



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 March 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, M Snowling, and J McGuinness.

In Attendance: L Coles, Parish Clerk.

There were 15 members of the public present.

Item 1. APOLOGIES: Apologies were received and accepted from Cllr G Trubody (Cornwall Council)

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 Devon and Cornwall Constabulary had not posted any crime figures since the 9th February and so he was unable to report on anything. Robin Mathias asked about the role of the Neighbourhood Watch. Cllr Kennedy suggested that the Parish Council writes to the Chief Constable regarding the need for timely information, with the letter being copied to Sheryll Murray, MP. **Clerk**

Cllr Kennedy said that, with the permission of the Members, item 11 of the Agenda would be brought forward to immediately follow Public Participation to enable the members of the public present to speak on it.

Item 5. PUBLIC PARTICIPATION. Dorothee Mathias said that the footpath to Finnygook Beach is flooded a quarter of the way down and needs a channel to take the water down to the beach away from the path. Cllr Kennedy suggested writing to the owners of the Eco house asking them to investigate the problem. **Clerk**
Cllr Kennedy raised an issue brought to his attention by Margaret Bartlett concerning the mud on Sheviock Lane. It was suggested that the Parish Council writes to Antony Estate requesting reinstatement of the verges and cleaning of the lane. **Clerk**

Parish Surgery – Cllr Brooks reported that John Phillips had asked about the provision of affordable housing regarding the new dwellings being built at the Whitsand Bay Hotel. Cllr Kennedy said that this matter was raised in the Parish Council's response to the original planning application. Cllr Brooks said that Fayre Hardy had not been consulted on the new planning application, contrary to the report in the Minutes of the last PC meeting, which said that nearby residents had been spoken to. Cllr Bushrod said that because Martyn Hardy had posted comprehensive comments on the Planning Portal it was felt that there was no further need to engage.

Item 11. TRAFFIC THROUGH CRAFTHOLE. David Dunn, COVAG, said that feedback had been received from Cornwall Council in an email, which included a sketch and photographs for the proposed trial of traffic lights in Crafhole. David gave details including the proposals for no parking; if the bank at the back of the parking area beside the shop

is cut back it will provide more room for vehicles to park inside the yellow lines. Peter McLaren said that there is some ambiguity between the sketch, which shows no parking outside the shop and the accompanying wording, which indicates no parking between the traffic lights and is totally unacceptable to the residents. The previous temporary traffic light system worked well and proved it was the answer to the problem. Cllr Kennedy said having been fortunate in convincing Cornwall Council to go against CORMAC and agree to a trial; if there was no widespread objection then it should be moved to agree to that trial based on the drawings supplied. Cllr McGuinness asked that emissions be monitored as part of the trial. David Dunn, COVAG, proposed that the Parish Council accepts what has been offered, with the inclusion of a rider about the emissions. Peter McLaren said that he would also like the damage to the properties in Crafhole to be considered and the compacting of the road itself. Following more discussion, it was **RESOLVED** that the Parish Council and COVAG will accept the trial as shown on the drawing supplied with parking restrictions only by the shop lay-by and with a rider that emissions within the village and its approach will be monitored before, during, and after the trial. **Proposed by Cllr Medway, seconded by Cllr Snowling, with all in favour.** A straw poll of the members of the public present showed 13 votes for with 2 against. It was agreed that as information is received COVAG will be informed.

Item 6. RESPONSE TO PUBLIC PARTICIPATION Responded as above.

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:** None received.
- d) **Other Planning Matters.** Nothing further to discuss.

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 13th February 2017. Page 38, Item 9,*date should read the 8th and not the 10th.....*subject to this amendment it was **RESOLVED** that the Chairman should sign the Minutes as being a true record of that meeting. **Cllr Medway proposed, Cllr Isaac seconded and all were in favour.**
- b) The Notes of the Public Meeting held on Friday 3rd March 2017, to discuss Defibrillator locations. It was **RESOLVED** to accept the notes of the meeting as a true record. **Proposed by Cllr Brooks, seconded by Cllr Bushrod, with all 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 38, Item 9. Cllr Kennedy reported that the footpaths officer has agreed to extend the concrete hump to take it beyond the Pump at the top of Footpath No 5.
- Page 39, Item 18. Cllr Kennedy reported that the grant application to LEADER has been submitted.
- Page 40, Item 20. The Parish Spring Clean will be included on the agenda for the next meeting. **Clerk**

