



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 10th October 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, Mrs Jenny Bushrod, Mrs Paula Brooks, J McGuinness and M Snowling.

In Attendance: L Coles, Parish Clerk

There were 13 members of the public present.

Item 1. APOLOGIES: Apologies were received and accepted from Cllr J Isaac.

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 AND NEIGHBOURHOOD WATCH REPORT Cllr Kennedy spoke briefly about the Neighbourhood Watch (NHW). There has been a meeting with the NHW representatives from Torpoint Police Station and the co-ordinators are completing new application forms. Cllr Kennedy reported that, with the exception of one vacancy for a coordinator, there is now NHW coordinator coverage for all three main villages and Tredis.

Item 5. PUBLIC PARTICIPATION. Darryl Hughes reported that she has noticed that other parishes have defibrillators in situ, and asked that three be provided for SheviocK Parish, one each in Crafhole, Portwrinkle and SheviocK. A discussion followed, with contributions from other members of the public present and the Parish Council. Cllr Kennedy said that the first thing to do will be to find out how many are needed in the Parish, the cost, where to locate them and how they will be funded. Darryl Hughes will ask the Ambulance Service to carry out a survey and will report back to the Parish Council at its meeting next month. Dorothee Mathias suggested a questionnaire is sent out to everyone to see how many parishioners support this project. Cllr Kennedy said that, whilst this is a good idea, it is time consuming and has a cost implication of its own and it would be better to find out the information on the defibrillators first. Arthur Tinsley was assured that the Parish Council supports this project, in principle, but that the numbers of units to provide reasonable coverage needs to be established so that the full cost can be established. Dorothee Mathias asked that a Councillor should attend the training at St Germans on the 12th October. It was agreed that Cllr Bushrod will attend.

Karen Baker said that, with more children using the Play Park, there is an issue with them being able to run into the road. Extra fencing and a second gate is required to prevent this. The cost of the fencing is £848 and Karen asked if the Parish Council would pay £424 (50%) towards the cost of this. The other 50% will come from the Friends of Crafhole Park. Karen is trying to secure another gate from the previous sponsor but Cllr McGuinness said that he has a brand new gate, that is surplus to his requirements, and he is willing to donate it, if it is suitable. Cllr Kennedy said that the matter of the funding will be an agenda item for the next Parish Council meeting. Karen Baker thanked the Parish Council for the grant of £80 given for the cost of hiring the hall for the latest fundraising event.

Item 6. RESPONSE TO PUBLIC PARTICIPATION Responded as above.

With the approval of the Members, Cllr Kennedy moved Item 18(e) of the Agenda forward for the convenience of the members of the public present.

Item 18(e) GRANT APPLICATION FROM THE FRIENDS OF CRAFTHOLE PARK. An application had been received from the Friends for a grant to pay for the hall charge on 2nd December, for an event to raise funds for the park. Cllr Kennedy said that

the group has been very successful in raising funds so far. It was **RESOLVED** to support this grant application to pay for the hall hire charges to a maximum amount of £50. **Proposed by Cllr Brooks, seconded by Cllr Bushrod with all in favour.**

With the approval of the Members, Cllr Kennedy moved Item 11 of the Agenda forward for the convenience of the members of the public present.

Item 11. PORTWRINKLE BUS SHELTER. Cllr Kennedy reported that the bus shelter is now installed and general opinion is that it is very unobtrusive. Cllr Kennedy has received one negative comment about it but on the whole there has been a lot of support, including several emails. Darryl Hughes asked that no signage is put in the bus shelter. Bryan Pullinger said that he would like to see a small sign on the seat stating priority for bus users. Les Geary asked who would be responsible for the bus shelter and Cllr Kennedy said that this is now a Parish Asset and would be the responsibility of the Parish Council. Mr Geary pointed out that the Perspex is already marked by salt spray. This will be dealt with as part of the Village Clean Up days. The corner of the seat that has been sawn off will be bevelled to prevent accidents.

With the approval of the Members, Cllr Kennedy moved Item 16(b) of the Agenda forward for the convenience of the members of the public present.

Item 16 (b) CORRESPONDENCE. Email received from Stefania Hadden regarding the dogs' mess at Portwrinkle and offering to become a Volunteer Dog Warden. Cllr Kennedy explained that in order to become a Volunteer Dog Warden it is a requirement that a one-day course, provided by Cornwall Council, must be attended. Cllr Kennedy said that the Parish Council would consider funding the course if volunteers put themselves forward. Cllr Kennedy pointed out that during the winter months the Dog Warden concentrates his efforts more on the Villages rather than the beaches. Mr Geary said that the problem has accelerated over the last three months and it is felt that locals are just as at fault as visitors. Cllr Snowling reported the problem at Cross Park, where a black dog has been seen defecating, and the owners are not clearing it up. Cllr Snowling will find out more information and this will be reported to the Dog warden so that he can pay a call on the dog's owners. The Clerk will reply to Stefania Hadden and will contact the Dog Warden when Cllr Snowling has the details. **Clerk**

