



*Sheviocq Parish Council*

The Bill Warren Room, Sheviocq Memorial Hall, Craffhole, Torpoint, Cornwall, PL11 3DG

Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: [sheviocqpc@btinternet.com](mailto:sheviocqpc@btinternet.com)

**The Minutes of the Sheviocq Parish Council Meeting held on Tuesday 16th of October 2018 in the Schoolroom, Craffhole Methodist Chapel, Craffhole, commencing at 7.00pm.**

**Present: Councillors: Chair Cllr Steve Medway. Vice Chair Cllr P Brooks. Cllr D Lester. Cllr Evans. Cllr S Burgess. Parish Clerk Mrs N. Gray.**

**There were 45 members of the public present, inclusive of Mr Ian Stackhouse, architect for the Whitsand Bay planning application, item 6.**

- 1. APOLOGIES.** Cllr Ling, authorised leave of absence.
- 2. DECLARATIONS OF INTERESTS. 1 AGENDA ITEMS.** Cllr Books declared an interest in Planning application PA18/08275 Proposal Extension to the village hall. Sheviocq Parish Council declared its interest in PA18/08275 and the chair advised that although it is unable to resolve the application, there would be an opportunity for people to make comments during public participation. Cllr Burgess declared an interest in Planning items PA18/08163 and PA18/08164. **2 GIFTS,** none received.
- 3. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None.
- 4. POLICE INTRODUCTION AND PUBLIC PARTICIPATION:**
  - Neighbourhood beat Manger, PC Steve Wilson introduced himself. He advised that together with the Police Community Support Officer, Sid Laurence, they were trying to make a stronger police presence. Their police Facebook, social media site, is the most popular on the force. He encourages the public to report intelligence of criminal activities etc direct to Crime Stoppers 0800 555 111, or online and it will be filtered down to him. He will respond to all emails at [11771@dc.police.uk](mailto:11771@dc.police.uk)
  - 35 residents expressed their support for PA18/08275 Extension to Sheviocq Memorial hall, Craffhole. There were no objections raised to the application.
  - A further 2 comments of support have been submitted onto the Parish website, with none opposing the application PA18/08275 Extension to Sheviocq Memorial Hall.
- 5. RESPONSE TO PUBLIC PARTICIPATION.** A further period of Public Participation followed Planning items PA18/08163/4 below for Whitsand Bay Hotel
- 6. PLANNING.**
  - a) To receive notice and **RESOLVE** Council's response to new planning applications received before the agenda finalised:

**PA18/08275 Proposal Extension to the village hall. Sheviocq Memorial Hall Craffhole Torpoint Cornwall. Applicant Mr C Kennedy.** As the Parish Council had declared an interest, it was unable to resolve a decision but it was noted that support had been registered by 35 residents under public Participation, with no objections raised.

**PA18/08163: Proposal Change of Use of current Hotel (C1 use) for the creation of eighteen one and two bedroom apartments (C3 use) with associated alterations to a Listed Building (Grade II) Location Whitsand Bay Hotel Finnygook Lane Portwrinkle PL11 3BU. Applicant Ms Christina Kusytsch Your Property Development (Portwrinkle) Ltd.**

**PA18/08163: Listed Building consent for the change of Use of current Hotel (C1 use) for the creation of eighteen one and two bedroom apartments (C3 use) with associated alterations to a Listed Building (Grade II)**

Mr John Phillips gave the reasons for having to sell the hotel. His family bought Hotel in 2003, in 2004 they closed and modernised spending £750,000 they have invested £2.8 million with a new clubhouse, improvements to sauna and Gym. The business is no longer viable due to the competition (10,000 extra beds in Cornwall), changes to online bookings with Air BnBs. The business rates of £5500 per month. The disruption of building work at proximity affecting their bookings/weddings/lunch trade etc with dust and noise and bad language. With the possibility of up to a further 5 years disruption. They have marketed the hotel for sale, quietly for 3 years and publicly for 2 years. They did not wish for this and ask for support.

