



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

The Minutes of the Shevioc Parish Council Meeting held on Monday 11th of June 2018 in the Schoolroom, Crafhole Methodist Chapel, Crafhole, commencing at 7.03pm.

Present: Councillors: Chair Cllr S Medway, Vice Chair Cllr P Brooks. Cllr McGuinness. Cllr D Lester. Cllr Evans. Parish Clerk Mrs N. Gray. Cornwall Cllr Mr George Trubody. Antony Estate Manger Mr Ian Rideout. There was 1 member of the public present.

1. **APOLOGIES:** Cllr E. Ling,
2. **DECLARATIONS of INTEREST. (a) AGENDA ITEMS.** Cllr Evans declared an interest in agenda item 6, c Planning application PA18/02890.
(b) GIFTS None received.
3. **CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** Cllr Medway proposed, Councillor Evans seconded with all in favour: to allow Cllr Ling a 6 month leave of absence from her role as Councillor, until December the 3rd, in accordance with guidance from CALC.
10. **CIRCULAR FOOTPATH EXTENSION.** It was agreed to move item 10 forward, to accommodate Mr Ian Rideout the new Antony Estate Manager, who had come specifically for this item. Cllr Medway proposed Cllr McGuinness seconded, with all in favour that the Clerk sign, on behalf of the Parish Council, the MOA for the existing Circular permissive footpath and the Agreement for the extension of the circular permissive footpath, to be co-signed by Mr Ian Rideout on behalf of the Estate, together with Mr C Kennedy and Mr K Andrew. It was witnessed by Cornwall Cllr G Trubody. A copy is to be kept by the clerk, one sent to Cath Collier (Leader grant), one to the Estate and one to Mr K Andrew. **Clerk/Mr Kennedy.**

It was agreed to bring two issues forward from Item 9 Highways, to discuss with Mr Rideout.

The silted pond to the side of Georges lane, Shevioc: Mr Rideout confirmed that he had received and actioned the Council's request to dredge this. Work is planned to commence this week. Dredging will be scheduled annually to prevent undermining/damage to the road. **Cllr Lester/Clerk** to confirm.

Visibility issues on the bend at the bottom of Polscoe hill/ Tredis Juntion B3247: Mr Rideout agreed that the Estate had the ability to lower the tree and hedge-line on their land, at this bend. The viability of lowering of the earth bank and verge would need to be assessed and carried out by Highways. **Clerk to contact highways to request.**

4. PUBLIC PARTICIPATION & 5. RESPONSE.

- Mr Kennedy advised that the Eco House in Portwinkle has cut back the weeds from the wall/footpath along Finnygook lane.
- Mr Kennedy reported that a section of footpath no 8 has gradually moved 10 feet away from the wall, that runs parallel to the steep field. The new route is precarious underfoot. Clerk to request CC provide the funds to reinstate the original path. A working party could be raised to help cut back some of the smaller growth and work with CC. **Clerk**
- Cllr Medway reported that Japanese Knot weed has been seen on the wall of the Eco house. **Clerk** to report to the Environment Agency and grass contractor/seek advice. Also advise owners of Eco house.
- Cllr Trubody: See Highways item 8 and Correspondence item 17, Boundary division.

6. PLANNING

- a) **Planning applications received after the agenda finalised:** None
- b) **PA18/04853** Notification only of tree felling. Conifer, 2 Church Row, Sheviock.
- c) **Planning decisions form Cornwall Council: PA18/03722:** Tredis House, Tredis PL11 3ER. Proposed Demolition of existing garage building and construction of new residential dwelling land at Tredis House and associated works - Mr & Mrs B Wiggett. Approved with condition that it is used by the primary residents. **PA18/01478:** Proposal to demolish redundant pole barn and erect detached bungalow, Old Orchard Tredrossel Farm Sheviock Cornwall. Applicant Ms Sally Hunt. Refused.
- d) **No other planning matters**

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

- a) Minutes of the Annual Parish Council Meeting held on May 14th. It was **RESOLVED** that the Chairman sign the Minutes as being a true record of that meeting. Proposed by Cllr Medway seconded by Cllr McGuiness, with all in favour. **Clerk**.
- b) Minutes of the Parish Council meeting held on May 14th. The Clerk referred to Mr Bootland's letter, item 17. Cllr Lester proposed, Cllr McGuiness seconded, and all agreed that the chair sign the minutes as being a true record. **Clerk** to respond to Mr Bootland.