Item 7. PLANNING

- a) **Planning applications received before the Agenda was finalised:** None received.
- b) **Details of Planning Applications received after the Agenda was published:** None received.
- c) **Cornwall Council's Response to Planning Applications:**
PA16/07201, 1 Horsepool Road, Shevioc, Torpoint PL11 3EP. Approved with conditions
- d) **Other Planning Matters:**
 - i. Cllr Kennedy has donated a Tablet for the use of Members and the Clerk has set up an email address for this. The Clerk will download planning applications on to the tablet for use by the appropriate Member. **Clerk**
 - ii. The Clerk had circulated details of the forthcoming Planning Conferences and the Members will let her know which venue they wish to attend, which workshops and a pasty preference, to enable her to book the relevant training. **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 Tuesday 12th September 2016.** Subject to the following amendment.... Page19, Item 17.... *October to be replaced with September*, it was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Medway proposed, Cllr Snowling 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).

- Page 17, Item 6. The Jolly Roger Café. A reply from Licensing confirmed that the hours of the Licence were until 7.30pm with a closing time of 8.00pm. It was agreed that, in future, evidence of a date and time will be required before a report can be sent to the appropriate departments.
- Page 19, Item 16. Cllr Kennedy has spoken to SWW and there are people semi-interested in the Crafhole Reservoir, one has been asking about the dam and the other has been asking about the fish stocks, but there is no further information at this time. The Auctioneers are going to keep Cllr Kennedy informed.
- Page 20, Item 21(f) The Clerk and Cllr Kennedy have stopped the bin at the café at the end of the first week of October. An invoice is awaited.

Action Tracker –

- The Clerk will contact Adrian Drake again regarding the results of the Speed visor, and will contact Angela Crowe, Torpoint Police Station, to see if she can expedite a reply. **Clerk**
- Convex Mirror at end of West Lane - Adrian Drake has replied that if the Parish Council puts up a mirror, it could be liable if an accident results because the distance of oncoming traffic is distorted. Cornwall Council will not

supply a mirror. Cllr Medway suggested putting up a plain mirror. The Clerk will ask Adrian Drake what his opinion of a plain mirror is and whether this is one that Cornwall Council would supply. **Clerk**

- Cllr Bushrod said that a small wagon has been deployed and has swept the sides of Donkey Lane but there is still a lot of detritus in the middle of the lane and the hedges have not been cut back on either side. The Clerk will contact CORY again and ask about the middle of the lane. **Clerk** The Clerk will contact CORMAC again for an update on the hedges. **Clerk**
- The repairs to the Parish Seats. Cllr Kennedy will supply a google map showing the sites of the seats and the Clerk will use these for the tenders for the work. **Clerk**

Item 10. QUALITY STATUS.

- a) Update. Clerk handed around copies of the Quality Status Application Form completed so far. The Clerk will complete this and email it to the Members so that they can 'dip in' to some of the links randomly as a second check. **Clerk**
- b) Prior to 2008, before electronic copies of Minutes were kept, it had been agreed that all policies, procedures, terms of reference and other related documents were to be published on the, then new, Parish Council Website. This action has been carried out since that time. As an electronic record of this action, it was confirmed by **RESOLUTION** that all policies, procedures, terms of reference and other related documents are published on the Parish Council Website, **proposed by Cllr Medway, seconded by Cllr Bushrod, with all in favour.**

Item 11. PORTWRINKLE BUS SHELTER. Already covered.

Item 12. METHOD OF STAFF APPRAISALS. A raw sheet had been circulated by the Clerk. After suggested changes, by Cllr Bushrod, it was agreed that there will be three columns to each box and the first will lead with 'What's gone well', 'Colleagues' will be replaced with 'Councillors', Training and Development – what has been achieved in the last year and its impact, KPI – the Clerk will identify 5 key elements or less, and will complete and submit a self-appraisal. A couple of lines will be inserted at the top of the document to describe the process. The Clerk will send a copy of the amended document to the Members and it was **RESOLVED** that, subject to Members agreeing the changes, the Parish Council adopts this as its method of Staff Appraisal for the Clerk. **Cllr Bushrod proposed, Cllr Medway seconded and all were in favour.**

Item 13. PARISH SURGERIES. It was agreed that Cllr Bushrod and Cllr McGuinness will attend the Parish Surgery on 7th January at St Mary's Church, Sheviok and Cllr Kennedy and Cllr Brooks will attend on 11th March at the Whitsand Bay View Hotel, Portwrinkle.

Item 14. FOOTPATH Cllr Kennedy reported that all of the footpaths are in a reasonable condition with the exception of the beginning (top) of Footpath No 5. It was **RESOLVED** that the Clerk will write to Cornwall Council, Countryside Access Team and ask for warning signs to be put up to alert the public to the dangers, **proposed by Cllr Brooks, seconded by Cllr McGuinness with all in favour. Clerk**

Item 15. POLICY FOR RING FENCED MONEY WITHIN THE PARISH COUNCIL ACCOUNTS. (Copy circulated to Members) Subject to the following amendments, **Portwrinkle Harbour....** (£62.50 in 2016) to read (£62.50 inc. VAT in 2016) and (£36 in 2016) to read (£36.00 inc VAT in 2016) it was **RESOLVED** to adopt this policy, **Cllr Snowling proposed, Cllr Medway seconded, with all in favour.** Clerk to amend and include on Website. **Clerk**

