



SheviocK Parish Council

The Bill Warren Room, SheviocK Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG
Clerk: Mrs Nancy Gray Telephone: 01503 232996 Email: sheviocKpc@btinternet.com

The Minutes of the SheviocK Parish Council Meeting held on Monday 9th October 2017 in the Schoolroom, Crafhole Methodist Chapel, Crafhole, commencing at 7.00pm.

Present: Councillors: Chairman Mr S Medway, Vice Chair Mrs P Brooks. Cllrs: Mrs D Lester, Mr W Evans Mr J McGuinness, Mrs Erika Ling. Parish Clerk Mrs N. Gray.
There were 5 members of the public present.

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

2. APOLOGIES: None received.

3. DECLARATIONS of INTEREST. (a) AGENDA ITEMS. None 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.

4. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS. None received

5. PUBLIC PARTICIPAION

- The notices on the new circular footpath notice boards are sun damaged and unreadable. Clerk will update and get printed with UV protective ink from Printers. **Clerk**
- Emergency plan needs update. Dealt with on agenda item 10.
- It was requested that the accounts be placed up on the notice boards every 3 months. Clerk to action. **Clerk**
- It was raised that the Parish Council is not represented on the Transport Users Group. It was advised that Mrs Mathias would write to the Parish council clarifying her request/proposal.
- Concern was raised over the time taken to install the remaining 5 defibrillators. It was agreed that Mrs Darryl Hughes would help to form a working party to aid the Parish Council with the organisation and arrangements required to install the remaining 5 defibrillators. Clerk to liaise with Linda Coles and Mrs Hughes to share information. Continued on agenda item 13.
- The hedge running alongside the B2474 opposite the Finnygook and behind Dawney terrace has become very overgrown and needs cutting back from the road. Clerk to write to Highways to request it be cut back/coincide with viewing and resolving issue previously raised re: failing road/wall by Lyhner house. **Clerk**
- It was reported that Footpath number 5 has eroded and the fine gravel washed away (top of ladywell, behind the Finnygook, leading up to the B3247). Clerk to contact Countryside Footpath Group. **Mr Kennedy** to forward contact information to Clerk. **Clerk**

- It was requested that the Parish Council keep in mind that should any new properties/developments ever be built on the Rame all materials would be brought through Crafhole. This was noted.

6. RESPONSE TO PUBLIC PARTICIPATION. Responded as above.

7 PLANNING

- PA17/07523.** Mr Nick Hamill. 9 Burns View, Crafhole. Redevelopment of existing roof dormer to rear elevation. Cllr Medway proposed to support application, seconded by Cllr Evans with all in favour. Clerk to submit to CC. **Clerk**
- 1) Planning Applications received after the agenda was published: PA17/09377 Mr & Mrs Chamberlain, Tredossel House Sheviok. Conversion and adaptation of the outbuilding to a holiday letting and family annexe. Previously granted as an annexe PA16/00419. It was agreed to agenda and advertise a planning meeting for Fri 20th of October @ 1pm in the Clerk's office, Sheviok Memorial Hall, Crafhole. **Cllrs McGuinness, Brooks, Clerk**
2) Pre-planning application received: Preapp Conversion of Old Rectory from 6 flats to 3 houses with 4th house replacing barn. Noted.
- Planning decisions from Cornwall Council: PA17/06583. Dr Stephen Hall, Old Forge, Polscoe, Torpoint, Cornwall PL11 3BH. Application granted with conditions re: safeguarding of bats and nesting birds.

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

- Minutes of the Parish Council Meeting held on 4th Sep 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.

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

- Page 14, Item 9, the bench on the Circular Footpath. Cllr Medway to talk with Mr Kevin Andrews as a follow up to letter issued. **Cllr Medway**
- Page 14, Item 11 Visibility issues when exiting public toilet. Dean Leonard was asked to cut back brambles for 3 meters alongside the road to improve visibility. Clerk to check if now complete. **Clerk**
- Pg. 15 item 12 open space. The bin is now being monitored by Biffa and is scheduled to be emptied on Mondays and Thursday afternoons.
- Pg. 15 item 15 correspondence. g) Comments submitted to CALC re: Waste Management. Comment submitted requesting schedules for waste collection of communal bins within the parishes so that they can be monitored.
- Leaning tree across A374. This was reported to highways by both City Bus and the clerk, with co-ordinates. Clerk to send 2nd email request to have it cut back.