**PUBLIC PARTICIPATION FOR PLANNING APPLICATIONS PA18/08163 & PA18/08163:**

- 5 members of the public raised comments about the Whitsand Bay Hotel planning applications, PA18/08163 & PA18/08163, in particular:
- The exterior of build will not look different and will not be left to fall into ruin.
- Concern that they would be second homes/holiday homes and take the heart from the community, expressing the need for the apartments to be principle residences as stipulated in Policy 1 of the NDP rather than second homes or holiday homes.
- Overdevelopment of the area, effect on schools, infrastructure and use of 106 mitigation Town and Country planning act 1990.
- Concern about delay in the commencement of construction, if did receive planning approval.
- For the hotel not to lie derelict but reuse, maintain or convert to a high quality rather than lie empty.
- Loss of facilities do not include hotels in planning policy.
- Concern that of the objections raised on the planning Portal none who wrote them lived in the Parish (Not confirmed), although noting that the member of public who raised this also did not live in the parish.
- Concern raised over the lack of investment made by hotel owners and the management of hotel, disputing that the "minimum loss of jobs" figures were too low, with staffing levels only enough to run a small pub. There Should be 30/40 staff. Other trade suppliers would also be affected.
- Concern that the future of the golf course may struggle without the hotel and its facilities to attract/maintain users.
- The asking price for the hotel was unrealistic.
- The increase in holiday accommodation/air bnb's equates to a thriving demand with competitors adding beds year on year.
- When the 21 new houses are completed their occupants would bring trade to the hotel. The builds would have been complete if the applicants had not raised so many objections.
- It is a valuable resource providing leisure and function space to the community.

**Response from architect, Mr Stackhouse and applicants**

- The Hotel will be closing at the end of November.  
Should they receive planning approval, work would start early next year/ as soon as possible.
- They are aware of an affordable housing contribution and have yet to have the discussion with CC regarding 106 mitigation /education.

The Chair closed Public Participation

After discussion Cllr Medway proposed, Cllr Evans seconded with Cllr Brooks in favour, Cllr Lester abstained, to support the application with the following comment and conditions:  
*The Rame NDP stipulates, pg. 40, that The Whitsand Bay hotel is the "main employer in the parish" and therefore a locally significant employment site. Policy 5 of the local plan expresses the need for safeguarding land/buildings that are "considered to be of strategic and where appropriate, local significance for safeguarding," therefore, support is given for change of use, on the basis that there will be an assessment of the economic viability study provided.*

*•If change of use is allowed, the proposed development indicates that 1 x one bedroom and 17 x two-bedroom apartments would be created for open market sale. Under Policy 1 of the Rame NDP, these must be for local people as their principal residence and could not be second homes. In addition, under Policy 6 of the Cornwall Local plan, 'Housing mix', such a development should "address the needs for affordable, market and starter homes" and under Policy 8, Cornwall Local plan, all new housing schemes "must contribute to meeting affordable housing needs". SheviocK Parish has been allocated the second highest proportion of affordable home requirement within the county, reflecting its need for affordable homes, and this means that 7 or 8 of the 18 new builds should be affordable housing and 5 or 6 should be for rent. There must be a clear condition applied by Cornwall Council to ensure these affordable homes are provided.*

- *That the leisure facility in the lower floor is kept opened to the public for membership.*

*The Parish Council does not wish for this building to become derelict and fall into disrepair but instead be conserved and maintained.*

It was confirmed that a Quorum of 3 was needed and achieved. Cllr Burgess had left the room due to declaration of interest)

**PA18/08862** Proposal Loft conversion and amendment of existing driveway to accommodate more vehicle parking, 47 Whitsand Bay View Portwrinkle Torpoint Cornwall Applicant Mr Robin Carton. Cllr Medway proposed, Cllr Evans seconded with all in favour to support this application.

- To receive details of planning applications received after the agenda published.** None
- To receive planning decisions from Cornwall Council.**

**PA18/07722** 23 Carew Close Craffhole 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. Approved with conditions

**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. Advice given from Cornwall Planning "In conclusion, based upon an initial consideration of your proposals, in my opinion, the presented four units appear excessive in scale, bulk and lack private amenity space. Revisions are suggested if considering submitting a full application" Please see planning portal for full details.

**PA18/04929:** St Mary's Church Sheviock 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. Approved with conditions

d) Other planning matters for discussion: None

**7. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED.** Cllr Medway proposed, Cllr Lester seconded with all in favour to approve the minutes as a true record of the meeting held.

