



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 Annual Parish Council Meeting for SheviocK Parish Council held on Monday 15th May 2017 in the Methodist Church Schoolroom, Crafhole, commencing at 7.00pm

Present: Councillors S Medway, Chairman, Mrs Paula Brooks, Vice Chairman, J McGuinness and Mrs D Lester.

In Attendance: L Coles, Parish Clerk, Cllr G Trubody (Cornwall Council).

There were 5 members of the public present.

Item 1. DECLARATIONS OF ACCEPTANCE OF OFFICE: Declarations of Acceptance of Office were signed by Councillors S Medway, P Brooks, D Lester and J McGuinness, witnessed by the Clerk. They took their seats at the table.

Item 2. ELECTION OF CHAIRMAN. Cllr McGuinness nominated Cllr Medway as Chairman, seconded by Cllr Lester. Cllr Medway accepted the position and signed a Declaration of Acceptance of Chairman's Office, witnessed by the Clerk, and took the Chair.

Item 3. ELECTION OF VICE CHAIRMAN. Cllr McGuinness nominated Cllr Brooks as Vice Chair, seconded by Cllr Lester. Cllr Brooks accepted and signed a Declaration of Acceptance of Vice Chair's Office, witnessed by the Clerk.

Item 4. APOLOGIES. None, all Councillors present.

Item 5. ANNUAL REPORT FOR PARISH COUNCIL. (circulated before meeting) Cllr Medway reported that copies of this report will be on the website and the Parish Notice Boards. **APPENDIX 1 to these Minutes.**

Cllr Medway read out a statement regarding the new Council and its protocols for future meetings of the Parish Council regarding the Minutes of those meetings and Public Participation. A copy of this statement will be posted on the Parish Council's Notice Boards and on its website. **APPENDIX 2 to these Minutes.**

Item 6. ELECTION OF THE FOLLOWING REPRESENTATIVES:

- CALC – Cllr Medway
- PLANNING – Cllr Mc Guinness
- TREE WARDEN – Cllr Lester
- FOOTPATHS – Cllr Medway
- EMERGENCY PLAN – Cllr Medway
- CAR PARK, TICKET MACHINE, SAFETY INSPECTIONS AND PUBLIC TOILETS – Cllr Medway
- OPEN SPACE/PLAY PARK INSPECTIONS – Cllr Brooks
- FLOWERBEDS – Cllr Brooks

Item 7. MINUTES MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 9TH MAY 2016, APPROVED AND SIGNED AT THE PARISH COUNCIL MEETING HELD ON JUNE 7TH 2016 (a copy can be viewed on the Parish Council's website: www.sheviocKparish.org.uk)

Item 8. MATTERS ARISING FROM THE ABOVE ANNUAL PARISH COUNCIL MEETING MINUTES. No matters arising.

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

APPENDIX 1 ANNUAL REPORT FOR 2016/17



Sheviock Parish Council

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Clerk: Mrs Linda Coles Telephone: 01503 232996 Email: sheviockkpc@btinternet.com

Annual Report to 31 March 2017

The Parish Council

The Parish Council currently comprises the full complement of seven Councillors, 3 who were elected during the election of 2013, 2 co-opted to fill vacancies that arose since that election and 2 elected in August 2016:

- Councillor Chris Kennedy, Chairman (elected 2013)
- Councillor Steve Medway, Vice Chairman (elected 2013)
- Councillor Michael Snowling (elected 2013)
- Councillor Paula Brooks (elected 2016)
- Councillor Jeff McGuinness (elected 2016)
- Councillor John Isaac (co-opted)
- Councillor Jenny Bushrod (co-opted)

Clerk/RFO: Mrs Linda Coles, The Bill Warren Room, Sheviock Memorial Hall, Crafhole, PL11 3DG
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The Chairman and Vice Chairman are elected annually at the Annual Meeting of the Parish Council held in May.

The Annual Meeting of the Parish Council also elected the following representatives from among the Parish Councillors, the Clerk and members of the public, to the relevant areas of responsibility as set out below:

Neighbourhood Development Plan	Cllr Kennedy and Cllr Medway
Planning	All Councillors
Tree Warden	Cllr Snowling
Footpaths	Cllr Kennedy
Car Park Coin Box/Public Toilets	Cllr Medway
Emergency Plan	Cllr Kennedy
Car Park Safety & Inspections	Cllr Kennedy
Life Belt Inspections	Cllr Bushrod
Open Space	Cllrs Kennedy and Bushrod (& Karen Baker as a co-opted member)

Play Park Inspections	Cllr Snowling
Flower Beds	Cllr Kennedy
Grants	Cllr Kennedy
Tourist Information Centre	Cllr Kennedy
Rame Peninsula Transport Users Group	Cllr Kennedy
CALC Meetings	Cllr Kennedy and Cllr Medway
Police Liaison	Cllr Isaac
Harbour Liaison with Harbour Master	Cllr Isaac
Coastal Communities Group	Cllr Isaac

The Clerk/Responsible Financial Officer (RFO) is Mrs Linda Coles, who works on a part-time basis, and deals with the statutory and financial administration, general office duties and other business of the Council.

