



### *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 Tuesday 7<sup>th</sup> June 2016 in the Methodist Church Schoolroom, Crafhole, commencing at 7.00pm, following the Annual Parish Council Meeting.**

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

**In Attendance:** L Coles, Parish Clerk, Steve Greenwood, Cornwall Fire and Rescue Service.

There were 5 members of the public present.

**Item 1. APOLOGIES:** None received.

**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. Referring to the written dispensations received for the last Parish Council meeting, it was **RESOLVED** to ratify both, for that meeting only, by the full Council. **Proposed by Cllr Isaac, seconded by Cllr Medway with all in favour.**

**Item 4. CASUAL VACANCIES.** The Clerk reported that Cllr D Mathias and Cllr P McLaren had tendered their resignation from the Parish Council. Electoral Services have been informed and Notices of Vacancies have been posted on the Parish Notice Boards and the Parish Council Website.

### **Item 5. FIRE AND RESCUE SERVICE**

Steve Greenwood, Watch Manager, Cornwall Fire and Rescue Service, gave a presentation on what the service offers to the community. It is looking to appoint representation with each of the local Parish Councils. Steve listed all of the services that the Fire Service provides and said it can help with all sorts of things. It is a community resource that they would like people to make more use of. For example, it will carry out free home fire safety checks and is looking for help from the Parish Council to identify the most vulnerable in the Parish who might benefit from a check. Free smoke detectors can be supplied and fitted as part of the service. The Fire and Rescue Service is willing to attend events and give demonstrations. Cllr Kennedy asked if they could attend the Village Summer Fair on 9<sup>th</sup> July. Cllr Kennedy said that SheviocK Parish Council has an Emergency Plan, a copy of which he will email to Steve, and he will ask the emergency coordinators to add Steve's mobile number to their list of contacts. Steve said that one important thing would be to make sure that all of the hydrants are clear for use and asked that the Parish Council carries out an inspection and lets him know of any that need 'digging out' etc. and the Fire Service will arrange.

**Item 6. POLICE REPORT** No report available.

**Item 7. PUBLIC PARTICIPATION** David Dunn asked about the progress on footpath no 5; this is an agenda item. David Dunn asked about the possibility of cutting the grass where the schoolchildren wait for the bus; this is an agenda item. He also asked if there had been any progress from South West Water about the sewerage smells. The Clerk will chase this up. **Clerk** Karen Baker asked if there was any news of a replacement sign for Portwrinkle. The Clerk will chase this up. **Clerk** Paul Phillips asked why the bin had been removed from the top of the beach at Portwrinkle. Cllr Kennedy explained that the footpath is on private land and it is not within Cornwall Council's remit to place public bins on private land. An emailed inquiry had been received from Mike Watkiss regarding the speed limit on the A374 and asking for the

Parish Council's letter of support in getting this reduced. It was agreed that the Council will support and the Clerk will send a letter to Mike Watkiss. **Clerk**

**Item 8. RESPONSE TO PUBLIC PARTICIPATION** Responded as above.

Cllr Kennedy asked the Members' permission to bring Item 13 of the Agenda forward for the convenience of the public members present.

**Item 13. OPEN SPACE.**

- a) Review of progress. Tremayne Carew Pole officiated at the opening of the Play Park on 30<sup>th</sup> May. The Viridor grant application has been successful and £32,280 has been awarded to the Parish Council for the new equipment. Cllr Bushrod asked about the 'No ball games' sign. Cllr Kennedy has spoken to Green Scheme who have said that there is no legislation regarding ball games in a play park, however, it has been suggested that the Parish Council carries out a risk assessment.
- b) To receive and note the significant contributions from the Friends Group. The Friends of Crafhole Play Park Group has given the Parish Council a donation of £3336.77 in respect of the Third Party Contribution for the Viridor Grant. The Awards for All Grant, £10,000 previously received by the Parish Council, has been spent on the Green Scheme installation, invoice received May 2016 and for approval of payment under Item 19 a), and is as follows: Total Invoice: £13,794 less reclaimable VAT £2299 = £11495 to pay, made up by £10,000 from A4A grant and a donation of £1495 from the Friends of Crafhole Park, which has been received by the Parish Council and banked. Cllr Kennedy asked for a real vote of thanks to be minuted to the Friends, Paul Phillips, Treasurer, Becki Greenwood, Secretary and Karen Baker, Chairperson, for all of their hard work in raising the money for the Play Park. Cllr Kennedy said that it should be noted that the accounts for the Friends Group have been audited and signed off.