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

- a) It was agreed to ask Mr Pengelly to erect the no fly-tipping sign, at the top of path 12. **Clerk**
- b) Cllr Medway informed the Council that the dog bags have almost finished. He will remove the containers. **Cllr Medway**

All remaining items are covered either in the action Tracker, ongoing or an agenda item.

9. HIGHWAY MATTERS, Update

Response from Highways re: List of Parish Highways issues as raised below.

- a) Traffic issues through Crafhole and within Rame peninsula. Traffic congestion and damage caused to properties in the "Terrace" caused by an increase in traffic especially HGVs. Traffic signage off the A374 directing up Polscoe hill instead of Antony Junction. *"Any new direction signing at Polscoe to send traffic via Antony needs to be assessed and prioritised in accordance with the Rame Peninsula Traffic Study when funding becomes available. The parish council could consider putting it forward as a nomination under the new Community Network Panel Highways Scheme funding, if this was considered a parish priority"*
- b) Failing road condition/wall Lyhner house southern side, B3247 centre of Crafhole: *"The road condition is satisfactory and is not a safety issue at present. It will continue to be assessed during routine highway inspections."*
- c) Hedge/verge encroachment onto B3247, near mini roundabout, south western end, opposite Lyhner house: *"The verge/bank cannot be cut back as this would undermine the adjacent slope and hedge above."*
- d) Triangular warning sign: *The replacement of the bend warning sign cannot be done from the revenue budget so other funding would need to be found to carry out this request. The Parish Council could consider putting it forward as a nomination under the new Community Network Panel Highways Scheme funding, if this were considered to be a parish priority."*
- e) The Virtual pavement in Crafhole at the mini roundabout needs reinstating: *"The renewing of the virtual footway will be added to our request list for future works, subject again to future funding becoming available."*
- f) New bollard, protruding onto Finnygook lane, approx. 75m east of the SWW pump station: *The new bollard in Finnygook Lane was put in to warn drivers on the protruding concrete SWW apparatus. We have already had one reported insurance claim against the council when someone hit the concrete. The hazard post must therefore remain in place and drivers must approach the narrow section with due care.*
- g) Parking spaces have been reinstated at Cross/Crafhole.
- h) Donkey Lane. Work has now commenced
- i) Resurfacing for A374: Currently being undertaken
- j) "Give priority to oncoming traffic signage" at the mini roundabout, near the post Office in Crafhole, that corresponds to the same signage at the Eastern gateway to Crafhole on the

B3247: "This would have to be nominated as a highway scheme for consideration. It would need some design work to consider if the request meets national guidelines and is appropriate."

- k) The damaged kerb outside of the main parish shop: "Highways team to check the damaged kerb and action as necessary."
- l) Turning and visibility at bottom of Polscoe Hill: Covered earlier under item 10 (brought forward) by Mr Rideout.

Cllr Trubody noted, when asked by the chair, that Highways had been directing most Highway issues across the peninsula to the Community Network panel, Highways scheme funding - limited pot. There would be a Cluster meeting in Kingsand institute on the 27th 1-3pm, to discuss/prioritise funding, with the view to creating one TRO that covers many schemes across the 5 parishes. Councillor Medway confirmed that he would attend. Mr C. Kennedy was also invited to attend. **Cllr Medway**

10. Brought forward.

11. OPEN SPACE TESCO £1000 GRANT. Councillor Brooks proposed, Cllr Evans seconded with all in favour to allow special dispensation to continue with the same contractor for time efficiency and lay the proposed 14m disable friendly path, at the top of the open space area. This would lead to the new picnic bench, that the Garden club are donating. Clerk to give Green schemes the go ahead, as soon as the funding is received. **Clerk.** Cllr Medway thanked Mr Chris Kennedy for his outstanding efforts, in obtaining both the Tesco Open Space and Leader Circular footpath extension, grants.