Contact details for all Members and the Clerk can be found on the Parish Council website:
www.sheviockparish.org.uk

Chairman's Report

This past year has again been one of success in terms of projects and the development of community involvement across a range of activities.

The Council has been working over the past 9 years to improve its transparency and processes to ensure they are of the highest standard. This year, I am pleased to report that, judged against National criteria, this Parish Council has been awarded Quality Status. This means that you can all be assured the way the Parish Council operates complies with the highest standards required by this tier of local government.

The Playpark at Craffhole has completed stage two and now has a range of equipment to suit all ages, from toddlers through to older teenagers. A £32,380 grant from Viridor provided the main funding for stage two. That has been supplemented by fund raising by the children themselves, who raised money and then chose 'their' piece of equipment, a spring mounted surf board. The park was formally opened by Tremayne and his wife Charlie Carew Pole together with their two small children on 10th April 2017; over 50 parents and children were there and a great time was had by all with sunshine, warm weather, and refreshments donated by well-wishers. Two final items of equipment remain under active consideration, a swing for the very young and a boat to develop role play skills. The search for external funding by the Parish Council and the Friends Group will now move to the Open Space, in which it is hoped to provide paths suitable for wheelchairs leading to seats and tables, a small covered area, picnic tables and some items of keep fit equipment for all ages.

The local Neighbourhood Plan, NDP, has been completed and covers all 5 parishes on the Rame Peninsula. Parish Councillors have put a great deal of effort into its production and I, along with my fellow councillors, are very pleased that it was endorsed with 88% voting for its adoption. Having the NDP adopted will help to protect our beautiful environment for future generations.

A new bus shelter, that can double as a shelter for those enjoying the view at Portwinkle, was installed in October and paid for by a successful grant application to Cornwall Council. The car parking bay beside the shelter has been made a no-parking bay, to provide added safety for those crossing the road from the shelter, rather than stepping out between parked cars. Although this has reduced parking it was felt the safety gained outweighed the loss of income and one less space for visitors.

In December, several residents approached the Parish Council asking that Defibrillators were introduced in the parish. The Parish Council felt that this could be supported only if most of the population of the parish could be covered and live within about 200m of a unit. A successful grant application was made to the British Heart Foundation who provided 5 units free of charge; the Parish Council produced maps that identified the 'best' locations for the units and agreed to purchase a 6th unit so that our 200m limit could be achieved. The Defibrillators have arrived and the first one installed at the Memorial Hall and the remaining 5 will be installed shortly. In the meantime, training will be arranged and it is hoped many residents will attend the training, because the Defibrillator can re-start a heart, but then CPR is required to keep the heart beating until paramedics arrive.

During the year emergency repairs to the road in the old part of the village required the use of traffic lights to manage traffic along this stretch of road. The residents, and others, felt that using traffic lights made such an improvement to

their quality of life and the safety of pedestrians, that they should be installed permanently. Cormac, for Cornwall Council did not believe this would be practical. However, after lobbying Cornwall Council direct we have now gained their financial support to run a trial this summer to assess the benefits and consequences across the parish; the trial will include 3 locations where any air pollution caused by waiting traffic will be measured. If the trial is successful, it will provide the valuable evidence necessary to lobby Cornwall Council to make the introduction of traffic lights a permanent feature for managing traffic passing through the village. These developments will be undertaken while the Parish Council continues to try and obtain funding to also have the junction in Antony improved so that large vehicles can enter the Rame peninsula via Antony and only leave via Crafhole.

The administration of the moorings for the Harbour was transferred to the Parish Council as part of the Devolution Agreement. Recently, Cornwall Council has adopted a Hybrid Maritime Trust arrangement that includes Portwrinkle and provides greater resilience for future repair. The Parish Council has agreed to the transfer of the mooring administration back to Cornwall. When the Devolution Agreement was introduced the Parish Council gave a commitment that the precept would not rise to cover its operation. To honour that arrangement, we have successfully negotiated a lifetime allowance from the Harbour's Board to cover their existing input to the maintenance of the toilets. Providing the administration costs by Cornwall Council for administering the moorings does not exceed those incurred by the Parish Council, this arrangement should have no cost implications for mooring fees in the future.