**Item 9. PLANNING**

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

**PA16/03926**, Mr and Mrs G Manning, Tamarisk, Finnygook Lane, Portwrinkle, Torpoint, Cornwall. Demolition of the existing dwelling and erection of a detached four-bedroom dwelling with integral garage. Cllr Kennedy read out comments from neighbouring residents, S Wilkinson. J Wilkinson and J Harrison, who could not be present at the meeting, both supporting and objecting. Comments were also received from the applicant, G Manning, who also could not be present. Les Geary, spoke about the application. After discussing these comments and looking at the application the Parish Council **RESOLVED** to support PA16/03926 in the form that it has been presented, **proposed by Cllr Isaac, seconded by Cllr Snowling with all in favour.**

**PA16/04096** Mrs Sally Motley, Trehill Bungalow, Trehill Lane, Antony, Torpoint Cornwall. Prior notification for the erection of a barn for the storage of machinery, equipment and bales. **Clerk – Notification Only. Noted**

**PA16/04693** Mr and Mrs P Hamlyn, 3 Cross Park, Crafhole, Torpoint PL11 3BH. Removal of existing rear UPVC conservatory and construction of single-storey extension with pitched roof to rear elevation. Extension to existing first floor dormer construction with pitched roof over. Cllr Snowling and Cllr Medway had visited the site. There were no objections by nearby residents. It was **RESOLVED** to support PA16/04693, **proposed by Cllr Snowling, seconded by Cllr Medway with all in favour.**

**b) Details of Planning Applications received after the Agenda was published:**

**PA16/04859.** Dr Neil Harkness, Ivy Cottage, Donkey Lane, Portwrinkle PL11 3BP. Extension to the rear workshop of the garage. The council's response to be **RESOLVED** at next meeting.

**PA16/03592.** Roger Martin, Jolly Roger Café, Finnygook Lane, Portwrinkle, Torpoint. Retrospective planning for the erection of a 1-metre-high safety fence on the cliff side, erect 2-metre-high fence around the waste bins at the front of the café, increase height of the fence to the front and side of the seating area from 1.2 metres to 2 metres together with the erection of 2 timber sheds and a thatched shelter. The council's response to be **RESOLVED** at next meeting.

**c) Cornwall Council's Response to Planning Applications:** None received.

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

**Item 10. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED**

- a) **The Minutes of the Annual Parish Council Meeting held on Monday 9<sup>th</sup> May 2016.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Medway proposed and Cllr Isaac seconded and all were in favour.**
- b) **The Minutes of the Parish Council Meeting held on Monday 9<sup>th</sup> May 2016.** Subject to the following amendment .....page 8, item 18, NHS England ... *'There are two separate courses of action'* the removal of

the word 'two'....it was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Medway proposed, Cllr Bushrod seconded and all were in favour.**

**Item 11. 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 Council Meeting 9<sup>th</sup> May 2016**

- Following the resignations of D Mathias and P McLaren it was agreed that Planning Applications will be passed to the most appropriate Member with one other to look at, Cllr Kennedy will take on the Flowerbeds, RPTUG will be covered by all and Grants will be decided as the need arises.

**Minutes of the Parish Council Meeting, 9<sup>th</sup> May 2016**

- Page 6, Item 5. Ball Games – Cllrs Isaac and Snowling will look at the issue with the play park and carry out a risk assessment. **Cllrs Isaac/Snowling**
- Page 7, Item 12 The Clerk will write to Julie Bate. **Clerk**

**Action Tracker –**

- 14/12, The Clerk will write to Steve Huckstep and express the Parish Council's disappointment that the grass was not returned to its original state as previously agreed. **Clerk**
- The Clerk will contact SWW re the sewerage smells and ask for progress. **Clerk**
- Cllr Kennedy will deal with CORY and the cleaning/clearing at Donkey Lane. **Cllr Kennedy**
- The Clerk will contact George Trubody and ask for his assistance in resolving the items regarding the horses in the harbour, safety on the A374 and the widening of the speed cushions. **Clerk**

**Item 12. RESIDENTS WINTER CAR PARK CHARGE** It was **RESOLVED** that the Residents' Winter Car Park Charge remains at £5. Proposed by Cllr Medway, seconded by Cllr Snowling with all in favour.

**Item 13. OPEN SPACE.** Already covered between Items 8 and 9

**Item 14. DINGHY PARK ALLOCATIONS POLICY.** It was **RESOLVED** to adopt this policy (as circulated), **proposed by Cllr Isaac, seconded by Cllr Medway with all in favour.**

**Item 15. HARBOUR LICENCES.** It was reported that there are now 26 dry berths, with the installation of the new Dinghy Rack and there are two people on the waiting list. The new Kayak Rack has accommodated 15 kayaks and there are six people on the waiting list.

A ring fenced sum of money from the licences will be available for use at the harbour, this amount will be the excess generated above the expected income from the devolution package. Congratulations is recorded by the Parish Council for all of the hard work that has made this facility possible.