12. DEFIBRILLATORS. Signage: it was agreed that the Clerk circulate the quotes for approval, prior to installation. **Free Parish basic Defibrillator/CPR training event:** events scheduled for 4, 5 and 6pm starts on Thursday June the 21st in the Memorial Hall. Tickets not necessary. Clerk to produce posters. Clerk to enquire about the sound system and loop system. It was agreed to utilise the offer from a Doctor from Derriford Hospital, to train in AED Defibrillator usage. It was agreed to incorporate the specific AED use DVD instructions that came with the ZOLL AED PLUS defib units. Together with the donated, heart foundation CPR manikins. **Clerk** to arrange. Clerk, Cllr Medway to attend, Cllr Evans and Cllrs Brooks to attend part of event where feasible with their work schedule. Cllrs Lester and McGuinness will attempt to attend, dependant on their work schedule. The AED defib DVD is available to borrow from the Clerk's office, £10 deposit required. **Monitoring of AED Units:** currently undertaken by Clerk and Cllrs, Lester and McGuinness. More community volunteers are an essential requirement for weekly checks. To ensure that the units are fully operational and to be accredited to the South West Ambulance service, so that they can direct people to them in an emergency. Please contact the Clerk if you can volunteer, volunteers can be recruited at the event.

13. ENFORCEMENT OFFICER, dog orders/littering. A draft SLA has been passed to Torpoint Town Council for approval. There is a delay on their part due to time constrictions but should be in place shortly.

Dog Order signage. It was previously agreed that the green arrow sign, pointing to the Dog friendly beach, should be re-sited on the lower eastern side of the main path, below the dry moorings. **Cllr Medway** to fix. The Harbour Master has offered to re-fix the harbour dog order signage.

14. CAR PARK METER. Awaiting date from Cormac for the repositioning of machine. **Clerk** to keep enquiring. **Clerk** to advise Cllrs of date/ arrange with Cllr Medway to be onsite and cordon off area for work.

15. PORTWRINKLE TOILETS maintenance:

The contractor has had to reschedule the painting treatment of toilet floors. It will take place over two days from week commencing June 18th. The toilets will be closed to the Public for two days as two coats have to be applied/ dry.

Mr Pengelly has refitted a new toilet seat in the Ladies. Councillor Medway has fitted two new soap dispensers and repaired the padlock and flush. Cllr Lester proposed, Cllr Evans seconded with all in favour to employ the services of a self-employed handyman on an adhoc basis when necessary. The Clerk reported that somebody had been defecating on the toilet seat, in the Gents. The Clerk confirmed that the budget would allow for an increase in cleaning, especially over the peak season. Cllr Evans proposed, Cllr McGuinness seconded that it be requested to be cleaned 7 days per week, over the summer period. **Clerk** to offer extra work to main cleaner, if not to ask relief cleaners to take on. **Clerk** to place sign in Gents, concerning the seat.

16. UPDATES FROM OTHER GROUPS – Flower beds Sub Group Portwrinkle: More volunteers are required to tend the beds. Please contact Cllr Brooks/Clerk for info. **Coastal Communities Group (Cllr Lester)** Nothing to report. **Play Park and Open Space.** Cllr Brookes reported a loose fence panel, also the picnic table needs repositioning and hole filling in, as has sunk. **Cllr Medway** offered to look. The hedge needs trimming at the main gate. **Cllr Brooks** will cut this back. The Rospa annual inspection has been received. This will be an agenda item in July. **Footpaths: Cllr Evans** will walk all the paths. The Clerk and Cllr Evans have passed on the info regarding path 8 to the grass contractor. Also See item 4 Public participation/possible Knotweed. **Community Gateway meeting:** Cllr Ling will no longer be attending, to reallocate Cllr prior to next Gateway meeting. **RPTUG: Clerk** to obtain further information.

