



Sheviock Parish Council

The Bill Warren Room, Sheviock Memorial Hall, Craffhole, Torpoint, Cornwall, PL11 3DG
Clerk: Mrs Linda Coles Telephone: 01503 232996 Email: sheviockpc@btinternet.com

The Minutes of the Sheviock Parish Council Meeting held on Monday 4th September 2017 in The Schoolroom, Craffhole Methodist Chapel, Craffhole, commencing at 7.00pm.

Present: Councillors S Medway, Chairman, Mrs P Brooks, Vice Chair, Mrs D Lester and W Evans.

In Attendance: L Coles, Parish Clerk and N.Gray.

There were 7 members of the public present.

Item 1. CASUAL VACANCIES. CO-OPTION OF NEW COUNCILLOR. Following an interview, it was agreed that Warren Evans should be co-opted as a Parish Councillor. A Declaration of Acceptance of Office was signed by Warren Evans in the presence of the Clerk and he took his seat at the table.

Item 2. APOLOGIES: Apologies were received and accepted from Cllr J McGuinness.

Item 3. DECLARATIONS of INTEREST. (a) AGENDA ITEMS. Cllr Evans declared a non-pecuniary Interest in Item 10. He is a member of the Committee for the Traffic Light Trial and will not take part in any discussion but will remain in the room. **(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 4. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS. None received

Item 5. PUBLIC PARTICIPAION

- John Riggall is still the Community Police Officer but was not present at the meeting so no police report was available.
- The drain at the bottom of Sheviock Lane, opposite Toll House, is completely blocked. The Clerk will report this to Highways. **Clerk**
- The Parish Council was notified about an articulated lorry that got stuck at the end of Sheviock Lane.
- **Parish Surgery.** Cllr Lester and Cllr McGuinness attended the Parish Surgery at the Whitsand Bay Hotel on Saturday 2nd September. A parishioner reported that the wild flowers on the roof of the ECO house are looking very unkempt and need trimming, as do the ones in the wall. The Clerk will write to the Management Company and ask for the areas to be tidied up. **Clerk**

Item 6. RESPONSE TO PUBLIC PARTICIPATION. Responded as above.

With the permission of the Members the Chairman brought Item 10 of the Agenda forward for the convenience of the public present.

Item 10. Traffic through Craffhole. Update on the Traffic Light Trial. The Chairman read out an update from the Chair of the Traffic Light Committee (Appendix 2 to these Minutes). A summation of the results of the trial will be available in two months. There will be a meeting of the Traffic Light Committee on Thursday 7th September. This item will be an ongoing agenda item until it is resolved.

Item. 7 PLANNING

- a) **PA17/06583.** Dr Stephen Hall, Old Forge, Polscoe, Torpoint, Cornwall PL11 3BH. Non- material amendment to existing property, including formation of balcony, new French doors, replacement of windows, new slate roof with Velux roof windows, solar panels and outside decking area. Cllrs Medway and McGuinness visited the site and there will be a limited view of the development from the neighbouring property. Following discussion, it was **RESOLVED** to support the application, **proposed by Cllr Medway, seconded by Cllr Evans with all in favour.**
- PA17/07365.** Mrs Louise Hamlyn-Noye, 3 Cross Park, Crafhole, Torpoint Cornwall PL11 3BH. Non-material amendment to relocate approved side window to rear of property – in respect of decision notice PA16/04693. **This was noted by the Members.**
- b) Planning Applications received after the agenda was published. None received.
- c) Planning decisions from Cornwall Council:
- **PA17/05938.** Jess Earle, Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint. Construction of a terrace of five dwellings (revised proposal following approval of application ref. PA17/000008). **Approved**
 - **PA17/03292.** Sheviock Memorial Hall, Crafhole, Torpoint. Remove kerb edges and replace with drop kerbs. Car park entrance has been increased in width for safe access by all types of vehicles. **Approved with conditions.**
- d) Other planning matters for discussion. There were no other matters raised.

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

- a) Minutes of the Extraordinary Parish Council Meeting held on 24th July 2017. It was **RESOLVED** that the Chairman signed the Minutes as being a true record of that meeting. **Proposed by Cllr Lester, seconded by Cllr Brooks, with all in favour.**

Item 9. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES

- Page 9, Item 5, the bench on the Circular Footpath. Kevin Andrew wishes to gift the bench to the Parish Council. The Clerk will write and ask for an undertaking that if the bench falls into disrepair it will be removed. **Clerk**
- Page 10, Item 9. It was reported that a tree has come down at the bottom of Sheviock Lane. The Clerk will report this to Highways. **Clerk**
- Page 11, Item 15 (k) The Clerk reported that no reply has been received from Roger Martin about the bin at the café and this is ongoing.
- Action Tracker is Appendix 1 to these Minutes.

Item 10. TRAFFIC THROUGH CRAFTHOLE. Already covered

Item 11. HIGHWAY MATTERS. A reply has been received from Adrian Drake, Highways, regarding the turning to Tredis at the bottom of Polscoe Hill. Cornwall Council will not put up a mirror. The Clerk will write to Highways and ask for Adrian Drakes suggestions on how to improve the visibility for drivers turning right towards Tredis and asking for the hedges on the bend to be trimmed right back. **Clerk.**

Regarding the Pedestrian sign for Sanders Lane, it was pointed out that the sign is requested for the top end of the lane where it meets the B3274 and not the beach end, as previously believed. Cllr Lester will ask the resident who raised the matter to indicate on a map exactly where it is proposed that a sign should be put. The Clerk will then write again to Highways. **Clerk**

There are visibility issues when accessing the Public Toilets when coming out onto the road. The Clerk will ask the Grass Contractor to cut back the vegetation around the toilet block to increase visibility. **Clerk**