Finally, I would like to thank the parish councillors and you all for the support you have shown me throughout my 10 years as a councillor and 9 years as the chairman of the Parish Council. It has been a great honour to hold that position. I hope you will feel that I have at least made a significant contribution to achieving my aims in standing as a councillor – to improve the transparency and financial stability of the council, to make it more professional and operate at the highest standard and to be more involved with the community. I feel now is the time to step down before my sell-by-date is exceeded, and I wish the new councillors every success in the future.

Chris Kennedy, Chairman 2016/17.

Finance

The Parish Council accounts are currently being prepared for Audit, which is overseen by Grant Thornton UK LLP. The Annual Return, section 2, Statement of Accounts, will be publicised on the Parish Notice Boards and the website, giving parishioners details of how to exercise their rights to inspect the accounts. Similarly, the conclusion of the Audit will be published later this year.

The Precept for 2016/17 was set by the Full Council, at its meeting on the 14th December 2015, at £18,746.82, an increase of 10% on the previous year.

Details of the Parish Council's Budget and Precept for 2016/17 can be found on the website.

Under Devolution, the Parish Council is responsible for the Car Park, the Public Toilets and the Flower Beds at Portwrinkle, all of which remain self-financing and are therefore not a burden on the Parish.

APPENDIX 2 – Statement from Cllr Medway

As we move into a new Council, with new Councillors, I would say that we inherit an excellent record of achievement, the like of which would be hard to emulate. So, I state quite clearly, I have no intention of trying. Chris spent nine years as Chair of this council and built a reputation respected and envied by many, and which we will strive to maintain.

As we kick off I would like to clarify certain matters for the benefit of not only we councillors, but also parishioners who may wish to involve themselves in council business.

Availability of councillors – Councillors are volunteers who give up some of their time in the interests of the parishioners.

We have surgeries every two months on Saturday mornings to enable face to face consultations for those unable to attend council meetings. These are held on the second Monday of the month at 7 pm except in August.

I'm sure none of us have a problem with discussing any concerns when approached whilst walking the dog, or visiting the shop, or on the phone but – please don't be offended if you've caught us on a bad day – maybe a hangover or the goldfish died – and the response is to ask you write to the council, or some other alternative.

Please be aware that the Clerk – Linda’s Office hours are 10 – 1 Tuesdays and 10 – 2 Fridays at the Bill Warren Room, and, of course, the time at the council meetings. Should you wish to talk to Linda outside these hours, then email the Parish Council: sheviockpc@btinternet.com.

Public Participation

The rules state that questions for public participation should be submitted in writing by midday two working days prior to the meeting, in our case – Wednesday.

Questions shall not normally exceed 50 words in length and be formed to receive information rather than make a statement. No one or organisation may submit more than 1 question to any 1 meeting and no more than 2 questions in any 1 financial year.

Whilst we would endeavour to deal with questions outside these criteria, this will be strictly at the discretion of the Chair person.

Three minutes are allowed for each question, and the Chair will close the question after that time.

Discussions take place through the Chair, so questions are directed to the Chair, as are councillor’s responses. All questions will be heard, and then the council’s responses given. No further input is permitted from the public during the response, unless specifically invited by the Chair.

All the forgoing help to ensure we get business finished within a reasonable timescale

Minutes - Minutes are taken to record decisions made during the meeting – it is not a word for word record of every single thing said during a meeting. Nor are they for relating the contents of incoming correspondence.

Financial Records - Each month the financial transactions for that month are recorded in the minutes.

Each year, the audited accounts can be accessed on line.

All transactions are totally transparent. Should there be any queries about the integrity of the dealings of the Council, financial or otherwise, then these should be directed to the Cornwall Council complaints office.

Should we receive any such complaint, we will direct the details to Cornwall Council complaints office ourselves, then take no further part in any discussion pending Cornwall Council’s investigation.

On the whole

It is the council’s aim to serve the Parish to the best of our ability, in a courteous and timely fashion.

We are, however, volunteer amateurs, the majority of whom have had no formal training in some of the ever-increasing fields of expertise being asked of us by an increasingly devolving government.

So, to this end, we would ask that you respect our endeavours for what they are, and return the dignity, respect and understanding afforded you by us.