10. EMERGENCY PLAN. Contacts have been updated with two vacancies now needing to be filled on the cascade list as follows: Vacancy 5 – East End of Portwrinkle and Vacancy 3 - Gorges Lane (Lower end). Volunteers would need only to check/pass on info to/from the properties around them to/from the co-ordinators for their area who would then feedback/pass on info to/from the main 3 co-ordinators in an Emergency. It was agreed to advertise for Volunteers in the December Parish Newsletter if nobody comes forth. **Cllr Medway.**

It was proposed by Cllr Evans, seconded by Cllr Brooks with all in favour to approve access for the co-ordinators Mr Chris Kennedy and Mr Andrew Lockett to the Clerk's office, computer/phone in an emergency. Clerk to set up separate desktop account and cut keys, provide separate passwords for new accounts. **Clerk.** All council data is password secure/ locked. The 3rd Co-ordinator Cllr Medway already has keys as is the Chairperson. Cllr McGuinness proposed, Cllr Lester seconded and all in favour that once updated to print off 50 copies of the Emergency plan and schedule a meeting in the Memorial hall for all named on the communication cascade. This is to be taken from the remainder of the grant provided initially from CC. The plan could then be circulated and placed on website. Mr C. Kennedy was thanked for his effort in updating the plan which would be reviewed with all policies and procedures in May.

11. TRAFFIC LIGHT TRIAL Update. Cllr McGuinness reported that there had been a couple of committee meetings since Sep 4th, it was proving an exercise to consolidate all the data. A committee meeting was scheduled for Oct 10th to review findings with the aim to collate and put forward findings for discussion at the November Parish Council meeting. The Parish Council thanked all involved for their efforts so far.

12. HIGHWAY MATTERS. a) **Donkey Lane failing condition, named as emergency access road in Emergency plan.** Clerk to write to CC stating its inclusion in the Emergency plan and citing the necessity of Donkey lane as essential for the resilience of the community as is the only serviceable 2nd road should there be in incident such as that in Coverack or another emergency that blocks Finnygook Lane. **Clerk.** b) **Visibility issues Tredis Turn off/ bottom of Polscoe hill.** Antony Estate has cut back hedge on eastern side of polscoe hill at turn off. It was reported that CC have no budget for a splay in the road. **Clerk** to write to Highways and ask them to confirm from a traffic perspective if they deem it to be safe if in a small family vehicle. If they deem it to be unsafe then as there is no budget this year could they place in budget for the coming year. **Clerk** to write to Antony Estate to request if they would cut back hedge on the west side of Polscoe Hill around Tredis turn off. c) **Pedestrian signage Saunders lane.** Clerk to send map to Highways locating actual position of footpath crossing the road and request signage to warn of pedestrians crossing. **Clerk.** d) **Failing road condition/wall Lyhner house, B3274 centre of Crafhole.** Clerk has sent letter to highways detailing the issue and requesting site visit/repairs. It was agreed to wait 2 weeks for a response then chase up. **Clerk**