Item 10. STANDING ORDERS. This item is purely administrative, to report that the numbering differed from the NALC Model. It was **RESOLVED** to adopt the merger and amendments to Standing Orders 14 & 15, reported as 13 & 14 at the last meeting. **Proposed by Cllr Medway, seconded by Cllr Brooks with all in favour**

Item 11. TRAFFIC THROUGH CRAFTHOLE. Already covered

Item 12. HEALTH, SAFETY AND WELFARE REPORT. Cllr Isaac had been asked to put together a document for the Parish Council and, following interviews with staff members, this was circulated to the Members for comment. Cllr Isaac said that this was now complete and comments had been included where appropriate, and once signed by the Clerk, as the Responsible Person, it becomes the property of the Council. It was **RESOLVED** to approve and adopt the Report. **Proposed by Cllr Snowling, seconded by Cllr Bushrod with all in favour.**

Item 13. PUBLIC ACCESS DEFIBRILLATOR SERVICE IN SHEVIOCK PARISH.

- a) Further to the meeting held on 3rd March, at which the locations for the defibrillators were approved, the residents of Shevioc were to be consulted over the loss of the public telephone. Cllr Kennedy reported that

he had spoken to ten households and no objections to the removal of the telephone were raised. It was **RESOLVED** to contact BT to have the telephone taken out and the kiosk used for the defibrillator (**Clerk**) and to approve the proposed locations. **Proposed by Cllr Bushrod, seconded by Cllr Brooks, with all in favour.** The cost of installation of the defibrillators is likely to be in the region of £2000 and this amount is in the Budget. CPR training will be done in parallel with the installation.

- b) At the 3rd March meeting a sixth defibrillator was discussed, for which there was unanimous support. It was **RESOLVED** to purchase a second defibrillator for Crafhole, approximately £1400, **proposed by Cllr Isaac, seconded by Cllr Snowling with all in favour. Clerk**

Item 14. HIGHWAY MATTERS. The reply from Paul Allen concerning the issues raised about Donkey Lane was discussed. Cllr Bushrod said that still waiting for a site assessment and that the telegraph pole at the bottom of the lane was in the way of emergency vehicles, especially a Fire Tender, and it needs to be moved. One pothole out of the many has been identified for repair with paint. It was agreed that that these issues will be raised again in a reply to Paul Allen. **Clerk/Cllr Kennedy** Cllr McGuinness said that some of the potholes at Tredis have been identified with paint. The Parish Council is still waiting for a response to the problems of the bank in Crafhole, that were reported several months ago. The Clerk will chase a response. **Clerk** The Clerk has received a reply regarding the decals in Sheviok Lane, saying that they will be dealt with in the next financial year. It was agreed that the Clerk will respond acknowledging this but pointing out the urgency of the problem. **Clerk**

Item 15. TRAFFIC PARKING ENFORCEMENT ACROSS THE RAME PENINSULA. The five Parishes have agreed to the SLA, a copy of which was handed to the Clerk for signature and return to Cornwall Council. **Clerk**

Item 16. ELECTIONS. The Clerk reported that she has collected the Nomination Packs for the Elections.

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

- a) 21/02 – Letter from Adam Paynter re Public Toilet Business Rates. **Noted**
- b) 22/02 – Letter from Adam Paynter re LMPs. **Noted**
- c) 03/03 – Letter from LJ and JE Geary re forthcoming planning application. **Noted**

Item 18. UPDATES FROM OTHER GROUPS: Neighbourhood Development Plan. The Plan is back from the Independent Examiner. None of the policies have been taken away. The principle of the By-Pass at Antony is enshrined in the NDP. A series of public meetings will take place across the Rame between now and the date of the referendum which it is hoped to be on the date of the elections. **Rame Peninsular Public Transport Users Group.** Cllr Kennedy reported that Bryan Pullinger is no longer Chairman of this group. **Open Space Sub Group.** Karen Baker, Chair of the Friends Group would like the Parish Council to accept funding for the proposed Toddler Swing and a sign with the logos displayed. The Clerk will reply to say that the Parish Council is happy to work with the group and put these items in place. **(Clerk)**

