



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 10th of September 2018 in the Schoolroom, Crafhole Methodist Chapel, Crafhole, commencing at 7.00pm.

Present: Councillors: Chair Cllr Steve Medway. Vice Chair Cllr P Brooks. Cllr McGuinness. Cllr D Lester. Cllr Evans. Cllr S Burgess. Parish Clerk Mrs N. Gray. Councillor G Trubody
There were 2 members of the public present.

1. APOLOGIES:

2. DECLARATIONS of INTEREST. (a) AGENDA ITEMS. Cllr Evans declared an interest in agenda item 6c Planning application PA18/02890. **(b) GIFTS** None received.

3. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS. None.

4. PUBLIC PARTICIPATION & 5. RESPONSE.

- Cllr Evans reported the following enquiries made to him:
Vehicles at speed through Tredossel near to Tredossel House and the Cider Press. Concerns had been made by residents trying to exit their driveways. It is considered that it is possibly visitors and staff going to/from the nursing home. It was agreed that although this is a national speed limit road the Parish Council would write to the care home asking them to politely ask their visitors and staff to drive with care through this area. Parishioners will place their own signage **(Clerk)**.
A query had been raised regarding who owns the parking outside of the shop. Clarification is requested as to which vehicles can park outside of the shop and if it is for customers. There was a further concern regarding a driveway access being blocked. The clerk confirmed that it is not owned by the Parish Council or listed as an asset. After discussion it was agreed to direct queries to the Land Registry as not a Parish Council issue but a boundary/land issue.
It was asked if the planning application for the development of the Whitsand bay hotel had been received as had been passed to CC on 31st August. (This has since been received by the Parish Council at time of writing. PA18/08163 & PA18/08164 and available to view online at: <http://planning.cornwall.gov.uk/online-applications>.)
- Cllr Brooks noted that two wheels of a car had been damaged whilst pulling into Horsepool Lane, by hitting a rock/drain cover that juts into the road. **Clerk** to write and seek advice from Highways.
- The Clerk noted that a beach clean had taken place on Harbour Beach this August. Approx. 50 volunteers had turned out. Thanks was given to all involved notably the organiser, a lady called Simone from St Cleer.
- Weeds have emerged through the new road surface on Donkey lane – which will cause future potholes. **Clerk** to advise CC who contracted Cormac for resurfacing work.
- A parishioner inquired about the provision of electronic speed displaying signs, to match those found in Polbathic. Councillor G Trubody said that these had not been funded by Highways. It was agreed that they may be useful in SheviocK on the A374. Clerk to investigate costs.

6. PLANNING.

- a) **PA18/07722 23** Carew Close Craithole Torpoint Cornwall PL11 3EB Construction of a two-storey extension and dormer window to the front. Construction of a dormer to the rear to enlarge the bathroom.

Cllr Medway proposed, Cllr Evans seconded, with all in favour to support this application.

PA18/02169/PREAPP: Preapplication advice for the demolition of existing bungalow and construction of 4 new detached dwellings. Whitsand Bay Bungalow Finnygook Lane Portwrinkle Torpoint Cornwall PL11 3BP. Following discussion and views given by parishioners, the following comment is to be sent to Cornwall Planning:

Please can the following be taken into consideration in reference to The Rame Neighbourhood Development Plan.

Rame NDP Policy 1: New Housing -principle Residency.

- The Rame NDP stipulates that all new housing should be occupied by the owner or their tenants as a principle residence.
- There is currently no amenity space for the homes - although the plan does mention that this could be included. Confirmation of parking spaces would be required due to parking shortages within the Parish especially in Summer

Rame NDP policy 4 General Development (Infrastructure and facilities)

- Concerns were raised by both residents and the Parish council about the future strains placed upon both amenities (sewage) and infrastructure when looking at the prospect of wider future and recent developments in this area.
- There are two narrow access roads: **Finnygook lane** is narrow and on a winding, steep hill, with occasional passing places for larger vehicles, which cannot always allow for two buses/HGV's to pass. **Donkey lane** is single lane traffic.
- Pedestrians use both routes - with no footpath.
- There is a wider issue with HGVs coming through the parish and current traffic problems.

Rame NDP Policy 5: General Development (Visual Impact, Design and Biodiversity) notably iv and vi and vii

- Concerns were raised regarding the visual impact on the Landscape, view and coastline when entering the village and materials not matching those on site and adjacent, although they do match those of new builds directly behind. The white footprint would be in stark contrast with what is currently on site.
- It is noted that a previous application was granted, for 3 homes, PA12/09862 now expired. It was also noted that this was granted before work had commenced on the other new, modern style builds, now set behind preapplication site. Taken into the wider picture there is also the prospect of the future development of the Whitsand Bay Hotel into private apartments.