17. CORRESPONDENCE

- **5th June, Email, Cornwall Council: Guidance concerning ethical standards and code of conduct provided to all Town and parish Councils.** Cllr Medway noted that Cllrs should be aware that they are permitted to have and express their own opinions as an individual, however they should differentiate between expressing themselves as an individual when out and about as opposed to commenting as a Councillor or on behalf of the Parish Council.
- **Sheryll Murray, Clean Air strategy.** Clerk to scan and circulate
- **Mr Bootland. letter/email received 4th June. re planning application/minutes 14th May.** This was discussed during item 7b.
- **Boundary Commission recommendation:** consultation open to all www.cosultation.lgbce.org.uk. The proposed electoral boundary will increase to include the 5 Rame parishes to be joined by St Germans and Part of Torpoint. Consultation closes 17th September. When asked by the chair, Cllr Trubody was not in favour of this due to the incorporation of the issues of the A38 outweighing those of the A374; the incorporation of issues from Raleigh and Urban /rural divide. He did not think it was workable due to the coverage of the area and range of issues. There were 4 Cllrs when he first started in 2009, now there is just 1, with this proposal to increase the area and extra issues that go along with it. The Parish Council agreed that this could be discussed at the Cluster meeting on the 27th with the view of submitting a cluster response. It was agreed to also draft a response from Sheviok Parish Council for approval at the next Parish Council meeting. **Clerk**
- **Email 5th June. Donkey lane.** The email was circulated prior to the meeting and response sent.
- **Email: 10th June. Re: Councillor vacancy.** Clerk will respond to the applicant and invite for informal interview.

18. ANNUAL REVIEW OF POLICIES, PROCEDURES AND FINANCIAL RISK ASSESMENT. Allocated polices have been circulated. Some completed. All to be circulated and returned to clerk to review prior to the July meeting with a view to minuting and adopting all revised versions. Clerk to forward Cllr Ling’s allocation To Cllr Medway. Clerk noted that the Asset register and Insurance cover has been reviewed and renewed as per her previous email circulations.

19. FINANCE

a) Details of payments to be approved:

PARISH ACCOUNT.

- Sheviok Memorial Hall. May rent for Clerk’s office. £63.25
- Nancy Gray Clerk’s May Parish hours
- Nancy Gray Clerk’s overtime, 9.6 hours
- Nancy Gray Clerk’s Parish expenses (see attached expense sheet breakdown) £28.91
- Viking direct Ink x 2 black x 2 colour XL £61.73
- EDF Tredis defib unit charge 1stMarch to 31st May (quarter) £32.09
- Playpark inspection co Cost of annual Rospa inspection for Playpark. £120
- Tom cox. Invoices 281 and 287 cc amenity and footpath cuts. £198.75
- BHIB insurance LTD Aviva Parish Insurance 455.05

Direct Debits taken to report

- Lloyds cc Clerks card monthly fee (zero balance) £3

INCOMING RECEIPTS: None,

Devolution account

- M Jakes Cleaner’s Wages for April 12 days plus 4 days holiday
- N Gray Clerk’s Devolution Wage
- N Gray Clerk’s devo expenses. £4.03
- Julia Bradley Temp relief cleaner x 7.5 hours
- Frances Temp relief cleaner x 10 hrs
- Tom Cox invoice 285. Adhoc work Portwrinkle flower beds x 2 cuts plus adhoc and adhoc work around toilet blocks.
- Tom Cox 286 Minor Adhoc toilet blocks and flower beds

Incoming May

- Car park tickets: £686.05, £963.80, £544.90
- Weekly tickets x 2 £70

- b) Cllr Brooks proposed, Cllr Medway seconded with all in favour to approve the cheques and online bank payments covering clerk’s wages/expenses/Cleaner’s wages/external purchases shown above.
- c) Cllrs Lester and McGuinness signed May’s reconciled bank statements.

20. ITEMS FOR INCLUSION IN FUTURE MEETINGS. Open Space Rospa inspection report. Boundary review response. Others as shown in minutes.

21. DATE OF NEXT MEETING. Mon July 9th

There being no further business the Chair closed the meeting at 9:02pm.

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

Note Next Cllr Surgery is Sat 7th July in St Mary’s church, Sheviock, 9:30 -10:30. All welcome to come and raise/ discuss any Parish Council issues/concerns.