13. DEFIBRILLATOR UPDATE. A working group is to be formed headed by Mrs Darryl Hughes to liaise with the Clerk to co-ordinate the installation of the 5 remaining units. The Finnygook and the Jolly Roger will be actioned first as now have permission from Mr R Martin of the Jolly Roger to install on the outside of the café. The unit cannot be placed in the Sheviok Phone Kiosk until the Parish Council has received paperwork confirmation of the adoption of the phone Kiosk. Western Power has agreed to provide power to the Tredis heated box unit. **Working group** to liaise with Western Power, electrician, and Cllr McGuinness who will trim Ivy back from wall so unit can be fitted. **Working group** to liaise with SWW and electrician to access electrical supply to fit unit on pumping station, Portwrinkle. **Clerk** to draw up a draft proforma regarding checklists/dates to monitor the units. A draft safety Management/Maintenance schedule will need to be drawn **Clerk.** The Clerk/electrician has serviced the unit on the outside of the Memorial hall. A green tick is displayed if the unit is in working order. **Clerk and Cllr Brooks** to check the unit when they are at the hall until the management system is in place. Audible instructions are provided by the portable unit so training is not a necessity. A communication information event will be advertised to all those who wish to attend once all units have been installed. The Parish Council is doing what is practically can within its means. It was reminded that the Parish Council went down to 4 members who are volunteers, there has been a new Chair and the new and outgoing clerk also have existing duties, responsibilities and projects that need to be completed within the weekly 14.5 hour time frame. It will need the support and help of the community to manage/check the units which will be included within a safety management plan. **Clerk/ Working Group/ Linda Coles.** To be included as on ongoing agenda item

14. PRELIMINARY ANNUAL BUDGET. The clerk reported that she had brought it forward as an agenda item for this meeting to get it underway, it was still being drawn up and would be reported at the next meeting for discussion.

15. OPEN SPACE. The wooden playboat (final piece) is being installed on Thursday 12th October. The Clerk presented the New Health & Safety Management system checklist. **Cllr Brooks** will continue with checks, Bi monthly, to include a more detailed 6 monthly and annual check plus an annual external Rospa accredited inspection. **Clerk** to obtain quotes for an external inspection.

16. REVIEW OF TEMPORARY BIN PROVISION AGREEMENT ABOVE FINNYGOOK BEACH: It was agreed in principal to continue to with the arrangement with the Jolly Roger/ Mr R. Martin to pay for a weekly bin collection (for beach goers' rubbish) from Easter to October 2018 but to increase it to bi-weekly during

the 6-week peak season subject to receiving a quote from Mr Martin. The clerk is to obtain this summer's 2017 invoice from Mr Martin and ask for a quote for 2018 as the refuse contract is arranged by the Jolly Roger. **Clerk**

17. DOG BIN FOR TREDIS. After discussion it was proposed by Cllr Medway, seconded by Cllr Brooks and all in favour not to purchase a bin/pay for collections.

18. DOG WARDEN/SSLA. Review of service: Cllr McGuinness proposed, Cllr Lester seconded and all in favour to request the continuation with the SLA agreement under the same terms/number of site visits for a period of 3 months until Jan 01st 2017 subject to the fine tuning of visits and working with the Millbrook and Maker/Rame Parishes. Clerk to contact CC, Millbrook and Maker Rame. **Clerk.** Clerk to collate full costings of training and employing a Dog warden for the Parish. **Clerk**

19. CAR PARK METER. Cllr Medway reported that due to adverse weather water had penetrated machine. Full repairs and new seals had been installed and costs covered by the maintenance contract. It was deemed advisable to turn meter from south to north facing. Cllr Evans proposed, Cllr Lester seconded and all in favour to obtain quotes for turning the machine 180 degrees and partly build out the pavement area behind the machine where there is currently a yellow cross box. **Clerk**

20. CORRESPONDENCE

- a) 27/09 – Email and Link from The Local Government Boundary Commission re: public consultation. Clerk to place link on website. **Clerk**
- b) 16/09 - Email re Code of conduct training Nov 6th Liskeard: The clerk advised that Cllrs Evans and McGuinness plus the Clerk will be attending. Clerk to confirm if Cllr Ling can attend and book place. **Clerk**
- c) 27/09 -Email from Cornwall Council re: closure for maintenance Footpath 1 Gorges Lane. The clerk reported that this will reopen in March 2018.
- d) 30/09/ -Email from Mr C. Kennedy re: failing road outside Lyhner house B3274 Centre of Crafhole. Clerk has already written to CC.

