



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

The Minutes of the Parish Council Meeting held on Monday 12th September 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, Mrs Paula Brooks, J McGuinness and M Snowling.

In Attendance: L Coles, Parish Clerk, and Cllr George Trubody, Cornwall Council

There were 6 members of the public present.

Item 1. CASUAL VACANCIES. Cllr Brooks and Cllr McGuinness signed a Declaration of Acceptance of Office, having been elected on to the Parish Council at the recent, uncontested, Election. The Clerk witnessed these documents.

Item 2. APOLOGIES: None

Item 3. 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 4. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS. None received

Item 5. POLICE REPORT Cllr Isaac gave details of the recent crime figures for the area. Three crimes in June for SheviocK Parish but the Parish remains a low crime area. Cllr Isaac has contacted the local Neighbourhood Watch Office, representatives from which will attend a meeting at the SheviocK Memorial Hall, Crafhole, on Thursday 29th September, at 5pm, to update the SheviocK NHW Volunteer Co-ordinators on the latest best practice.

Item 6. PUBLIC PARTICIPATION. With the agreement of the Members, the Chairman said that Jess Earle will be allowed to speak about his planning application when that item of the agenda is reached (Item 8).

Cllr Medway said that a parishioner has asked if it is possible to have a convex mirror sited at the north end of West Lane to increase visibility when pulling out at the junction. The Clerk will contact Highways. **Clerk**

Dorothee Mathias has reported to Cllr Kennedy the fly-tipping opposite the Finnygook Inn, garden waste and metal work. The Clerk will report this to CORY. **Clerk**

Cllr Kennedy updated the Council on the results of the cluster wide traffic enforcement. Fifty-two tickets have been issued so far, with another enforcement visit still to take place, indicating that this will be a non-cost activity for the cluster parishes. Cllr Kennedy will report the final figures to all the cluster parishes after the last visit of the Enforcement Officer.

Parish Surgery Report: Cllr Medway said that it had been reported to him that The Jolly Roger Café had on one occasion been open well into the night. This would appear to be in contravention of the hours of opening, as per planning permissions and the recently granted Licence to sell Alcohol. The Clerk will contact Licensing at Cornwall Council to ask for confirmation of the licensing hours granted for the café. **Clerk**

Item 7. RESPONSE TO PUBLIC PARTICIPATION Responded as above.

Item 8. PLANNING

a) Planning applications received before the Agenda was finalised:

PA16/07201. Mrs Joanne Moss, 1 Horsepool Road, SheviocK PL11 3EP. Proposed two storey side extension, incorporating existing outhouse, erection of rear UPVC Conservatory. Cllr Isaac said that the neighbours have no

objections and the proposed development is in keeping with the area. The Parish Council **RESOLVED** to support PA16/07201, **proposed by Cllr Isaac, seconded by Cllr Snowling with all in favour.**

PA16/007479. Lynher Boat Yard, Antony, Torpoint, Cornwall PL11 3ET. Submission of details to discharge condition 3 of decision notice PA13/09092. After discussion it was agreed to note the details of this submission. The Clerk will write to the Case Officer to draw attention to the fact that the plan appears to have changed from that previously approved in 2013. **Clerk**

PA16/07575, Mr G Baker, 8 Whitsand Bay View, Portwrinkle, Cornwall PL11 3DB. Construction of an extension to a dwelling to provide accommodation for an elderly parent, reworking of previously consented scheme (PA12/03090). Cllrs Bushrod and Kennedy visited the site. It is a sizeable extension but neighbours' concerns have been addressed by the applicant and there are no objections. It was **RESOLVED** to support this application, **Cllr Bushrod proposed, Cllr Isaac seconded and all were in favour.**

PA16/07891, Mr Jess Earle, GW Earle Hotels Ltd, Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint. Variation of Condition 1 in relation to Planning Application No. PA16/02681. (Amendments to Unit nos. 4-8 (inc), together with parking, access and landscaping). As per Minute Reference Item 6, page 17, the Agent for Mr Earle spoke about the application. The applicant is seeking to change the design of the scheme to improve it and there are some cosmetic changes proposed. The size of the recessed areas will be reduced and roof terraces added. There will be an increase in parking spaces; each unit will have 2 spaces. After discussion the Parish Council **RESOLVED** to support this application. **Cllr Isaac proposed, Cllr Medway seconded and all were in favour.**

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

c) Cornwall Council's Response to Planning Applications:

PA16/03592, Roger Martin, The Jolly Roger Café, Finnygook Lane, Portwrinkle, Torpoint, Cornwall. **Refused**

PA16/04859, Dr Neil Harkness, Ivy Cottage, Donkey Lane, Portwrinkle, PL11 3BP. **Approved with conditions**

PA16/04693 Mr and Mrs P Hamlyn, 3 Cross Park, Crafhole, Torpoint PL11 3BH. **Approved**

