



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 13th February 2017 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, and J McGuinness.

In Attendance: L Coles, Parish Clerk.

There were 2 members of the public present.

Item 1. APOLOGIES: Apologies were received and accepted from Cllr M Snowling.

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 reported the crime figures for December in Sheviock, one criminal damage and arson at Dawney Terrace, one theft in Donkey Lane and one anti-social behaviour in West Lane. There were 16 reported crimes in total across the Rame Peninsula.

Item 5. PUBLIC PARTICIPATION.

Cllr Kennedy said that, with the permission of the Members, Peter Whitehead, Agent for GW Earle Hotel Ltd, would be able to speak at Planning Item 7 a).

David Dunn issued praise for the Friends of Crafhole Park and the Parish Council for the works to Crafhole Play Park and said that it is a wonderful facility and a credit to the Parish. David Dunn requested further information regarding Item 17 g), letter from DS Smith regarding traffic through Crafhole. Cllr Kennedy said that this will be dealt with under that item of the agenda but the letter was marked "Private and Confidential" and would be treated as such, giving just a short precise of the issue.

Item 6. RESPONSE TO PUBLIC PARTICIPATION Responded as above.

Item 7. PLANNING

a) Planning applications received before the Agenda was finalised: PA17/00008. Mr Jess Earle, GW Earle Hotels Ltd, Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint. Construction of terrace of five dwellings including basement garage parking, parking, access and landscaping (revised proposal following approval of terrace of three dwellings and two holiday units, ref: PA16/07891). Peter Whitehead, Agent for the Applicant, was given permission to speak on the application. Cllr Bushrod and Cllr Medway visited the site and took comments from nearby residents. After discussion, it was **RESOLVED** to neither support nor object to the application but to draw the Case Officer's attention to the concerns raised: to consider the material change in

height of the development and its impact both on overlooking and to the site of the nearby Grade II Listed Building, the interpretation of Policies 3 and 8 of the Local Plan in relation to this application, the safety implications of the access road with an added condition that there cannot be a future change of use of the basement garages to residential use and, in addition, the visual impact of the proposed buildings. **Proposed by Cllr Bushrod, seconded by Cllr Brooks 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:

PA17/00059, Mrs Diana Lester, The Rectory, Shevioc, Torpoint, Cornwall PL11 3EH. Notification of proposed works to trees in a Conservation Area -Works to Lime (T1) and Ash (T2). **Decided not make a TPO (TCA apps)**

d) Other Planning Matters. It was agreed that the Clerk will find out what the cost of extra copies of the Local Plan will be. **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 Monday 9th January 2017.** *Page 35, Item 16, typo, Lender should read Leader.* It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Medway proposed, Cllr McGuinness 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 –

- Page 35, Item 12. Cllr Kennedy reported that the speed hump by Sydenham House has been repaired.
- Page 35, Item 16. Payments for moorings. Clerk will meet with Cllr Bushrod and discuss further. **Clerk**

Action Tracker -

- Footpath No 5. The Clerk will chase progress on the drainage problem. **Clerk**
- Roads at Tredis, the Clerk will send Cllr McGuinness's photos to CORMAC. **Clerk**

Item 10. STANDING ORDERS. (Amendment circulated to Members)

It was **RESOLVED** to adopt the amendment to Model Standing Orders 13 & 14. **Proposed by Cllr Medway, seconded by Cllr Brooks with all in favour.** The Clerk will make the necessary changes to Standing Orders **Clerk**

Item 11. POLICIES FOR 2017.

It was **RESOLVED** to accept the 2017 Asset Register. **Proposed by Cllr Isaac, seconded by Cllr Medway with all in favour.**

It was **RESOLVED** to adopt the 2017 Financial Reserves Policy, **proposed by Cllr Medway, seconded by Cllr McGuinness with all in favour.** Cllr Kennedy had circulated a Narrative for the Budget, to which minor changes were discussed. It was agreed that, subject to the changes being made and circulated by Cllr Kennedy, the Narrative was approved. **Cllr Kennedy**

Item 12. PUBLIC ACCESS DEFIBRILLATORS.

- a) It was reported that The British Heart Foundation has approved the Parish Council's application for five defibrillators and these will be delivered to the Parish Office in the next few weeks. Once received, proper CPR Training will be sourced.
- b) Friday 3rd March was set as the date for the Public Meeting, at which the locations of the defibrillators will be discussed and agreed.

Item 13. OPEN SPACE.

- a) The date of the formal opening will be Saturday 8th April and it was agreed that Sir Richard and Lady Mary Carew Pole and Tremayne and Charlie Carew Pole will be formally invited to officiate. **Clerk**
- b) It was **RESOLVED** to adopt the User's Guide to the Open Space. **Proposed by Cllr Medway, seconded by Cllr Isaac with all in favour.**

Item 14. HIGHWAY MATTERS.

The Clerk will seek clarification from Adrian Drake re the inspections by the Steward, particularly regarding the decals outside the Play Park in Shevioc Lane. **Clerk** Cllr Kennedy reported that Matt Phillips is waiting for more detail to see about funding for the traffic light trial in Crafhole. Cllr Kennedy will follow this up next week. **Cllr Kennedy** There was discussion about the response from Adrian Drake regarding Donkey Lane. It was agreed that the reply was unacceptable. The Clerk and the Chairman will compose a letter to Adrian Drake highlighting the concerns; to be copied to the Head of Services, Andy Stevens. **Clerk/Cllr Kennedy** The roads in Tredis were covered under Item 9 (Action Tracker).