It was reported that Royal Mail vans are parking at the bottom of Sheviock Lane on the junction with the A374. The Clerk will send a letter suggesting that the vans use the lay-by by the bus shelter instead. **Clerk**

Item 12. OPEN SPACE. The successful grant application to Awards for All for the Play Park was reported on. £9400 has been received by the Parish Council enabling the project to be completed. It was **RESOLVED** that the Clerk

should make the purchase of the outstanding play equipment. **Cllr Evans proposed, Cllr Brooks seconded and all were in favour. Clerk**

The rubbish bin outside the Play Park is overflowing. The Clerk will chase this up with BIFFA re the collection of the waste from the bin. **Clerk**

Item 13. DEFIBRILLATORS. The Clerk reported that she is co-ordinating the relevant parties to begin finishing the installation of the remaining defibrillators. Once complete the Clerk will arrange the CPR Training. **Clerk**

Item 14. STANDING ORDERS. It was **RESOLVED** to accept the amendment to Standing Order 3 (t), three Members shall represent a quorum at meetings of the Parish Council. **Proposed by Cllr Brooks, seconded by Cllr Lester, with all in favour.**

Item 15. CORRESPONDENCE

- a) Email re state of Donkey Lane, forwarded to Paul Allen, CORMAC. **Noted**
- b) Various emails received regarding the Traffic Light Trial in Craithole. Covered, further 2 letters received to be scanned and emailed to Members. **Clerk**
- c) Email from CALC re thoughts on Citizen and Civic Engagement. **Noted**
- d) Email from Adrian Drake, CORMAC, re hedges at the bottom of Sheviock Lane. **Already covered.**
- e) Email from Adrian Drake, CORMAC, re poor visibility at turning to Tredis at bottom of Polscoe Hill. **Already covered.**
- f) Email reply from Adrian Drake, CORMAC, re pedestrian sign at Sanders Lane. **Already covered**
- g) Email from CALC re local views on Waste Collection and Cleansing Contract. Members will email any comments to the Clerk for submission. **Clerk**

Item 16. UPDATES FROM OTHER GROUPS

Neighbourhood Development Plan, Flower Beds Sub Group, Coastal Communities Group and CNA, Play Park and Open Space, Footpaths.

Item 17. CLERK'S POST. It was reported that Mrs Nancy Gray is the new Clerk/RFO. It was **RESOLVED** that the outgoing Clerk will cover the hand-over period until mid-October. **Proposed by Cllr Brooks, seconded by Cllr Lester with all in favour.**

Item 18. FINANCE

- a) Payments to be approved for August, circulated to Members for approval
- b) It was **RESOLVED** to pay the online bank payments, as paid in accordance with the bank mandate, covering the Clerk's wages/expenses/Cleaner's wages for July/August and external purchases for July/August. **Proposed by Cllr Medway, seconded by Cllr Evans with all in favour** to pay the following Parish/Devolution Account cheques and bank payments:
 - Online- L Coles, Clerk's salary for July
 - Direct Debit – Information Commissioners Office, Annual Subscription - £35.00
 - Direct Debit- NEST Pensions, contribution for Clerk - £12.24
 - Direct Debit- Lloyds Bank, Multipay Card Fee for July - £3.00
 - Online – M Jakes, Cleaner's salary for July
 - Online – L Coles, Clerk's devolution salary for July
 - Online – South West Water, Quarterly bill for Public Toilets - £167.90
 - Online – L Coles, Clerk's salary for August
 - Online – Sheviock Memorial Hall, rent for Clerk's Office, Aug and Sept - £126.50
 - Online – L Coles, Parish Expenses for July/August - £70.65
 - Online- Parish Online, annual Subscription - £33.60
 - Online – JRB, Purchase of Dog Bags - £168.00
 - Online- Green Scheme Ltd, purchase of final play equipment re Grant - £11280.30
 - Online- HMRC, PAYE outstanding balance from 2013/2016 - £24.45

- Chq 300388 – BT, Adoption of Sheviock Telephone Kiosk - £1.00
- Chq 300389 – Craithole Methodist Church, Hire of hall for meetings 2016/17 - £144.25
- Online- M Jakes, Cleaner’s August salary
- Online- L Coles, Clerk’s devolution hours for August
- Online- Bunzl Ltd, Invoice:07/228738, Toilet Supplies - £42.67
- Online- HMRC, Quarterly VAT due - £847.30
- Online- Dean Leonard, work on Flower Beds at Portwrinkle - £36.00

- c) It was **RESOLVED** to sign the Bank Reconciliations for July. **Proposed by Cllr Brooks, seconded by Cllr Lester with all in favour.**
- d) It was **RESOLVED** to approve the Rame Cluster invoice for Dog Warden Services. **Proposed by Cllr Medway, seconded by Cllr Brooks with all in favour.** A payment of £1151.67 will be made by Sheviock Parish Council and the Clerk will invoice Millbrook and Maker with Rame Parish Councils, £383.89 each as their share. **Clerk**
- e) Purchase of Dog Bin for Tredis and SLA with BIFFA. The Clerk outlined the costs of providing a bin and the contract for waste collections. This item will be deferred until the next meeting.

Item 19. ITEMS FOR INCLUSION IN FUTURE MEETINGS

- Advertising for a Dog Warden
- Dog Bin at Tredis

Item 20. DATE OF NEXT MEETING.

The next meeting of Sheviock Parish Council will be on Monday 9th October 2017 in The Methodist Schoolroom, Methodist Chapel, Craithole commencing at 7pm.

There being no further business the Chair closed the meeting at 8.40pm.

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