINKLE PARKING** Cllr Kennedy reported that the TRO is now in place and will be effective from the 15<sup>th</sup> March 2016. A signed copy of the SLA for parking enforcement has been received by the Clerk for the Parish records.

**Item 13. POLICIES** To receive and adopt the Training Policy, the Community Engagement Policy and the Equality Policy. Copies of these policies had been circulated to the Members and it was **RESOLVED** to adopt them. **Proposed by Cllr Isaac, seconded by Cllr McLaren with all in favour.**

**Item 14. ANNUAL PARISH MEETING.** The Annual Parish Meeting will be held on Monday April 11<sup>th</sup> 2016 commencing at 6.30pm. Sarah Mason, CALC, will attend to talk about becoming a Parish Councillor. Parish Councillors were asked to encourage parishioners to attend. The Clerk will put up Notices advertising the meeting and also will invite all of the groups within the Parish to attend and hear about the Grants Policy. **Clerk**

**Item 15. CORRESPONDENCE. To report Council's response to the following:**

- 08/02/16 Letter from Jenny Spear thanking the Parish Council, and in particular Cllr Jenny Bushrod, for the help and support during the months of building work off Donkey Lane. **Noted**
- 12/02/16 Email from CNA re Local Devolution Fund. **Noted**
- 16/02/16. Email from Jeremy Rowe re Council Tax increase. Cllr Isaac expressed a view on this email stating that it could cost a lot of money at parish level. A discussion followed. **Noted**
- 28/02/16 Email from the Police re Town and Parish Council Engagement. **Already discussed under Item 4.**
- 29/02/16 Email from Environment Service, Cornwall Council, re Standards. **Noted**
- 04/03/16 Email from Minster Parish Council re online petition to vote to have appeal rights against planning decisions. Cllr Kennedy drew Members' attention to the petition and asked for its support. **Noted**

**Item 16. UPDATES FROM OTHER GROUPS:**

**Neighbourhood Development Plan.** Cllr Medway said that there had been a meeting last week because three Government Bodies had raised questions. Cllr Medway drew attention to the proposals for Antony Junction and gave details of Option 4, the CD was passed to the Members to be downloaded onto their PC and read in preparation for the next Parish Council meeting. **Rame Peninsular Public Transport Users Group.** Cllr Mathias was absent from the meeting **Open Space Sub Group.** A funding application to Viridor is in the process of being submitted. **Flower Beds Sub Group.** Cllr Mathias not present but it was reported that Jean Wilkinson was pleased with the level of support that she received, as part of the Parish Spring Clean. Cllr Medway proposed a vote of thanks to all those Parishioners who took part in the Parish Spring Clean. It was suggested that the next clean takes place in September. It was reported that part of a car has been left at the B3247 end of Horsepool Lane and the **Clerk** will contact CORY and have it removed. **CALC–CALC** is to become a limited company, with no shares. **Coastal Communities/ Coastal Revival Fund** – Cllr Isaac has visited the engineers and the kayak rack is half completed and work has started on the dinghy rack; hopefully both will be delivered next week. **Planning Partnership** –There are to be workshops on certain topics and a programme of works to be discussed at future meetings and taken forward to Cornwall Council Planning is being put together, including PREAPPS. It was felt that Sheviock Parish Council's proposal of a levy against some larger planning applications, to be put towards highway management and repair, was not viable. **Neighbourhood Watch** – Cllr Isaac has spoken with the Caradon Neighbourhood Watch office and they will support the Parish with new signs etc.

**Item 17. FINANCE.**

- 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, March:**

- 300360 - Sheviock Memorial Hall, rent for Clerk's office - £61.20
- 300361 – Julie Bate Erection of Handrail on Circular Footpath - £55.16
- Online - L Coles, Clerk's Parish hours February + additional hours + tax rebate - £617.71
- Online – Office 365 Renewal - £79.99
- Online – L Coles, Parish Expenses, January - March - £82.33
- Online – N Bridgman Wages for February - £51.53
- Online - Cornish Times, Advert for Tenders for Grass Cutting - £99.00
- Online – Cormac Solutions Ltd, TRO Stage 2 Payment - £6480.00
- Online – Viking Direct, Office Stationery – 73.31
- Online – SLCC, Clerk's Training Day - £53.40
- Online – Sheviock Parish Council Devolution Account Transfer for VAT - £51.65
- Online - M Jakes Cleaner's Wages February - £109.90
- Online - L Coles, Clerk's February Devolution Wages - £100.56
- Online – L Coles, Devolution Expenses - £1.59
- Online – Derrington Locksmiths, new padlocks for Harbour - £58.20
- Online – HMRC VAT - £158.24
- Online – Parkeon Limited – Maintenance Contract for Ticket Machine 2016/17 - £554.34

**Alto Card Expenditure:** Hi Vis Tabards for Emergency Plan - £95.80

**Income:** Dobwalls & Trewidland PC £11.25, St Dominic PC - £11.25, Cornwall Council Amenity Agreement Grant 2014/15 £291.13, Cornwall Council LMP Grant 2014/15 £ 716.40

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

d) It was **RESOLVED** to accept the Clerk's recommendation to purchase the equipment for paperless planning from Torpoint Computers at a cost of £585. **Proposed by Cllr Isaac, seconded by Cllr Bushrod with all in favour.**

e) Cllr Kennedy reported that there is a second round of funding from Tesco Groundworks and he suggested that an application is submitted for a new footpath. This was agreed. **Clerk**

**Pursuant to the Public Bodies (Admissions to Meetings) Act 1960 members of the press and public were excluded from the next item on the agenda and asked to leave the meeting. The Parish Council moved into Closed Session, proposed by Cllr Medway, seconded by Cllr Bushrod.**

**Item 18. CLOSED SESSION**

- a) Grass Cutting Tenders. Only one Tender had been received, opened by the Clerk with Cllrs Kennedy and Medway present. The Tender was from Dean Leonard and the prices quoted were the same as for the current contract. It was **RESOLVED** to accept this Tender and the Clerk will inform Dean Leonard of its success. **Proposed by Cllr Bushrod, seconded by Cllr Snowling with all in favour. Clerk**
- b) Tenders for the Harbour Development. Tenders were requested from four companies, two of which submitted quotations for the work. It was **RESOLVED** to accept the Tender from RS Engineering, Saltash. **Proposed by Cllr Medway, seconded by Cllr McLaren with all in favour.**

**Item 19. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Cllr Kennedy asked the Members to look at the Parish Council website and invited comments because he has tried to restructure it to make it easier to find items. Neighbourhood Watch.

**Item 20. DATE OF NEXT MEETING** The next meeting of the Parish Council will be held on Monday 11<sup>th</sup> April 2016 following the Annual Parish Meeting, which will commence at 6.30pm.

There being no further business the Chair closed the meeting at 9.45pm.

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)**