



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 December 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, Mrs Paula Brooks, J McGuinness and M Snowling.

In Attendance: L Coles, Parish Clerk.

There were 2 members of the public present.

Item 1. APOLOGIES: There were no apologies.

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 Isaac said that the Parish Council is aware of the crimes committed in the Parish for the last month but is unable to get timely reports from the Police. The only figures available show that there were no crimes committed in Sheviock during October. Cllr Isaac has spoken to PC Garth Hatt at Liskeard and asked for more police patrols in Sheviock, particularly following the theft of the car park machine at Portwinkle and the recent spate of burglaries. The possibilities of installing a CCTV system in partnership with others was discussed. Cllr Medway suggested a letter to Sheryll Murray, MP, is sent indicating the anxieties of the residents and the lack of police resources, particularly in rural areas. The Clerk will write to Sheryll Murray. **Clerk** Cllr Medway gave an update on the theft of the car park machine, which was found empty and abandoned at Merrymeet. It was agreed that the machine should be taken to the local scrapyards for disposal. The Clerk is pursuing the insurance claim.

Item 5. PUBLIC PARTICIPATION.

Dorothee Mathias (DM) asked the Parish Council to write to the police requesting more presence, particularly over the festive period. This is in hand, reference item 4. David Dunn (DD) said that, as part of the Neighbourhood Watch, he will keep an eye out. David Dunn asked if the theft of the car park machine had been reported to the Cornish Times, to raise awareness. The Clerk will report. **Clerk** Cllr Brooks asked that people be made aware of the dangers of advertising absences from home on social media. Cllr Kennedy said that this can be added in the next Parish Newsletter. Cllr Bushrod is willing to circulate an email to all those in her Neighbourhood Watch Area.

DM asked if the Parish Accounts could be published on the Notice Boards for those people who have not got access to a computer. Cllr Kennedy replied that this will be done on a quarterly basis in future.

DM asked if there has been a Risk Assessment done on the fencing along the Circular Footpath. Cllr Kennedy said that it was the same as used by the Estate on Footpath No.5. DM asked if the notices on the Notice Boards at the ends of the path can be renewed because they have been bleached by the sun. Cllr Kennedy will address this. **Cllr Kennedy**

DM queried the ring-fenced amounts in the Parish Accounts for the Open Space. The Clerk said that the difference in the amounts agreed was the VAT element, which the Parish Council claims back.

DM highlighted the recent media coverage regarding council tax increases.

DD said that steps have been installed on Footpath No 5, and whilst this is good news, it will make it difficult to wheel barrows and mowers up and down. Cllr Kennedy will look at this tomorrow, in the daylight and the Clerk will contact the Countryside Access Team. **Clerk**

Cllr Snowling reported complaints about young people smoking in the Play Park and Open Space. The Clerk will find out what the legal position is regarding smoking in the Open Space. Clerk Cllr Isaac will also look into this with a view to a way forward.

Cllr Isaac

Cllr Kennedy has received an email from Debbie Casey who would like to operate a Crib in the park. Cllr Kennedy said that, in future, proposed activities should be notified to the Clerk who can then ensure that there are no clashes and issue guidance for the use of the park. The Clerk will contact the Parish Council Insurers to see what Public Liability cover is required for users of the Open Space and who should be responsible for ensuring that this is in place. **Clerk** The Clerk will put together a Guide for users of the Park and Open Space. **Clerk**

Item 6. RESPONSE TO PUBLIC PARTICIPATION Responded as above.

Item 7. PLANNING

a) Planning applications received before the Agenda was finalised:

PA16/08354. Mrs Jane Cahill, Sconner House, A374 between Milladon Lane and access to Trewin House, Polbathic, PL11 3ET. Retrospective garden landscaping to improve the amenity of the garden. After discussion, it was **RESOLVED** to support this planning application. **Cllr Brooks proposed, Cllr Snowling seconded and all were in favour.**

PA16/10208. Stephen Couch, 7 Dawney Terrace, Crafhole PL11 3BN. Single storey porch extension to the side and two/single storey extension to rear. Cllr Medway has spoken to the neighbour adjacent to the development and there are no objections. After discussion, it was **RESOLVED** to support the application, **Cllr Medway proposed, Cllr Isaac 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:

PA16/07891, Whitsand Bay Hotel, Finnygook Lane, Portwrinkle Torpoint, Cornwall, PL11 3BU. Variation of Condition 1 in relation to PA16/02681. (Amendments to Unit Nos 4-8 (inc.), together with parking, access and landscaping) **Approved with conditions.**

PA16/08468, 13 Cross Park, Crafhole, Torpoint, Cornwall PL11 3BH. Double storey side extension with a new front porch with a pitched roof replacing single storey side extension. Provision of rear roof dormer and roof mounted sustainable technologies. **Approved.**

d) Other Planning Matters. The Clerk reminded those Members that are attending the planning training on Thursday 15th December.