PA16/05976 Mr A Walters, Toll Cottage, Shevioc Torpoint Cornwall PL11 3EH. **Approved**

d) Cllr Kennedy has donated a Tablet for the use of Members when visiting the sites of planning applications. The Clerk will create a planning email address and send the application details to the Tablet via this address, as well as to all councillors, as at present. **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 Tuesday 11th July 2016.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Isaac proposed, Cllr Bushrod 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 –

- A reply from Andy Brigden has been received regarding the horses in the harbour, it is hoped that a by-law will be introduced through the new Harbour Order. This will stay on the Action Tracker for monitoring purposes. **Clerk**
- SWW, the Clerk has still had no reply regarding the findings of the Acoustic Doppler. Clerk to chase up **Clerk**
- Footpath No 5. The Countryside Officer has put in a report of the damage and is waiting for the agreement of Cornwall Council before scheduling the work for the repairs. This will stay on the Action Tracker for monitoring purposes. **Clerk**
- Cllr Bushrod said that the top half of Donkey Lane has not been cleaned and the hedges have not been cut back on either side of the lane. It was thought that this work had been carried out and the landowners contacted about the hedges. The Clerk will contact CORY again and ask for an update. **Clerk**
- The Portwrinkle sign has been installed.

Item 11. QUALITY STATUS. It was agreed by the Members that the Parish Council will apply for Quality Status. Cllr Kennedy asked the Members to look at the website and 'dip in' to the policies etc. to see if it is agreed that all are correct. It was **RESOLVED** to apply for Quality Status, **proposed by Cllr Medway, seconded by Cllr Snowling, with all in favour.** Cllr Isaac said that there are still Risk Assessments to complete with regard to the Health & Safety Policy and these will be completed by May 2017.

Item 12. REPAIR OF SEATS. The parish seats need sanding down and repainting. It was **RESOLVED** to undertake this work during the winter months, **proposed by Cllr Snowling, seconded by Cllr Brooks, with all in favour.** The Clerk will get three quotes for the work. **Clerk**

Item 13. PORTWRINKLE BUS SHELTER. Cllr Kennedy reported that the grant application, to Cornwall Council, had been successful and the bus shelter is ordered.

Item 14. POLICY FOR RING FENCED MONEY WITHIN THE PARISH COUNCIL ACCOUNTS. (Copy circulated to Members) The number of Dinghy Berths, the revenue from them and its disbursement, needs to be incorporated in the document. Cllrs Isaac, Bushrod and the Clerk will look at this and bring it back to the October Parish Council Meeting. **Clerk and Cllrs Isaac and Bushrod**

Item 15. PORTWRINKLE HARBOUR Cllr Bushrod will liaise with the Clerk regarding the waiting lists, any outstanding payments for moorings and the berths. **Cllr Bushrod and Clerk**

Item 16. SOUTH WEST WATER SALE OF CRAFTHOLE RESERVOIR. Cllr Kennedy reported that the reservoir is back up for auction; the agents have been instructed to sell it. Cllr Kennedy will report further at the October meeting. **Cllr Kennedy**

Item 17. PARISH AUTUMN CLEAN. Cllr Medway gave details of which areas the volunteers are covering on Saturday 17th September.

Item 18. PARISH COUNCIL WELCOME LETTER. It was agreed that all will try to identify details of anyone moving into the Parish and let the Clerk know, who will then produce and sign a welcome letter. If a newcomer is known, personally, to a Member then the Clerk will produce the letter for that Member to sign. An item will be included in the Newsletter for anyone moving into the Parish to notify the Clerk.

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

- a) 12/07 – Email reply from Adrian Drake re widening of speed cushions. **Noted**
- b) 13/07 – Email reply from Adrian Drake re edge delineation on A374. **Noted**
- c) 02/08 – Email from Communities and Devolution re Electoral review. To note that the Boundary Team have to report by March 2017. **Noted**
- d) 09/08 – Email from Sophie Hunkin, Countryside Officer, re repairs to Footpath No. 5. **Already discussed**
- e) 02/09 – Email from Garry Williams re the 40ft Earth Bund at Sconner House. The Clerk will reply that Mr Williams needs to pursue this through Cornwall Council Enforcement Team. **Clerk**
- f) 05/09 – Email from ECCABI re training for Universal Credits at The Carew Arms. The training started this evening and will take place on the next six Mondays. Cllr Brooks will attend as many sessions as meetings allow. **Noted**
- g) 05/09 – Email from Barry Harvey re Village Tidy Up. It was considered that the risks of using a paraffin fired flame gun to eliminate weeds are too great and is not a practical way forward. Clerk to reply. **Clerk**