Correspondence to report after agenda finalised:

- a) Letter from Torpoint Town Council re: future of Library provision in Torpoint. Clerk to respond stating that Sheviock Parish Council supports the continuation of the Library in principal and to clarify what their proposals are and what support they are looking for, for future discussion. **Clerk**
- b) Email 7/10/17 re: Closure of Public footpath to Tregantle beach across MOD firing range. **Clerk** to contact MOD/Landmarc for clarification on reopening. cc Antony Parish Council.

21. UPDATES FROM OTHER GROUPS

Gateway: Cllr Lester reported that Torpoint police station is now closed. There will be a Police Office staffed by a beat manager. **Flower Beds Sub Group:** Cllr Brooks reported that she had weeded 90 % of the flower beds in Portwrinkle herself on Parish Clean Up Day, despite the adverse weather.

Parish Clean Up. It was reported that some of the Parish Clean Up did go ahead but at varying times over the weekend due to adverse weather. Thanks were given to all volunteers that donated their time, effort and equipment on this community led initiative. At the time of writing the clearance of Saunders lane footpath has since been rescheduled for Sat 14th of Oct @10 am co-ordinated by Mr C Kennedy. **Coastal**

Communities Group: Cllr Brooks reported that the meeting went ahead but could not make any formal decisions as not in quorate.

22. FINANCE

- a) The Clerk gave details of cheques and payments to be approved. Circulated to members.
- b) It was **RESOLVED** to pay the online bank payments, as paid in accordance with the bank mandate, covering the outgoing and new Clerk's wages/expenses/Cleaner's wages for September and external purchases for September. 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, Outgoing clerk's salary for September
 - Online – Sheviock Memorial Hall, rent for clerk's office £63.25
 - Online -L Coles outgoing clerk's expenses for September £62.50

- Online -N Gray Clerk's salary September Parish hours
- Online – N-Gray Clerk's parish expenses September £10.50
- Online – Viking Direct office supplies ink £23.82
- Online – Viking direct office supplies/ink £16.04
- Online – Grant Thornton External Audit Fee £360
- Online - D. Leonard Parish Amenity cuts 27/7-25/9
- Online - D. Leonard Footpath cuts 27/7-25/09/2017
- Online – D Leonard Open Space/park cuts 25/7-4/10/17 (all 3 totalling £642)
- Direct Debit- NEST Pensions, contribution for Clerk - £12.24 To report only
- Direct Debit- Lloyds Bank, Multipay Card Fee plus 123 Reg website £20.96 To report only
- Online – M Jakes, Cleaner's salary for September
- Online – N Gray Clerk's devolution salary for Sep
- Online – Houseman Invoice 4891/annual Legionella sample £140
- Online – N Gray Clerk's expenses Devolution £1.80

Income received: Precept £9842.08. CTS Grant169.98. Donation for dog bags £140.Car park revenue £1477.80. Weekly parking permits x 2 £70. Winter permit x 2 £10.

- c) It was **RESOLVED** to sign the Bank Reconciliation for Sep. Proposed by Cllr Brooks, seconded by Cllr Lester with all in favour.
- d) Cllrs Medway proposed and Cllr Brooks seconded with all in favour to approve the amendments to the Mandate for the operation of the bank accounts, payment instructions and banking services to be approved and be provided to the bank persons authorised to do so in accordance with the Bank's procedures and the mandate and to sign the revised mandate.
- e) The September Invoice for Dog warden SLA agreement has yet to be received. **Clerk**

23. ITEMS FOR INCLUSION IN FUTURE MEETINGS

- Dog Warden/SLA agreement; Annual Budget; Traffic Through Crafhole/Traffic light Trial findings; Defibrillator update; Clerk to cc George Trubody and The Police the November's agenda.

24. DATE OF NEXT MEETING.

The next meeting of Sheviock Parish Council will be on Monday 13th November 2017 in The Methodist Schoolroom, Methodist Chapel, Crafhole commencing at 7pm.

There being no further business the Chair closed the meeting at 9.04pm.

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