Item 16. CORRESPONDENCE. To report Council's response to the following:

- a) 05/09 – Letter from Cornwall Air Ambulance requesting a donation. Clerk to reply. **Clerk**
- b) 19/09 – Email from Stefania Hadden re dog mess. **Already covered**
- c) 22/09 – Letter from Peter Cooke re Memorial Bench. It was agreed that the Clerk will reply to Mr Cooke offering him the opportunity of sponsoring maintenance of the seats by way of a one-off donation and selecting one of the Parish Seats at Portwrinkle to apply a plaque dedicated to his wife. **Clerk**

Item 17. UPDATES FROM OTHER GROUPS: Neighbourhood Development Plan. It was reported that the Plan has been supported by Cornwall Council who is now carrying out public consultation before appointing an independent Inspector. **Rame Peninsular Public Transport Users Group.** Bus shelter already discussed. **Open Space Sub Group.** Already covered. **Flower Beds Sub Group.** No report **CALC**– Cllr Kennedy reported on the Open Meeting. The Boundary Review will not be implemented until 2021 but Cornwall Council has identified the need to have more effective ways of engaging with the public. Cornwall Council needs to evidence how consultation has been taken into consideration when decision making. Cornwall Council needs better and more open links with Parish Councils. It is not going to support the election of a Mayor for Cornwall but is proposing more strategic leadership in Cornwall by setting up a Strategic Board made up of Cornwall Councillors, NHS and other partners. It is proposed to reduce the number of Cornwall Councillors from 123 to between 100-110. **Coastal**

Communities Group. Cllr Kennedy attended the recent meeting and reported that Highways has said it is unlikely to find money under the LTP3 for Antony Junction. However, the NDP and the CCT have identified the need for this to go ahead and Cllr Kennedy has been told that he can speak to others at Cornwall Council, who may have access to funds if evidence shows that the road improvements will promote long term employment on the Peninsular. **Planning Partnership.** The Clerk reported on her attendance at the Cornwall Council Planning Conference on 30th September. There were workshops on engaging residents and delivering growth, Cornwall Members and Officers working together, committees and decision making, delivering the Cornwall Local Plan. It was encouraging to hear that the Planning Partnership is having a real input with Cornwall Council Planning, particularly around the protocols for pre-applications. The Clerk has also attended a planning training session on Material and Non-Material considerations.

Item 18. 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 October:

- Online – L Coles, Clerk’s Parish Hours September- £518.50
- Online – N Bridgman, Dog Warden’s Hours September- £170.60
- Online – British Telecom, Quarterly Bill, Internet & Phone for Clerk’s Office - £225.81
- Online – HMRC, PAYE outstanding for N Bridgman - £68.80
- Online – Dean Leonard, Grass Cutting as per schedule – £702.00
- Online – Green Scheme Solutions Ltd, 2nd stage payment - £12,984.60
- 300375 – Sheviock Memorial Hall, rent for Clerk’s office, October - £62.00
- 300376 – Sheviock Memorial Hall, Hire of Hall as per Grant awarded to Friends of Craffhole Park - £80.00
- Online – M Jakes, Cleaner’s wages for September- £180.55
- Online – L Coles, Clerk’s Devolution Hours September - £152.81
- Online - Dean Leonard, Flowerbeds - £48.00
- Online – Dean Leonard, Harbour Slipway - £12.00
- Transfer from Devolution Account to Parish account in respect of VAT from Car Park £1551.20

Income: Precept, 2nd payment £9373.41 and CTS Grant, 2nd payment £214.37 (Cornwall Council)

VAT Reclaim - £3460.73, Reimbursement for Maker with Rame for Dog Warden, July £98.83 & August £117.47

VAT owed by Devolution account to Parish account re offset of income against purchases £1551.20

Donation for Dog Bags- £140.00. **DEVOLUTION A/C** Car Park revenue for September - £4049.30

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

d) It was RESOLVED to pay the hall charge, yearly, for the Annual NHW meeting, estimated at £8.30. Cllr Medway proposed, Cllr Bushrod seconded and all were in favour.

e) **Already covered.**

f) It was **RESOLVED** to pay a third share of the Clerk’s Planning Training Fee, £5. **Cllr Brooks proposed, Cllr Snowling seconded and all were in favour.**

g) It was **RESOLVED** to purchase a tin of yellow road marking paint for the car park. **Cllr McGuinness proposed, Cllr Medway seconded and all were in favour.**

h) Conclusion of Annual Audit 2015/16. Cllr Kennedy explained the External Auditor’s comments regarding the reporting of Assets and also the comment regarding the Internal Auditor’s reporting of the Parish Council’s handling of VAT, which was considered incorrect by Grant Thornton. The Parish Council demonstrates very ably how it handles and reports VAT.

Item 19. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

To consider purchasing fencing for the Open Space, following a Risk Assessment.

The condition of the minor road network in the Parish.

Item 20. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday November 14th 2016, commencing at 7.00pm.

There being no further business the Chair closed the meeting at 9.19pm.

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