**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.

- Barrel of cement on Finnygook beach, to report to Antony Estate. Clerk

**9. HIGHWAY MATTERS to report/Update.**

- **Donkey Lane:** To monitor growth of weeds in new tarmac, as currently deemed not an issue by Highways. It was noted that a substance has been placed on the weeds by an unknown entity.
- **Tredis Turn off.** Clerk to chase response from Mr Allen re: If Highways will cover the cost of Traffic Management on the day. **Clerk**
- **Gateway Community Network meeting.** Cllr Burgess attended and provided update. Next meeting is Dec 3<sup>rd</sup>. Advice given to provide photographic evidence to accompany highway issues. Clerk to clarify with Cllr G Trubody regarding priority signage funding, **Clerk** confirmed that a TRO is not required but Cornwall Council will have to perform a feasibility study if this were to go ahead.
- **Horsepool lane buildout/junction** with B3247. This has been reported to Highways to resolve. It has been painted white to highlight the obstacle.
- **Speed limit signs x 2:** 30 MPH (20MPH zone ends): When Exiting Craffhole, Northbound at the Memorial Hall on the B3247 and Westbound on the B3274 Donderry road. Request to mitigate misleading signs which do not show the 20MPH Zone ends. Therefore, it reads 30MPH zone ends.
- **Footpath 4 post damage:** **Clerk** to request response from Highways re: Donderry road exit.

**10. FOOTPATHS**

a) **CIRCULAR FOOTPATH 13, NEW EXTENSION, LEADER GRANT AWARD.** Clerk to attend site meeting Friday 19<sup>th</sup> Oct, with awarding body representative, to sign off grant claim. Notice boards are now up with notices in. Clerk to install updated, UV resistant, notices for main part of footpath 13 Tredis view and Carew close boards.

b) **PROPOSAL FOR NEW PERMISSIVE PATH, Sheviock.** Cllrs Medway/ Evans and Mr C Kennedy looking into feasibility options. **Ongoing.**

c) Footpath 1 closure notice, CC. **Clerk** to clarify with CC if this includes pedestrians as states vehicles.

**11. DEFIBRILLATORS.** Signs have arrived. Clerk has placed them at Memorial Hall and Sheviock phone kiosk. **Clerk** to obtain permission from SWW for fitting sign on Pump station. **Clerk** to Contact Mr Martin re: Jolly Roger signage. Monitoring: Ongoing to set up link with SW Ambulance service. **Clerk**

**12. PARISH ENFORCEMENT OFFICER,** It was agreed that up to 2x Parish enforcement officers could be trained to job share the budgeted hours for Sheviock and Maker/Rame. Interviews to be set provisionally for Tuesday the 30<sup>th</sup> of October between 12-2pm **Clerk**

**13. PORTWRINKLE DEVOLUTION: TOILETS.** It was agreed to increase the winter cleaning schedule by 2 hours per week. **Clerk**

**Resident Winter Parking Permits £5.** Please apply to the clerk. Can be used from November the 1<sup>st</sup>.

**14. UPDATES FROM OTHER GROUPS –Flower Beds Sub Group.** It was noted how nice the beds are looking (Cllr Brooks), **Coastal Communities Group**, nothing to report (Cllr Lester), **Tree Warden**, Cllr Lester will be attending a training course. Cllr Lester noted the need to apply for a planning permit to cut down/prune trees in a conservation area or with a Tree Preservation Order. **Play Park and Open Space** (Cllr Brooks) returned the H&S bi weekly risk assessment forms. The hedges have been trimmed. The New bench has now been installed in Open Space. Dogs on lead signage is required for gate to Open Space. **Clerk.** Clerk to compile RoSPA maintenance list to action. **Footpaths** (see item 9& 10)

**Community Gateway** see item 9. **RPTUG.** It was noted that Councils, nationally, are having difficulty in funding free bus passes.

**15. CORRESPONDANCE RECEIVED, not covered in the agenda.**

a) Noted, The Cornwall Fire and rescue consultation deadline 10<sup>th</sup> November Link:

[www.cornwall.gov.uk/IRMP](http://www.cornwall.gov.uk/IRMP)

b) Chair, North Cluster Group: Public Availability for Economic Viability Appraisals. Noted

c) NALC: Report on the future of NDPs, Noted.

## 16. ANNUAL REVIEW OF COUNCILS POLICIES AND PROCEDURES and FINANCIAL RISK SCHEDULE.

It was RESOLVED to adopt the following policies, procedures and plans which had no substantive amendments en bloc: Financial Regulations, Financial Risk Assessment Schedule, Equality Policy, Training Policy, Standing Orders, Planning Process and Procedure (TOR) Planning Committee, Code of Complaints, Community Engagement Policy and Strategy, Health and Safety Policy, FOI Guidelines, Disciplinary Procedures, Grievance Procedure (TOR) Appeals Committee, (TOR) Disciplinary Committee. Proposed by Cllr Medway, seconded by Cllr Evans. with all in favour. The Clerk reported that the Asset register is up to date. **Clerk** to obtain Pat testing and fire equipment check date from the Memorial hall.