Sheviocck Parish Council would be grateful if the applicants/architects and Planning could take these points raised by both the Parish Council and parishioners into further consideration, prior to submitting any application.

- b) To receive details of planning applications received after the agenda published: None.
To receive planning decisions from Cornwall Council. Some applications below are pending decision at time of writing:

PA18/03943: 1A Coastguard Cottages Donkey Lane Portwrinkle Torpoint Cornwall PL11 3BT. Reconstruction of the single storey kitchen extensions to provide a utility room, shower room and enlarged sitting/dining room on the ground floor and a

bedroom and a bathroom on the first floor. - Mr And Mrs M Horncastle – Not received. Traffic management Plan has been received. Clerk has notified Mrs Bushrod who made original request.

PA18/02890: Proposal Renovation and extension at first floor level of premises damaged by fire Location Finnygook Inn Craffhole Torpoint Cornwall. Applicant Mr J Earle G W Earle Hotels Limited. This has been approved with conditions. Please see full list in appendix below.

PA18/04929: St Marys Church Shevioc Torpoint Cornwall PL11 3EH. Demolition of modern timber shed

and concrete base and construction of new replacement external WC building, with associated access

path, external lighting and foul water drainage. - Mrs Jenny Bushrod. Not yet received.

c) Other planning matters for discussion: None.

7. MINUTES of the Parish Council Meeting held on Monday July 9th 2018. Cllr McGuinness proposed, Cllr Evans seconded, with all in favour to approve the minutes as a true record.

8. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item or in the Action Tracker.

Drones. Cllr Evans reported that he had spoken to 2 drone pilots, who are now aware of the drone code.

Horses on Harbour beach: The clerk reported the incident to the harbour authorities. No response has been received. This is now on record.

Summer Bin Placement, Jolly Roger. Clerk to confirm the removal of the second bin with Mr R Martin. To arrange to maintain one Bin until Oct 1st.

9. HIGHWAY MATTERS:

a) **Update Visibility Issues Tredis Turn off, Junction on Polscoe Hill.** Cllr McGuinness reported that following a positive site meeting with Antony Estate and Highways, Antony have agreed to cut back the hedge line, to improve visibility, if Highways can cover the costs of traffic management/lights for the day. Highways agreed to investigate funding/feasibility for this. **Clerk** to follow up.

b) **Traffic through Craffhole,** It was agreed to submit a group Cluster bid for between £5000-7500 from the highways scheme funding pot, at the Community Gateway Panel meeting on the 25th of September. **Cllr Burgess** to attend. If successful, this money would then be allocated to the Rame Cluster and group TRO which would include the issues that the cluster then prioritise, following individual parish bids to the cluster. It was previously agreed that the “give priority to oncoming traffic” signage, in Craffhole terrace area be part of this bid, subject to a feasibility study and whether a TRO is required by highways, **Clerk** to confirm with Highways. The Cluster must obtain separate funding for the road widening at Antony Junction, to reduce the level of Eastbound HGV and Coach traffic through Craffhole while leaving the Westbound flow unaffected. As summarised in section 7.5.6 of the feasibility report. Separate funding is also required for the best Option of the Antony village Bypass, policy 8 of the Rame NDP. Cllr G Trubody noted that as of January 2019 the CIL (Community Infrastructure Levy) comes into force on new builds in the parish and across Cornwall. 25% must be spent on the Highway Infrastructure Schedule as set out within appendix E of the Rame NDP, which includes the Antony Road junction and Antony village Bypass.

c) All other items on Action Tracker ongoing.

10. CIRCULAR FOOTPATH 13, NEW EXTENSION, LEADER GRANT. Major work complete. **Mr Pengelly** to put up notice boards. UV signs for boards on order, **Clerk** to take photos and submit claim. It was agreed that the new section be called “Amber’s Way” after Mr C Kennedy’s previous Dog, following the efforts Mr C Kennedy has made into obtaining this grant.

11. PROPOSAL FOR NEW PERMISSIVE PATH. Mr Ian Rideout, of Antony estate, has agreed that if some funding can be found by the Parish Council, it will be possible to fence off a path along the bottom of the field alongside the A374, from Lady Well (bottom of footpath 5) to the bottom of Shevioc Lane. It was agreed that Cllr Medway and Evans walk the proposed route to gain information on what may be required. To be an agenda item for October. **Cllrs Medway and Evans**

12. OPEN SPACE

a) **TESCO £1000 GRANT AWARD.** The access path has been installed by Green Schemes. **Clerk** to check and finalise paperwork, to file.