Item 20. UPDATES FROM OTHER GROUPS: Neighbourhood Development Plan. Cllr Trubody reported that after three lots of screening, which was required, the Plan has been formally submitted to Cornwall Council, who will carry out a statutory six-week consultation before appointing an examiner. Cllr Trubody said that, realistically, the Plan will not be adopted until the beginning of 2017. **Rame Peninsular Public Transport Users Group.** Bus shelter already discussed. **Open Space Sub Group.** It was reported that Green Scheme is hoping to install the play equipment end of September to beginning of October. **Flower Beds Sub Group.** No report **CALC**– Cllr Kennedy reported that the main discussion of the last meeting was about the Boundary Review. There will be training for Clerks and Members in the New Year. There was also a meeting with 'Cornwall for Change', which, as it is essentially a pressure group, does not form part of the CALC membership and that CALC does not try to reflect the views of parish council but to ensure parish councils can present their views to Cornwall Council and be heard by the Council. **Coastal Communities Group.** Cllr Isaac said that the last two meetings have been spent on catching up with the latest projects and how the administration will work in the future. Membership of the group is good and it is drawing in people with a high level of skills. Cllr Trubody reported a meeting with Nigel Blackler, Head of Service at Cornwall Council, who was very impressed with the CCG planned projects, and is keen to pursue the circulatory traffic scheme for Crafthole and Antony. **Footpaths** – Cllr Kennedy is pushing Paul Cressy about the proposed new footpaths. **NHS England** – Cllr Bushrod said that following the public consultation run by the Rame Group Practice it looks like Cawsand Surgery will close and Millbrook will reopen with some specialist services. **CGCNP** Cllr Kennedy said that the meeting primarily looked at planning. Dave Edmondson and Edwina Hannaford attended and training on policies will be available in the future. The meeting also covered the Police and Crime Plan for 2016/20 and the main message was that crimes in general are falling except for online crime.

Item 21. FINANCE.

a) Clerk had circulated the list of cheques and payments for approval. It was pointed out that the payment to Dean Leonard £360, grass cutting contractor, had not been included in July Minutes because the invoice had been received after the reports for that meeting had been issued. It was **RESOLVED** to approve this payment retrospectively, **Cllr Bushrod proposed, Cllr Isaac seconded and all were in favour.**

b) **Cllr Medway 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, August and September:**

August:

- Online – L Coles, Clerk’s Parish Hours July - £518.50
- Online – N Bridgman, Dog Warden’s Hours July - £158.94
- Online – British Telecom, Quarterly Bill, Internet & Phone for Clerk’s Office - £189.60
- Direct Debit – Information Commissioners Office - £35.00
- Online – M Jakes, Cleaner’s wages for July - £180.55
- Online – L Coles, Clerk’s Devolution Hours July - £152.81
- Online - SWW, Quarterly water bill for public toilets - £157.44
- 300373 - Sheviock Memorial Hall, rent for Clerk’s office for July and August - £124.00
- 300374 – Julie Bate, prizes for Art Competition - £24.99
- Online - L Coles, Clerk’s Parish Hours August - £518.50
- Online – N Bridgman Wages for August, as per schedule - £180.24
- Online – JRB Enterprises – Dog Bags Invoice - £168.00
- Online – Parish Online (Getmapping) Annual subscription - £33.60
- Online – Cornwall Council, Cost of Election of Councillors – 140.66
- Online – CALC, Good Employer Guide - £3.40
- Online – Viking, Stationery and printer ink and stamps for Parish Office - £136.81
- Online - M Jakes Cleaner’s Wages August - £204.10
- Online - L Coles, Clerk’s August Devolution Hours- £152.81
- Online – Bunzl, Invoice 07/211373 Toilet Supplies - £158.17

Alto Card Expenditure: None

Income: VAT Reclaim - £2215.14

Reimbursement for Maker with Rame for Dog Warden, June - £123.33

Mooring Payments, £30.00

c) The Bank Reconciliation for July was received, checked and signed by Cllrs Snowling and McGuinness. The Bank Reconciliation for August was received, checked and signed by Cllrs Medway and Isaac.

d) It was **RESOLVED** to pay Green Scheme Ltd for any staged payments that may occur before the October Parish Council meeting, as per the schedule. **Proposed by Cllr Bushrod, seconded by Cllr Isaac with all in favour.**

e) Bin at the Jolly Roger Café. **Noted**

f) It was **RESOLVED** that the Chairman and Clerk can decide when the provision of the bin can cease, based on the weather. **Cllr Medway proposed, Cllr McGuinness seconded and all were in favour.**

g) It was **RESOLVED** to allow the Clerk to apply for a Multipay Card in replacement of the withdrawn Alto Card. The limit for the card will be £1000 and any balance will be cleared by direct debit from the Parish Council bank account each month and reported at Parish Council meetings. **Cllr Medway proposed, Cllr Bushrod seconded and all were in favour.** The forms were signed in accordance with the Bank Mandate and the Clerk will submit them. **Clerk**

Item 22. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

Method of Appraisal for Clerk

Item 23. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday October 10th 2016, commencing at 7.00pm.

There being no further business the Chair closed the meeting at 9.01pm.

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