**Item 16. PARISH AMENITY CUTS.** The four annual amenity grass cuts were discussed.

**Item 17. COMMUNITY ENGAGEMENT.** Exeter University Focus Group. Cllr Kennedy explained what the aim of the focus group is. There is a meeting on the 21<sup>st</sup> June, at which it will be discussed why people who are active in the community but show no interest in the Parish Council. Cllr Kennedy asked the Members to think of four parishioners that could be asked to take part.

**Item 18. NEIGHBOURHOOD DEVELOPMENT PLAN** Landscape Assessment is required for policy 14. Natural England are pushing for this before they will consider the application for the Neighbourhood Development Plan and this is the only item outstanding. Cllrs Medway and Kennedy will look at the assessment with the aid of the toolkit provided by Cornwall Council. **Cllrs Kennedy/Medway**

**Item 19. CORRESPONDENCE. To report Council's response to the following:**

- a) 24/05/16 Email from S Pitman re grass cuttings on the front of his car. **Nothing further has been received.**
- b) 27/05/16 Letter from Gwen Spear regarding parking at The Nooke, Donkey Lane, Portwrinkle. **Clerk has replied.**
- c) 27/05/16. Email from Catherine Thomson, Community Link Officer, re Community Led Local Development. **Noted**
- d) 31/05/16 Emailed response from Sarah Mason, CALC, regarding the Clerk's procedural questions. The Clerk will send out draft minutes to Members for information only, any amendments will be made and approved, in public, at the next Full Parish Council Meeting.

**Item 20. UPDATES FROM OTHER GROUPS: Neighbourhood Development Plan.** Nothing further to report. **Rame Peninsular Public Transport Users Group.** Awaiting bus user survey from Geoff Cadwallader. **Open Space Sub Group.** Nothing further to report. **Flower Beds Sub Group.** No report **CALC**– Nothing to report. **Coastal Communities/ Coastal Revival Fund – CCT** is setting up a company to deliver the Financial Plan for the Rame. **HUG** Cllr Bushrod has been working tirelessly with the Clerk and Honorary Harbour Master on sorting out the moorings and there is now enormous potential for the group. **CRF** – Liz Byron has confirmed the extra funding of £550 has been approved by the Minister. **Planning Partnership.** Meeting today. Local Plan is expected to be adopted by September. An action plan has been put together by the partnership and the group will be working through this over the coming months.

**Item 21. FINANCE.**

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

**b) Cllr Bushrod 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, June:**

- 300368 - Sheviock Memorial Hall, rent for Clerk's office - £62.00
- 300369 – Viridor Waste Management Ltd – Third Party Contribution for the grant - £3,336.77
- 300370 – AON UK Ltd – Annual Parish Insurance - £354.17
- 300371 – Sheviock Memorial Hall – Hire of hall in January and February - £33.20
- Online - L Coles, Clerk's Parish Hours May and 1.4 additional hrs - £543.92
- Online – N Bridgman Wages for May, as per schedule - £170.31
- Online – CL Finance – Annual Internal Audit Fee - £180.00
- Online – Green Scheme Solutions Ltd– Invoice 723 for play equipment and picket fence - £13,794.00
- Online – Savills (UK) Ltd – Fees re lease of Open Space - £721.50
- Online – L Coles – Clerk's Parish Expenses March 15<sup>th</sup> – 4<sup>th</sup> June - £94.51
- Online – Dean Leonard – Parish Amenity and Footpath cuts - £480.00
- Online - M Jakes Cleaner's Wages May - £188.40
- Online - L Coles, Clerk's May Devolution Wages - £127.75
- Online – Bunzl Cleaning & Hygiene - Cleaning Supplies etc. for Public Toilets - £151.57
- Online – L Coles, Clerk's Devolution Expenses March 15<sup>th</sup> – 4<sup>th</sup> June - £11.25
- Online – Dean Leonard – Flowerbeds at Portwrinkle - £36.00

**Alto Card Expenditure:** £60.26 – Ink Cartridges for the Office Printer

**Income:** Friends of Crafhole Park re TPC -£3336.77 and re balance of play equipment- £1495.00  
Reimbursement for Maker with Rame for Dog Warden, May - £132.04  
Kayak Rack Payments, £255 and £195.

c) The Bank Reconciliation for May was received, checked and signed by Cllrs Medway and Snowling.

**d) It was RESOLVED to sign the Annual Accounts Statement, Section 2 of the Annual Report. Proposed by Cllr Medway, seconded by Cllr Bushrod with all in favour.** The Clerk will submit the Return to Grant Thornton, External Auditor. **Clerk**

e) It was reported that the NJC Pay Scales have increased with effect from 01/04/16 and this means a rise of 10p per hour for the Clerk in line with her Contract of Employment.

**Item 20. ITEMS FOR INCLUSION IN FUTURE MEETINGS.**

Pensions on July agenda.

Update from NHS England.

**Item 21. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday July 11<sup>th</sup> 2016, commencing at 7.00pm.

There being no further business the Chair closed the meeting at 9.08pm.

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)**