- b) **Dog Show.** It was agreed to allow a dog Show in the Open Space with the prerequisite that as per the Users Terms: a completed application form is received; a copy of the organisers insurance for the event it received prior to the date; All owners clear up after their dogs and the site is left clean by the organisers. The Open Space Permits Dogs on leads. No date has been given, **Cllr Medway** to pass on application form to prospective organisers.
- c) **To resolve way forward following recommendations following Annual Rospa Inspection.** Cllr Evans reported issues that can be undertaken by members of the Parish Council, anything too awkward the clerk will arrange for a tradesman to complete. **Clerk** to compile a list to circulate to Councillors. **Clerk** to check type of matting used with Green Schemes.
- d) A cheque has been received from the garden club for £350.32 and a new recycled plastic bench has been purchased. Cllr Medway to install in open Space, following delivery. Thanks was given to the Gardening Club for their donation. **Cllr Medway.**
- 13. DEFIBRILLATORS.** The AED defib DVD is available to borrow from the Clerk's office, £10 deposit required. **Clerk** to add link to website. <https://www.zoll.com/medical-products/automated-external-defibrillators/aed-plus/video/> <https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/how-to-do-cpr/cpr-training-videos> **Clerk. Signage:** Clerk to collate requirements. **Monitoring of AED Units:** currently undertaken by Clerk when placing agenda's and minutes (all, inclusive of Memorial Hall). They are second checked as follows. Cllrs Lester (Sheviok) and Cllr McGuinness Tredis. Mrs Hughes and Mrs Tinsley have kindly agreed to check the two defibrillators in Portwrinkle. Clerk to contact both to provide basic instructions. **Clerk.** **SW Ambulance Service accreditation:** Clerk confirming with Torpoint & SW Ambulance service, if the checks are now only needed monthly and to ascertain what is required to be affiliated with them. **Clerk**
- 14. ENFORCEMENT OFFICER.** Torpoint Town Council had to cancel the SLA with their Officer due to personal reasons. It was proposed By Cllr Brooks, seconded by Cllr Medway with all in favour to train and employ our own Dog Warden. A possible candidate from the parish has recently stepped forward. Clerk to confirm with Maker & Rame if they wish to be involved. Clerk to organise job description, possible training dates and Liase with CC for correct paperwork. **Clerk** to advertise vacancy.
- 15. CAR PARK METER.** Cormac have now re-sited the machine, awaiting invoice. No issues reported.
- 16. PORTWRINKLE TOILETS**
- Maintenance:** Cllr Medway to check men's toilet floor regarding re-paint or application of PVA coating. **Clerk** to arrange for better fitting tap in the ladies' toilet.
- Positive comments:** have been received regarding the cleanliness of the toilets. Thanks are due to the team of 3 cleaners who have put a great deal of effort into maintaining standards, this busy summer period and for setting up a lovely display of welcoming flowers.
- 17. UPDATES FROM OTHER GROUPS – Flower beds Sub Group Portwrinkle:** None received. Although it was noted to no longer place cuttings etc over the wall at the far end of the car park. **Coastal Communities Group:** Cllr Lester to ask if this group can help with the removal of the concrete filled barrel on Finnygook beach, as this is not CC responsibility, the coastguard are aware of it. **Play Park and Open Space:** see agenda item 12. **Clerk** to report overflowing bin to Biffa and Gina Varco. **Clerk** to print H & safety management sheets for Cllr Brooks. **Footpaths: footpath no 9:**CC cannot provide the funds to reinstate the original path this year. A working party could be raised to help cut back some of the smaller growth to work with Parish Contractor – who has provided a quote. It was agreed to ask CC access team if budget could be reserved for the future. **Clerk.** **Footpath 8:** Cllr Evans reported that the Landowner will be installing a new stile or preferably a kissing gate to replace gate that is tied shut between Tredis and Sconner Down. **Footpath No 4.** Clerk to report to CC the rotten Post at junction of circular 13 with Footpath 4 (where crosses the B3247) **Clerk. Community Gateway meeting 25th of September:** Cllr Burgess will attend, with Cllr George Trubody. **RPTUG Rame Public Transport Users Group:** The Clerk has purchased the New notice board. After discussion it was agreed not to cover the additional cost of erecting the board. **Clerk** will however obtain a quote and pass to the RPTUG.