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

a) **The Minutes of the Parish Council Meeting held on Monday 14th November 2016.** *Subject to the removal of the name 'David' on page 25, Item 5* 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.**

b) The Notes of the meeting with the Parish Council, COVAG, Cornwall Council and Residents, held on Thursday 1st December 2016 were circulated. The points from the meeting will be followed up.

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 –

- The Clerk has written to CORMAC regarding the illuminated signs for Burns View, Crafhole. This will be added to the Action Tracker. **Clerk**
- The Clerk has written to CORMAC regarding the bank opposite Joy Kentisbeer's property. This will be added to the Action Tracker. **Clerk**
- Page 26, Item 14, Cllr Kennedy has received two quotes for the inner fence at the Open Space and it was recommended that Matt Barber's quote is accepted. It was **RESOLVED** to accept Matt Barber's quote, **proposed by Cllr Isaac, seconded by Cllr McGuinness with all in favour.** Cllr Kennedy will contact Matt Barber. **Cllr Kennedy**
- Page 27, Item 9 – Footpath No 5 had already been discussed.

Action Tracker –

- Cllr Kennedy and David Dunn had met with SWW and it has been agreed to have regular flushing and a design team is looking at the fall to see if it can be improved. The Reservoir is being auctioned for a third time and, if not sold, SWW will contact the Parish Council after the auction.
- Regarding a genuine radar trap in Shevioc, the Police have advised that this is not appropriate.

Item 10. PUBLIC ACCESS DEFIBRILLATORS. Cllr Kennedy reported that a funding application to the British Heart Foundation has been received but a decision will not be given until it has been approved by the South West Ambulance Service Trust

(SWAST). Cllr Kennedy explained the details about the possible locations for the defibrillators. The Telephone Kiosk at Sheviock is a Grade II Listed Building and the Clerk will find out what permissions are required for putting a defibrillator in it. **Clerk** Also, the Parish Council needs to establish that the residents of Sheviock are prepared to lose the working telephone, because BT will not operate it if a defibrillator is in situ. Cllr McGuinness is looking for a suitable site for Tredis; it is a question of the permissions required and how to source the power. The most likely place is next to the Post Box and the Clerk will find out about planning permissions. **Clerk**

Item 11. QUALITY STATUS.

- a. It was **RESOLVED** to adopt the Scheme of Delegation, (circulated to Members), **Proposed by Cllr Medway, seconded by Cllr Isaac and all in favour.**
- b. It was **RESOLVED** to adopt the Model Complaints Procedure, (circulated to Members), **proposed by Cllr Snowling, seconded by Cllr McGuinness, with all in favour.**
- c. It was **RESOLVED** to approve the Annual Parish Council Reports for 2015 and 2016, previously encapsulated in the Chairman's Report for those years but now set out in a new format. **Proposed by Cllr Medway, seconded by Cllr Isaac, with all in favour.**
- d. It was **RESOLVED** that the Parish Council complies with Legislation by maintaining Staff Contracts of Employment, has a system for Staff Appraisals and keeps the appropriate records, although not published on the website. **Proposed by Cllr Brooks, seconded by Cllr McGuinness, with all in favour.**
- e. It was **RESOLVED** that the Parish Council has considered the tests for the Local Council Quality Award and that the requirements have been met. **Proposed by Cllr Isaac, seconded by Cllr Bushrod, with all in favour.**

Item 12. TRAFFIC LIGHTS IN CRAFTHOLE. Already discussed.

Item 13. HARBOUR. The Proposed Draft Cornwall Harbour Order. Cllr Isaac had circulated the Portwrinkle HUG response. Cllr Kennedy suggested some wording to be used for the Parish Council response, which was supported by **the Parish Council**, and the Clerk will send this to Andy Brigden, Maritime Manager, Cornwall Council. **Clerk**

Item 14. HIGHWAY MATTERS.