Item 15. TRAFFIC PARKING ENFORCEMENT ACROSS THE RAME PENINSULA.

Cllr Kennedy had circulated the details to the Members. The maximum liability to the Parish Council will be £88.00 for the summer and £20.33 for the winter, all of which will be offset against any tickets issued. If agreed by all 5 Parishes it was **RESOLVED** to adopt the SLA, **proposed by Cllr Medway, seconded by Cllr Brooks with all in favour.**

Item 16. ELECTIONS.

The timetable for the elections was discussed – Elections advertised on 20th March, Nomination Packs to be returned by 4pm on 4th April and the Elections will take place on Thursday the 4th May. The Clerk will collect the Parish Council Nomination Packs from St Austell, and will ask for 10 packs. The May meeting of the Parish Council will be held on Monday 15th (third Monday of the month) due to the timing of the Election.

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

- a) 11/01 – Email from Cornwall Council giving notice of distribution of Local Plan as a hard copy to the Clerk and providing an electronic link. **Noted**
- b) 17/01 – Email from CHAT with poster inviting a representative to the 25th Anniversary celebration on Friday 3rd March. Anyone wishing to attend will contact the Clerk to arrange. **Clerk**
- c) 17/01 – Email from Charter4Cornwall requesting support. **Noted**
- d) 03/02 – Email from Cornwall Council re Notice of Intention to Adopt Part ii of the Local Government (miscellaneous Provisions) Act 1976 (“the 1976 Act”). **Noted**
- e) 06/02 – Letter from Sheryll Murray, reply re policing. **Noted**
- f) 06/02 – Email from University of Plymouth Yacht Club regarding their beach clean on 28/01/17. The Clerk will write and thank the Group on behalf of the Parish Council. **Clerk**
- g) 07/02 – Letter from DS Smith re HGVs through Crafhole. **Noted**

Item 18. UPDATES FROM OTHER GROUPS: Neighbourhood Development Plan. Still in process.

Rame Peninsular Public Transport Users Group. Nothing to report. **Open Space Sub Group.** Covered under Item 13.

Flower Beds Sub Group. No report **CALC**– Cllr Kennedy reported that the CALC recommended number of Cornwall Councillors was 85-95. CALC is also concerned about the number of Regional offices used for the forthcoming election. **Coastal Communities Group/HUG.** Cllr Isaac reported that there have been 2 meetings since the last PC meeting at which a plan for the Rame Peninsular was discussed. The project is about bringing commerce and industry, tourism, ferry services, bus and rail links, cycle and walking links to the Rame Peninsula working with Plymouth City Council. Dog Warden facilities for the Rame was also raised and the suggestion of shared services between the parishes was put forward. The Clerk will contact Milly Southworth to discuss this further. **(Clerk)**

Footpaths. Cllr Kennedy has received an email confirming a grant of £300 from the Community Chest.

Item 19. FINANCE.

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

b) Cllr Bushrod proposed and Cllr Medway 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 February:

- Online – L Coles, Clerk's Parish Hours January
- Online – L. Coles, Parish Expenses - £6.75
- Online – L Coles, PC World, new Printer for Parish Office - £127.97
- Online - Dean Leonard, Grass cutting at Crafhole Park - £48.00
- Online – Green Scheme Ltd, Invoice 811, final payment for play equipment - £2999.99

- Online – M Barbery, Stock Fencing for Open Space - £330.00
- 300382 – Shevioc Memorial Hall, rent for Clerk’s office, February - £62.00
- 300383 – P McLaren, reimbursement for hire of room for Traffic meeting 01/12/16 -£8.50
- 300384 – John Isaac, payment for HS&E Poster for Parish Office - £9.00
- Online – M Jakes, Cleaner’s wages for January
- Online – L Coles, Clerk’s Devolution Hours January
- Online – S W Water, Quarterly bill for public toilets -£265.47
- Online – Parkeon Ltd, Inv UK94083 updating new car park machine software - £273.00
- 300154 – Don Pengelly, repairs to Ladies Toilet at Portwinkle - £10.00
- 300155 – M R Biles, replacement cheque for 300153, - £61.63

Income: Cornwall Council (Bus shelter grant) £3000, VAT Reclaimed £3665.71, Donation for Dog Bags £140, Donation from Friends of Crafhole Park £1640, Maker with Rame Parish Council re Dog warden £55.48, Winter Car Park Permits £10.

- c) The Bank Reconciliation for January was received, checked and signed by **Cllrs Isaac and McGuinness**.
- d) It was **RESOLVED** to ratify the emergency expenditure for the new office printer. **Proposed by Cllr Brooks, seconded by Cllr Isaac, with all in favour.**
- e) It was **RESOLVED** that the Clerk should purchase a sign for the Car Park indicating the correct ticket machine to use. **Proposed by Cllr Isaac, seconded by Cllr Medway and all were in favour. Clerk**
- f) It was **RESOLVED** to submit the grant application to LEADER for the new footpath. **Proposed by Cllr McGuinness, seconded by Cllr Medway, with all in favour.**

Item 20. ITEMS FOR INCLUSION IN FUTURE MEETING.

- a) Cllr Isaac circulated a draft copy of the Health, Safety and Welfare Policy and Risk Assessment for Employees. He asked that Members comment on the document in preparation for the final submission to be adopted at the next Parish Council meeting. (Agenda Item)
- b) Parish Spring Clean, set for April 22nd.

Item 21. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday March 13th 2017, commencing at 7.00pm.

There being no further business the Chair closed the meeting at 8.44pm.

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