## 17. FINANCE

- a) Cllr Medway Proposed Cllr Books seconded with all in favour to approve the following payments.

### PARISH PAYMENTS AND RECEIPTS

- Sheviok Memorial Hall, August rent for Clerk's office £62.85
- Nancy Gray, Clerk's monthly wage
- Nancy Gray Clerk Parish expenses £7
- Safety Sign 4 less (Value products ltd) Defib signs x 5, 32.75 +6.55 vat = £39.30
- Mr Don Pengelly via cheque 300410 Installation of 2 x notice boards, pathway 13, "Ambers way" new footpath. £20.00
- PKF, External auditors £300 +£60 vat =£360
- Viking Payments Ink and stationary £61.25 +£12.25 vat = £73.50
- Print Options, New extension and existing Footpath notices for boards, on UV resistant paper, £50+£10 vat = £60
- Print Options, New notices for playpark on UV resistant paper £20 + £4 vat = £24

### Direct Debits taken to report

- Lloyds Monthly fee for clerk's credit card £3
- BT business phone and internet £254.64
- Nest Clerk pension (includes her contribution taken off her monthly wage) x 2 months £53.72
- UNITY Service charge on account £18

### Incoming

- Cheque from garden club -received/cleared into bank on 24th Sep £350.32
- Cornwall Council Precept 2nd half £10,294.11

### DEVOLUTION PAYMENTS AND RECEIPTS

- M Jakes Cleaner's Wages for Sep
- M Jakes Cleaner's wage for Millbrook cover to clean toilets to be reimbursed by Millbrook (Emergency cover) 6.5 hrs
- M Jakes Cleaners wage for Torpoint Emergency cover. 5.5hrs to be reimbursed by Torpoint
- Nancy Gray Clerk's Devolution Wages for Sep.
- N Gray Clerks devo expenses. £12.95
- Julia Bradley Temp relief cleaner wage for Sep
- Julia Bradley Expenses cleaner
- Frances Jackson Temp relief cleaner.
- Frances Jackson holiday pay accrued
- Julia Bradley holiday pay accrued
- Mr Pengelly Labour plus materials, replacement toilet seat in ladies £39.99
- Bunzl cleaning and hygiene supplies
- Invoice 07/256617 £94.92 +18.98 vat = £113.90
- Invoice 07/256159 £92.11 +18.41 vat =£110.52

### Direct Debits

- Unity bank Service charge unity £18

### Incoming September

- Ticket machine revenue £375.90
- Ticket machine revenue £692.20
- Ticket machine revenue £660.65

- b) To receive the reconciled bank statements for September (Circulated to Members prior to meeting). It was approved by all, that Cllrs Books and Medway could verify sign paper copy in the office
- c) It was agreed to approve the amendments to the Mandate to add additional signatories (VA) of Cllrs Burgess, Lester and Evans, 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 (at present Cllrs Medway and Brooks). The Clerk reported that this is currently being made possible online rather than via paper. Instructions will be provided, and full authorisation resolved and minuted at the next meeting.
- d) External Auditors report for financial year 2017-8. This was noted and a copy has been placed on the Parish website for public viewing. It was noted that a conclusion of audit noticed was placed before September the 18<sup>th</sup>, advising that the public can now view the Annual Governance and accountability Return either by application to the clerk or via viewing it on the parish website.

- 18.** Pursuant to section 1 (2) of the public bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the request from Torpoint Town Council: The matter was discussed, clerk to feedback initial response to Torpoint Clerk. Matter to be further discussed (Pursuant to section 1 (2) of the public bodies (Admission to Meetings) Act 1960) at the next parish Council meeting following confirmation of necessary information and Powers. **Clerk**
- 19. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Current Budget report and future draft budget 2018/9. Possible employment of Parish/Devolution maintenance person part time.
- 20. DATE OF NEXT PARISH COUNCIL MEETING:** November 12<sup>th</sup>.
- 21. ANY OTHER MATTER:** Cllr Medway noted that Mrs Betty Heapy, had recently passed away. She had previously been a member of Sheviock Parish Council for many years.

The Chair closed the meeting at 8:55pm

**Nancy Gray, Parish Clerk**

**Clerk's Office, Sheviock Memorial Hall, Crafhole, PL11 3DG**

**Telephone: 01503 232996 Email: [sheviockpc@btinternet.com](mailto:sheviockpc@btinternet.com)**

The Next Parish Council Surgery will be held in The Community Shop Crafhole on **November the 10th from 9:30 -10:30 am**, should you wish to speak with a Councillor.