



### *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 9<sup>th</sup> May 2016 in the Methodist Church Schoolroom, Craffhole, commencing at 7.13pm, following the Annual Parish Council Meeting.**

**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, Cllr George Trubody, Cornwall Council.

There were 3 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 3 and 4 for the convenience of the members of the public.

**Item 1. APOLOGIES:** Apologies were received and accepted from Cllr 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.** Cllr Kennedy had submitted a Dispensation Request Form, as a member of the Friends of Craffhole Playpark Group, to allow him to participate in the discussion of Item 11 of the Agenda 09/05/16 and also to take part in the vote. Dispensation was granted by the Clerk, Mrs L Coles, for Reason 33 c), the dispensation was considered to be in the interests of persons living in the authority's area. Cllr Bushrod had submitted a Dispensation Request Form, as a member of the Friends of Craffhole Playpark Group, to allow her to participate in the discussion of Item 11 of the Agenda 09/05/16 and also to take part in the vote. Dispensation was granted by the Clerk, Mrs L Coles, for Reason 33 c), the dispensation was considered to be in the interests of persons living in the authority's area.

**Item 11. AWARD OF A GRANT.** The Parish Council had received a Grant Application from the Friends of Craffhole Play Park. Cllr Kennedy handed the floor to Mrs Karen Baker, who presented details of the Group's fundraising achievements and future ideas for funding. Karen said that community spirit is very positive towards the Play Park and children and young people are particularly enthusiastic. The Group is keen to engage with the youth community and to encourage them with their fundraising ideas for the Park. The Open Space is for all ages of the Parish. £2,889.42 has been raised by the Group over three events and the 2016 Craffhole Festival will be held on Saturday 10<sup>th</sup> September, for which the Friends are asking for a grant of £80 towards the hire of the Village Hall. It was **RESOLVED** to support this Grant Application for £80 for the hire of the Village Hall for this event, **Cllr Medway proposed and Cllr Isaac seconded with all in favour.** The grant will be paid directly to the Village Hall on invoice.

**Item 4. POLICE REPORT.** Cllr Kennedy reported that there had been no crimes committed in SheviocK in March or April. Cllr Isaac gave a report from his meeting with Inspector Julian Morris, Devon and Cornwall Police. The SLA gives details of a minimum service that will be provided but it is hoped that a lot more will be given, however there was an indication of further staff cuts in the future.

**Item 5. PUBLIC PARTICIPATION.** David Dunn had submitted a letter to the Parish Council, (Item 18b Correspondence), regarding the state of Footpath No. 5. The top part of the footpath has eroded away. The Clerk will contact the Countryside Access Team and report this. **Clerk** David Dunn raised the issue of the development at Merlyn House,

Sheviock. Cllr Trubody gave a perspective on this, on behalf of Cornwall Council. David Dunn reported, for information, that Cornwall Councillors are to receive a pay rise in the region of 13%. **Noted.**

An email had been received about the safety of a number of children using the nest swing at the same time. Cllr Kennedy has spoken to Green Scheme, the installers of the swing, and there is no specified limit to the number of children using it at any one time. Ray Skelly has expressed concern about lack of road signs but playground signs are in place and Margaret Rutherford had asked if there was a legal requirement to have a 20 mph on the road. The Clerk has contacted Cornwall Council's Road Safety Team to ask if a 20mph speed limit should legally be imposed and is awaiting a reply. **Clerk** Football is being played in the play area and David Dunn said that there used to be a sign stating that no ball games were allowed. Cllr Kennedy will check on the legislation relating to ball games in the play park. **Cllr Kennedy** Warren Evans has emailed to ask if there are any allotments available within the Parish. It was agreed that the Clerk contacts Mr Evans to suggest that he asks Antony Estate or the local farmer, Kevin Andrew, if there is any land that they are willing to allow him to use. (A check previously had shown very little evidence of need, much less than the required 6 for the Parish Council to be obliged to try and secure space). **Clerk**

A pane of glass in the Telephone Kiosk at Sheviock has been broken. The Clerk will contact BT and ask for it to be repaired. **Clerk**

It was reported that Betty Heapy has had pots of plants knocked off of her wall; always late on Friday evenings. It has been suggested that she contacts the police using the 101 telephone number if this happens again.