18. CORRESPONDENCE

- **Consultation on how the Community Infrastructure Levy (CIL) money should be allocated and spent: email sent from CALC Aug 9th.** Noted. Cllr G Trubody advised that The Rame NDP is allocated 25% of this, for new builds in Rame. The NDP stipulates the Highways infrastructure that it should be used on.
- **Correspondence received after the agenda finalised.**
- **Cllr J McGuinness, letter of resignation.** All thanked Cllr McGuinness for his many contributions during his 2 years with the Parish Council. **Please see appendix below.** It was agreed to advertise the vacancy for Parish Councillor. **Clerk** to place on boards and website.
- **ANNUAL REVIEW OF POLICIES, PROCEDURES AND FINANCIAL RISK ASSESMENT.** Clerk to collate and circulate all those handed in plus those remaining, for approval at the October meeting. **Clerk**
- **19. CODE OF CONDUCT TRAINING:** 14 January 2019 – 10am-12pm, Public Hall, Liskeard. **Cllr Burgess** to attend – **Clerk** to book and confirm.

20. FINANCE

a) Details of payments to be approved:

PARISH ACCOUNT.

- Sheviock Memorial Hall August rent for Clerk's office £62.85
- Nancy Gray Clerk's Parish hours minus clerk's pension contribution.
- Nancy Gray Clerk Parish expenses £2.25
- Sheviock Memorial Hall Hire of lounge, backdated March 2018 £8.45
- EDF Tredis defib unit charge £10.92
- Millbrook Parish Council (previously authorised but not put on system) Contribution for the annual renewal and domain for the Rame peninsula NDP website £17
- Tom Cox inv 328, Grass and footpath contractor £75
- Tom Cox inv 338, Grass and footpath contractor £329.85
- A Craddick and Sons. Inv 11317 Additional digger hire, not covered by grant, for new circular footpath - covered in parish plan budget. £72
- British recycled Plastic. Low Carbon products LTD Purchase and delivery of bench for play park. £420.38
 - **Direct Debits taken to report**
- Lloyds Monthly fee for clerk's credit card £3
- Nest Clerk pension (includes her contribution taken off her monthly wage) 26.76
- ICO Annual registration fee by ICO data protection £35
- **INCOMING** Cheque to bank from garden club - £350.32

DEVOLUTION ACCOUNT

- M Jakes Cleaner's Wages for August
- Nancy Gray Clerk's Devolution Wages for August
- N Gray Clerks devo expenses. £0.45
- Julia Bradley Temp relief cleaner
- Julia Bradley Expenses for, Flowers, artificial for pots £25 and Cleaning items £ 8 totalling £33
- Frances Jackson Temp relief cleaner. £81
- SWW Quarterly bill for toilets £230.91
- Mr D Pengelly by Cheque. Purchase and fitting of toilet seat plus on separate occasion, fitting of toilet roll dispenser. £54.99

Direct Debits: None

Incoming August

- Revenue from ticket machine and weekly ticket banked in August. £3676.1

Cllr Brooks proposed, Cllr Lester 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.

b) Cllrs Lester and McGuinness signed the reconciled bank statements and accounts ledger.

c) The following finances were approved via circulation in August, as agreed in July meeting, due there being no meeting in August.

Parish payments to report.

- Sheviock Memorial Hall July rent for Clerk's office £62.85
- Nancy Gray Clerk's Parish hours minus clerk's pension contribution
- Nancy Gray Clerk Parish expenses) £4.5
- Millbrook Parish Council 5th of cost of NDP website shared between 5 parishes £17 (not paid until September)
- EDF Tredis defib unit charge for July £10.57 includes
- Parish Online geooXsphere ltd Mapping services annual fee £36
- Transfer to devo account completed (Weekly parking permit deposited into wrong parish account instead of Devo account) £35
- Transfer from parish to devo. Received grant in May into Parish account from CC harbour authorities instead of into Devo account. Harbour grant to help pay for toilets. As part of Devo package £700

Direct Debits taken to report

- Llyods bank Clerk's credit card. St Johns Ambulance, 5 x child defib pads. £360. (of which £60 is reclaimable vat). Microsoft software to play DVD from heart foundation/AED Zoll. £12.49. Monthly card fee £3. £375.49
- Outgoing that was authorised via circulation to cover grant expenditure for the new footpath extension
- Office Needs direct £111.79
- Craddick and Son £288.00
- Topan Fencing £465.29
- Topan Fencing £2727.91
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- Green Scheme: Tesco grant play park path. £1200
- Office needs Direct. Notice boards for RPTUG and 2nd board for new footpath (delivered free with order above) £253.19
- Transfer outgoing £735 has now transferred to Devolution account for harbour grant to toilets £700 and £35 weekly car park ticket both were paid into parish account by mistake transfer authorised at July meeting £735

INCOMING:

- Cornwall Council Footpath cutting Grant 2017-18 £787.20
 - Incoming Ground Work Uk /Tesco Play park Grant from Tesco, bags, for access path £1000
- d) It was agreed to remove Cllr McGuinness as signatory.