Flower Beds Sub Group. No report **CALC**– Cllr Kennedy said that the National Devolution Agenda has gone very quiet. Training is being delivered from the Diversity Commission and it is likely that the new Parish Council should undertake this training. **Coastal Communities Group/HUG.** Cllr Isaac reported that the hot topic at the meeting was around Dog wardens. Cllr Trubody suggested that the five Parishes adopt the same principle as with the Enforcement SLA and Cllr Kennedy has been asked to look at this. **HUG** – There is an extensive waiting list for kayak spaces and the Group would like to use the 'ring-fenced' sum of money towards the cost of an extension to the Kayak Rack, which would provide an extra four tubes. A quotation from RS Engineering has been obtained, a cost of £1100 plus VAT. There is a meeting with Andy Brigden on Wednesday 15th March to discuss the future management of Portwrinkle Harbour and depending on the outcome of that meeting an Extraordinary Parish Council meeting will be called for the 21st March to discuss this expenditure. **Footpaths.** Cllr Kennedy reported that Kevin Andrew has done a superb job on Sanders Lane. The outcome of the bid to LEADER is awaited for. **Planning Partnership** – The Clerk had circulated a report on the Enforcement Workshop that she had attended and gave brief details of the subsequent meeting, which covered CIL, and a proposed addition to the Pre-Application Protocol.

Item 19. FINANCE.

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

b) Cllr Medway proposed and Cllr Bushrod 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 February
- Online – L. Coles, Microsoft 365 Invoice - £79.99
- Online – L Coles, PC World, Inkjet Cartridges and Wireless Mouse - £75.98
- Online - Dean Leonard, Footpath No 4 LMP - £24.00
- Online – Savills (UK) Ltd Rent for 2017/18 Play Park at Crafhole - £100.00
- 300385 – Shevioc Memorial Hall, rent for Clerk’s office, March - £62.00
- Online – M Jakes, Cleaner’s wages for February
- Online – L Coles, Clerk’s Devolution Hours February

Income: Cornwall Council (Community Chest Grant) £300, Viridor Grant (final payment) £2499.99, Winter Car Park Permits £5 and Moorings £112.50.

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

d) It was **RESOLVED** to sign the Direct Debit Mandate in favour of NEST, for the Clerk’s workplace pension. **Proposed by Cllr Medway, seconded by Cllr McGuinness, with all in favour.**

e) It was **RESOLVED** to accept a donation for the new Notice Board for the Playpark and Open Space. **Proposed by Cllr Bushrod, seconded by Cllr Isaac and all were in favour.**

f) It was **RESOLVED** to pay the April salaries on the 2nd May 2017. **Proposed by Cllr Brooks, seconded by Cllr Snowling, with all in favour.**

g) It was **RESOLVED** that the Clerk should make the purchases identified by the HS&W Report, namely a computer desk, a computer chair, First Aid Kits for the Parish Office and the Public Toilets (for use by the Cleaner), and Hi-Viz jackets for the use of the Members when undertaking site visits. **Proposed by Cllr Isaac, seconded by Cllr Snowling with all in favour. Clerk**

Pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from the meeting and Council moved into Closed Session.

Item 20. CLOSED SESSION.

- a) Despite three people requesting the opportunity to tender for the Grass Cutting Contract 2017/18, only one application was received. It was **RESOLVED** to award the Tender to Dean Leonard, **proposed by Cllr Medway, seconded by Cllr Bushrod with all in favour.** The Clerk will write and inform him. **Clerk**
- b) The administration arrangements during the election period were discussed. It was **RESOLVED** to add signatories to the bank account to ensure continuity. **Proposed by Cllr Medway, seconded by Cllr Snowling with all in favour.** Clerk to circulate the appropriate forms and forward to Unity Bank. **Clerk**
- c) Cllr Kennedy reported that a member of the public, purporting to be a Parish Councillor and representative of the Parish Council, had contacted an outside body. It was agreed that this was entirely inappropriate and Cllr Kennedy has contacted the outside body and clarified that this was misrepresentation.

Item 21. ITEMS FOR INCLUSION IN FUTURE MEETING.

- a) Parish Spring Clean, set for April 22nd.

Item 22. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday April 10th 2017, following the Annual Parish Meeting which will commence at 6.30pm.

There being no further business the Chair closed the meeting at 9.15pm.

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