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

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

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

**PA16/03089**, Mr and Mrs T and J Moss, 2 Tredis Court, Polbathic, Torpoint, Cornwall. Slate the front (South) of our property from roof line to midway down the wall to prevent ingress of water to the inside of the property. There were no objections to the application from nearby neighbours. It was **RESOLVED** to support this application. **Cllr Isaac proposed, Cllr McLaren seconded with all in favour.**

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

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

**PA16/002282**, Mr and Mrs Prisk, 4 Carew Close, Crafhole, Torpoint PL11 3EB. Replacement of existing porch with gabled design plus landscaping improvements – **Approved**

**PA16/02723**, Cote Park House, Horsepool Lane, Sheviock, Torpoint, Cornwall PL11 3EN. Felling of an Ash Tree.

**Decided not to make a TPO**

##### **d) There were no other planning matters to discuss.**

#### **Item 8. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED**

a) **The Minutes of the Annual Parish Meeting held on Monday 11<sup>th</sup> April 2016.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Medway proposed and Cllr Snowling seconded and all were in favour.**

b) **The Minutes of the Parish Council Meeting held on Monday 11<sup>th</sup> April 2016.** Subject to the following amendment – Page 1, item 5... 'chicane at the bottom of West Lane'. The white paint..... *(insert full stop and remove the word 'because')*, it was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Medway proposed, 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).**

##### **Minutes of the Annual Parish Meeting.**

- Cllr Kennedy suggested that the Clerk contacts Bryan Pullinger, RPTUG, to ask for a date when the bus users survey will take place. **Clerk**

##### **Minutes of the Parish Council Meeting, 11<sup>th</sup> April 2016**

- Page 2, Item 9. Cllr Kennedy has contacted the Cornish Times regarding the opening of the Play Park and the new Harbour Facilities on the 30<sup>th</sup> May.
- Page 3, Item 10 b). Cllr Kennedy is still trying to contact the original Coordinators to set up a meeting of the Neighbourhood Watch.

**Item 10. BUS SHELTER AT PORTWRINKLE** Cllr Kennedy passed round images of the two bus shelters, whose manufacturers have submitted similar quotes to each other. The third quote received has been dismissed as being too expensive. The Clerk will forward the three quotes to all of the Members and this will be an agenda item for the next Parish Council meeting. **Clerk**

**Item 11. AWARD OF GRANT** Already covered between Items 3 and 4.

#### **Item 12. FOOTPATHS.**

- a) Future Footpaths. Cllr Kennedy has spoken to Paul Cressy about the three new footpaths that are being considered, one down through the trees at the side of the Golf Course to Portwrinkle, the second to be an

extension beyond the existing Circular Footpath to the bottom of Polscoe Hill, and the third to come up the inside of the fence in Shevioc Lane; all three would mean that walkers could avoid walking in the road. Cllr Kennedy will show the Google Map to Antony Estate and ask for its permission in principle to use the land. The Clerk has registered the Parish Council's intent to seek funding for the above from Tesco Bags for Life; the application has to be submitted by noon on the 3<sup>rd</sup> June.

- b) Leaflets for the Parish Footpaths. Local Artist, Julie Bate had submitted an estimate for designing a leaflet advertising the Parish Footpaths, at a cost of £200 not including printing. This was discussed and it was decided that it is not something that the Parish Council would want to commission. It was suggested that Julie Bate takes this forward herself, as a business venture. The Clerk will write to Julie and inform her of the Council's decision.