21. ITEMS FOR INCLUSION IN FUTURE MEETINGS. To resolve to approve adding Cllrs Lester, Burgess and Evans as signatories with view and authorise online banking capabilities

22. DATE OF NEXT MEETING. Mon September 8th

23. Any further matter.

- New residents' packs are required for 3 properties. **Clerk** to print and send.
- The Autumn Parish Clean Up is scheduled for October the 6th. Approx. 10:30am start. Contact Cllr S. Medway. **Clerk** to put up posters.

The Chair closed the meeting at 8:55pm.

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 to item 6b PA18/02890: Proposal Renovation and extension at first floor level of premises damaged by fire

Location Finnygook Inn Craffthole Torpoint Cornwall. Applicant Mr J Earle G W Earle Hotels Limited. This has been approved with the following **conditions**.

1 The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission. Reason: In accordance with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchases Act 2004). 2 The development hereby permitted shall be carried out in accordance with the plans listed below under the heading: Plans Referred to in Consideration of this Application. Reason: For the avoidance of doubt and in the interests of proper planning. 3 All works associated with the formation of five (5) new car parking spaces in the rear/lower car park of the business premises shall be completed in accordance with the approved plans, prior to the re-opening of the business, and shall be duly retained and maintained in that form thereafter. Reason: In the interests of increased within-site parking capacity, reducing the need for on-road parking in the vicinity of the business on busy village through roads, and in the interests of improved highway circulation and safety, in accordance with the provisions, aims and intentions of paragraphs 102, 108 and 110 of the National Planning Policy Framework 2018 and Policies 1, 12 and 27 of the Cornwall Local Plan Strategic Policies 2010-2030. 4 Prior to the re-opening of the business, a detailed landscaping/planting scheme for the retained bank and hedgebanks between the new parking spaces and the northern and eastern boundaries of the rear/lower car park shall be submitted to and agreed in writing by the Local Planning Authority. The landscaping/planting scheme shall provide planting plans with written specifications including: Details of any/all existing trees and hedgerows on the land, showing any to be retained and measures for their protection to be used in the course of development; Full schedule of plants; Details of the mix, size, distribution and density of all trees/shrubs/hedges; Cultivation proposals for the maintenance and management of the soft landscaping. All planting, seeding or turfing comprised in the approved scheme of landscaping/planting shall be carried out in the first planting and seeding Page 9 of 10 seasons following the re-opening of the business. Notice shall be given to the Local Planning Authority when the approved scheme has been completed. Any trees or plants which within a period of five years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species as those originally planted. Reason: In the interests of the visual amenity of the area and the protection of privacy of neighbouring residents through the additional screening provided by the planting as it matures, in accordance with the provisions, aims and intentions of paragraphs 127, 117 and 8 of the National Planning Policy Framework 2018 and Policies 1 and 12 of the Cornwall Local Plan Strategic Policies 2010-2030. 5 No external lighting shall be erected until such time as a detailed scheme for external lighting has been submitted to and approved in writing by the Local Planning Authority. The lighting scheme shall then be implemented in accordance with agreed details, prior to the re-opening of the business premises, and duly retained and maintained in that form thereafter. Reason: To protect the residential amenity of neighbouring occupants and the visual amenities of the surrounding area from intrusive light pollution, in accordance with the provisions, aims and intentions of paragraphs 180, 127, 117, 122 and 8 of the National Planning Policy Framework 2018 and Policies 1, 12 and 16 of the Cornwall Local Plan Strategic Policies 2010-2030

**Appendix to item 18b Minutes of the SheviocK Parish Council meeting September the 10th 2018
Chair's word of thank to Cllr J McGuinness, following Cllr McGuinness' resignation in September 2018**

"Jeff joined the Parish Council in September 2016.

Even though it was something he had not done before, he very soon began to make a significant contribution to the running of the Council.

I think, without doubt, the way Jeff brought his project managing skills to bear on the Traffic Light trials, brought a sense of reason to a sometimes fraught process. He will forever have my gratitude.

Jeff has not completely severed his links with us – he has very kindly offered to continue in his role of co-ordinating the visibility issues at Polsoe and will continue to monitor the upside-down operational tick, on the defibrillator in Tredis.

We all wish you the very best in your future, Jeff, and thank you for your contributions."

Chairman Cllr S. Medway.