Cllr McGuinness has been keeping an eye on the roadworks around Tredis. He will send the photographs of the parts of the roads that have not been covered, to the Clerk who will send them to Cornwall Council. **Clerk** Cllr Kennedy has sent photographs of Donkey Lane to Andy Stevenson, Cornwall Council and will also let the Clerk have copies of these. Cllr Medway said that there are still parts of Sheviock Lane that need doing. Cllr McGuinness has sent photographs to the Clerk, of the Tredis signs that need replacing. The Clerk has forwarded these to Adrian Drake, CORMAC, who has replied that they will be scheduled for replacement in next year's budget. A report will be submitted to Adrian Drake. **Clerk**

Item 15. PARISH SEATS.

There was discussion about the Parish Seats and what policy should be followed when people offer to provide Memorial seats or plaques to be put on existing ones. This will be looked at in more detail for a future meeting. **Clerk**

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

- a) 09/11 – Letter from Andy Brigden, Truro Harbour Office re Proposed Draft Cornwall Harbour Order. **Covered**
- b) 25/11 – Email Communities and Devolution Bulletin re 2017 Off Street Parking Orders. **Noted**
- c) 28/11 – Letter from Sheryll Murray re Cornwall Council Harbours Authority, the Parish Council's view. **Noted**
- d) 02/12 – Email from CALC re Notes to Local Council Awards Application. **Dealt with under Item 11**
- e) 02/12 – Email from CALC re 2017 Elections Costs. **Circulated and Noted**
- f) 02/12 – Email response from Awards for All re End of Grant Report. **Circulated and Noted**

Item 17. UPDATES FROM OTHER GROUPS: Neighbourhood Development Plan. An independent examiner has been appointed for the NDP. **Rame Peninsular Public Transport Users Group.** Nothing to report. **Open Space Sub Group.** Nothing to report. **Flower Beds Sub Group.** No report **CALC**– Cllr Kennedy reported that the Boundary Commission will make the decision on the number of Councillors for Cornwall. **Coastal Communities Group/HUG.** Cllr Isaac reported that the next CCG meeting will be in the New Year. HUG will not meet until March/April. Cllr Kennedy said that the CIC is progressing. **Footpaths.** Antony Estate has given its approval in principle for the footpath down the left-hand side of Finnygook Lane to Portwrinkle and to extend the footpath to Polscoe. Funding will need to be looked at for the new paths. The footpath at Sanders Lane will be closed for hedge cutting for one week. Kevin Andrew has agreed to carry out the work and will put up signs with the re-opening dates. The Clerk will contact Cornwall Council to let them know when the work is going to be done, giving a week's notice.

Item 18. FINANCE.

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

b) **Cllr Isaac 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 December:**

- Online – L Coles, Clerk’s Parish Hours November
- Online – N Bridgman, Dog Warden’s Hours October
- Online – HMRC, PAYE for N Bridgman
- Online – L. Coles, Parish Expenses July to December - £155.25
- Online – JRB Enterprises, Dog Bags - £168.00
- 300380 – Sheviock Memorial Hall, rent for Clerk’s office, December - £62.00
- Online – M Jakes, Cleaner’s wages for November
- Online – L Coles, Clerk’s Devolution Hours November

Income: Maker with Rame for Dog Warden £147.88. Donation for Parish Seats £500.00
Car Park Revenue, November: £298.70, Winter Permits £30.00

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

d) The cost of the second-hand car park machine from Teignbridge Council will be £500 plus £57 delivery. There will also be the cost of upgrade the machine and installing it from Parkeon.

e) Budget and Precept. Cllr Kennedy had circulated papers for consideration. Following discussion, it was agreed the 3-year programme of increases, set in 2014/15 remained appropriate, and it was **RESOLVED** to increase the Precept for 2017/18 by 5%, an increase of £937.34, to £19,684.16. **Proposed by Cllr Isaac, seconded by Cllr Medway and all were in favour.**

Pursuant to the Public Bodies (Admissions to Meetings) Act 1960, members of the press and public were excluded from the meeting whilst the Parish Council transacted the business in the next item in Closed Session.

Item 19. CLOSED SESSION

a) **Staffing Matters.** The satisfactory result of the Clerk’s Annual Appraisal was reported. The Clerk reported the resignation of the Dog warden.

b) **Tenders for the Parish Seat Maintenance.** Three tenders were received and opened at the Full Council meeting. After comparison and discussion, it was **RESOLVED** to accept the quote from Clive Shorten, it being the most economically advantageous quotation.

ITEMS FOR INCLUSION IN FUTURE MEETING

Item 20. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday January 9th 2017, commencing at 7.00pm.

There being no further business the Chair closed the meeting at 9.40pm.

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