**Clerk**

### **Item 13. ANNUAL REVIEW OF PARISH COUNCIL'S POLICIES.**

Councillor Kennedy went through the Parish Council's Policies:

- Data protection Policy - **RESOLVED** to adopt, **proposed by Cllr Isaac, seconded by Cllr McLaren, all in favour.**
- Planning Process and Procedure – **RESOLVED** to adopt subject to the agreed changes to sections 4 and 5, and the addition of section 5.8. **Cllr Bushrod proposed, Cllr Isaac seconded and all were in favour.**
- Grants Policy – **RESOLVED** to adopt subject to the agreed changes, suggested by Cllr Mathias and Cllr Kennedy, **proposed by Cllr Medway, seconded by Cllr Bushrod with all in favour.**
- Health & Safety Policy – Cllr Isaac introduced a changed policy that adheres to HSE Guidelines. **RESOLVED** to adopt, **proposed by Cllr Snowling, seconded by Cllr Bushrod with all in favour.** Risk Assessments need to be carried out with all Council employees and the Clerk will clarify the employment position of the Honorary Harbour Master in terms of Health & Safety with Andy Brigden, Cornwall Council. **Clerk**
- Disciplinary Procedure – **RESOLVED** to adopt subject to agreed modification to 3.6. Grievance Procedure – **RESOLVED** to adopt subject to agreed modification to 3.10. Terms of Reference for Disciplinary Committee and Appeals Committee – **RESOLVED** to adopt subject to agreed changes and the appointment of the committee members at the Annual Parish Council Meeting to be changed to an Extraordinary Meeting of the Parish Council. **All proposed by Cllr Isaac and seconded by Cllr Medway with all in favour.**
- It was **RESOLVED** to adopt the following policies which had no substantive amendments en bloc: Standing Orders, Training Policy, Document Retention Guidelines, Press and Media Policy, Code of Complaints, Financial regulations, Financial Risk assessment Schedule, Financial Reserves Policy, Equality Policy, Engagement Policy and Strategy, Freedom of Information Policy. **Proposed by Cllr Medway, seconded by Cllr Snowling with all in favour.**

**Item 14. NEW BINS AT PORTWRINKLE.** The Clerk gave a report of her meeting with CORY. The bin at the café has been removed because CORY, Cornwall Council, is not allowed to site bins on private property. The Topsy bin at the top of the beach path will be removed for the same reason. The Parish Council can have replacement bins installed on the grass verge in front of the Public Toilets. It was **RESOLVED** to have three Gemini Bins installed outside the Public Toilets. The Clerk will contact CORY to arrange. **Clerk** A sign will be put on the Dog Bag Dispenser, highlighting the new site of the bins. **Proposed by Cllr Snowling, seconded by Cllr Bushrod with all in favour.**

**Item 15. HARBOUR LICENCES.** The new Licence was discussed. The Clerk will contact the Licence holders. There are spaces in the Dinghy Rack and the Clerk will contact those on the waiting list, boat size maximum 10ft. **Clerk** A copy of Public Liability Insurance will be required from owners, on allocation of a space. The cost of a space in the Dinghy Rack will be £50 per annum and for the Kayak rack it will be £50 per annum for a single space and £30 per annum each, if two share a tube. The charge for larger boats on the promenade will be £62.50.

**Item 16. OPENING OF PLAY PARK AND NEW HARBOUR MOORINGS.** Cllr Kennedy had suggested Monday May the 30<sup>th</sup> for the openings. The Clerk will invite Tremayne Carew Pole to open the Playpark at 10.30am. **Clerk** The Harbour facilities will be opened at 1.30pm and Cllr Isaac and Cllr Bushrod will decide the arrangements. **Cllrs Isaac and Bushrod**

**Item 17. CORRESPONDENCE. To report Council's response to the following:**

- a) 19/04/16 Email from Cllr Kennedy re Mount Edgcumbe Car Show 2016. **Noted.**
- b) 27/04/16 Letter from David Dunn regarding Footpath no 5. **Already covered under Item 5.**
- c) 30/04/16. Email from CALC re Neighbourhood Right to Appeal. **Noted**
- d) 05/05/16 Email from Alan Percy re LMP Agreements. **Noted**
- e) 03/05/16 Email from Julie Bate re Painting Competition. **To be discussed under Item 19 g)**

**Item 18. UPDATES FROM OTHER GROUPS: Neighbourhood Development Plan.** Nothing to report. **Rame Peninsular Public Transport Users Group.** Cllr Mathias was not present. **Open Space Sub Group.** The Viridor funding application has progressed to the next stage. **Flower Beds Sub Group.** Cllr Mathias was not present. **CALC**– Cllr Kennedy reported that CALC has a SLA with Cornwall Council for the next three years. The Executive Committee is considering inviting a

representative from the SLCC on to the committee, as an observer. A Good Employer's Guide is being produced. CALC is also developing PRE APP planning training. Cllr Kennedy attended a course provided by CALC on Procurement. The Parish Council will have to register with a Contract Finder and advertise through them for any expenditure over £25k.

**Coastal Communities/ Coastal Revival Fund** – Cllr Isaac said that there is a meeting of the CCT this Wednesday. Cllr Isaac had circulated an email regarding the outstanding money from the CRF. **Planning Partnership.** The Clerk reported that the last meeting was a workshop regarding PRE APP planning protocol and the result is being put forward to Cornwall Council for consideration. There is a meeting on the 18<sup>th</sup> May, a workshop to go through 'A Day in the Life of a Planning Application'. The Clerk will put forward the Parish Council's disappointment with the Enforcement Team's response to the breach of planning application rules for Merlyn House, Shevioc. **Clerk NHS England Consultation** on Millbrook/Lodge House Surgery. Cllr Bushrod reported that there is great concern over whether the surgeries will close. There are two separate courses of action proposed for each of the two surgeries but these have not yet been made public.

**Item 19. FINANCE.**

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

**b) Cllr Medway proposed and Cllr Snowling 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, May:**

- 300366 - Shevioc Memorial Hall, rent for Clerk's office - £62.00
- 300367 – C Kennedy – Line Marking Paint - £27.00
- Online - L Coles, Clerk's Parish hours April + additional hours - £569.07
- Online – N Bridgman Wages for April, as per schedule - £189.42
- Online - CALC – Chairman's Procurement Training - £48.00
- Online – HMRC – Month 1 PAYE for Dog Warden - £41.00
- Online – British Telecom – Revised bill as per schedule - £232.14
- Online – RS Engineering SW Ltd – Invoice 8005, Kayak and Dinghy Racks - £6381.60
- Online - M Jakes Cleaner's Wages April - £184.88
- Online - L Coles, Clerk's April Devolution Wages - £102.60
- Online – South West Water, Water Bill for Public Toilets - £123.73
- Online – South West Hygiene(BTE), Sanitary Bins for Public Toilets 2016/17 - £199.68
- Online – Rames Water Treatment, Annual Legionella Analysis for Public Toilets - £120.00

**Alto Card Expenditure:** £245.89 – New Notice Board for Crafhole

**Income:** Torpoint Computers, Purchase of old Laptop - £25.00

Reimbursement for Maker with Rame for Dog Warden, April - £65.62

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

**d) It was RESOLVED to sign the Annual Governance Statement, Section 1 of the Annual Report. Proposed by Cllr Snowling, seconded by Cllr Isaac with all in favour.**

e) Update on the Tesco Groundworks funding application. **Already covered under item 12.**

f) Cllr Kennedy reported that the 123 Domain and Hosting Accounts have been transferred to the Clerk's Parish Council email address and will be paid for in future by the Alto Card.

g) Art Competition. A suggestion for an Art Competition had been received from Julie Bate, local Artist, which will cost £20. It was **RESOLVED** to support this idea, **proposed by Cllr Medway, seconded by Cllr Snowling with all in favour.**

**Item 20. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Pensions on July agenda.

**Item 21. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on **Tuesday 7<sup>th</sup> June.** due to the Clerk's annual leave.

There being no further business the Chair closed the meeting at 10.00pm.

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

Chairman, Shevioc Parish Council

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