



SheviocK Parish Council

The Bill Warren Room, SheviocK Memorial Hall, Craffhole, 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 the 10th of December 2018 in the Schoolroom, Craffhole Methodist Chapel, Craffhole, commencing at 7.00pm.

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

There were 2 members of the public present.

1. **APOLOGIES.** Cllr E Ling, Cllr S Burgess.
2. **DECLARATIONS OF INTERESTS. 1 AGENDA ITEMS.** None. **2 GIFTS,** none received.
3. **CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None.
4. **PUBLIC PARTICIPATION & 5. RESPONSE TO PUBLIC PARTICIPATION**
 - A second request to cut the overgrown hedge and brambles that are protruding onto the road, opposite Sydenham House, between slipway near bollards and the field North of Middle barn, Craffhole. **Clerk** to re- request Antony estate to cut it back.
 - Reinstatement of the 20mph, speed limit sign, at the entrance to Craffhole by Carew close. **Clerk** has requested Highways to reinstate. It is being ordered. Mr Dunn will contact Fix my street in Jan, if not replaced. He also offered to collate list of Craffhole signposts that need maintenance.
 - A Request to remove the disabled bay in West lane, to prevent future ticketing as no longer required. Clerk to speak to CC/enforcement to see if this can be temporarily removed from patrol list. If so, sign can be taken down temporarily. **Clerk**
6. **PLANNING.** Residents can submit comments direct to Cornwall Planning <http://planning.cornwall.gov.uk/online-applications>
 - a) **PA18/11068.** Removal of existing conservatories and replace with extensions to south and east elevations. - 15 Whitsand Bay View Portwrinkle PL11 3DB. **No Comment**
PA18/10272 Listed Building Consent for the repair of the slate roof with like for like materials and other general internal and external repairs to windows/doors and installation of new kitchen and bath/shower equipment. - Trewin House SheviocK Torpoint Cornwall PL11 3EW Cllr Lester proposed, Cllr Brooks seconded with all in favour to approve the application. **Clerk**
PA18/11344. Non-material amendment for internal changes to reposition the kitchen, re-siting shower room and utility rooms, repositioning windows on the north and west elevations and glazing pattern changed (application number PA18/03943, dated 21st June 2018 relates) Location 1A Coastguard Cottages Donkey Lane Portwrinkle, Torpoint Cornwall PL11 3BT.Applicant Mr And Mrs M Horncastle. No Comment
 - b) **To receive details of planning applications received after the agenda published. None**
 - c) **Decisions from Cornwall Council.**
PA18/09345. Single storey rear extension to form new kitchen and bedroom, demolition of conservatory and single storey utility outhouse. - 18 Cross Park Craffhole Torpoint Cornwall PL11. Approved
 - d) **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. **Pending decision**
 - e) **PA18/08164** 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). **Pending Decision**
 - f) **Other planning matters for discussion: None**
7. **MINUTES or NOTES FROM THE PARISH COUNCIL MEETING ON NOV 12TH 2018 TO BE APPROVED AND SIGNED.** Cllr Medway proposed, Cllr Brooks 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. **None**
9. **HIGHWAY MATTERS to report unless on the Action Tracker as ongoing.**
Tredis\junction on B3247, Polscoe Hill. Highways and Antony estate have agreed to improve visibility on this corner, February 2019.
Priority Give Way Sign, Craffhole, funding: Cllr G. Trubody in discussion with Highways
Protrusion Hazard. Polscoe hill B3247 junction with Horsepool lane. Highways have installed a bollard.
Bollard hazard, Portwrinkle, Finnygook lane, opposite smugglers cottage. **Clerk** to contact Cllr Trubody re: possible inclusion in the Rame TRO, of the removal of 2 x parking spaces opposite the SWW

fixed protrusion /bollard to allow for Emergency vehicles to pass. **Clerk** to place notice of consultation on boards for January PC meeting.

10. PARISH PLAN. Revised priorities for the plan were resolved. Clerk to draw up preliminary plan and circulate. Agenda item for January. **Clerk.**

11. NEW YEARS EVE. PARISH PARTY.

- a) It was agreed to combine efforts with the Memorial hall Committee to organise a Community, New Year's Eve, party. The Friday night boys will provide entertainment. Recommended donation for ticket is £5 per head. Advert is in the Parish Newsletter. Posters to be displayed. The Memorial hall will not charge for the venue. It was proposed by Councillor Brooks, seconded by Councillor Evans with all in favour to provide a £50 entertainment Grant to the Memorial Hall. Any profit made from the event will go to Memorial Hall committee funds. **Cllrs Medway and Evans. Clerk.**

12. FOOTPATHS

- a) Cllr Evans provided a list: 1 x signpost to be repaired and 5 x extra required. Clerk to request from Country side Access Team. **Footpath 4**, Lower end. Wind damaged trees across path. Mr Kennedy has asked the groundsmen on golf course to clear. Cllr Evans to Monitor. **Footpath no 5. Clerk** to request that the Countryside Access Team resurface pathway below the steps off the B3247. **Cllr Evans** to photograph and send to clerk. **New Circular 13.** Handrails and possible steps required, 2 x steep sections on footpath 13. **Clerk** to obtain costings for further discussion. **New extension 13 Amber's Way**, lower end, needs signage off the road. **Cllr Evans** offered to fabricate and donate. **Clerk** to request that the Countryside Access Team C/C advertise the new permissive footpaths (13) on the map or via a link, as they have a 40-year lease. **Clerk** to provide map to the Countryside Access Team. **Clerk** to suggest adding Blackball path.

13. ENFORCEMENT OFFICER. The Chair signed Mr Dyer's contract of Employment, Patrols will start once ticket books have been provided by CC.

14. UPDATES FROM OTHER GROUPS –Flower Beds Sub Group. Clerk awaiting response re: brown wheelie bin from CC. It was noted that Mrs J Bradley had placed a lovely Christmas flower display outside the Portwrinkle Toilets. **Coastal Communities Group:** nothing to report. **Play Park and Open Space.** signage has slipped **Clerk** to replace. **Cllr Evans** to attend to latch on main gate. Cllr Brooks handed in the H&S reports, **Clerk** to file. Footpaths -**Cllr Evans see item 12.** These do not need further cutting. **Community Gateway** notes to be circulated, **Clerk. RPTUG.** The New noticeboard donated by the Parish Council has been installed. The minutes of the last meeting have been circulated. **Tree Warden:** Cllr Lester has undergone training. Parishioners can consult her for advice on Tree felling and TPO's. There are grants available through outside sources for planting trees.

15. CORRESPONDANCE RECEIVED, not covered in the agenda.

- a) **Request to permit the installation of a memorial bench in Portwrinkle. Clerk** to check if space is available for a new bench or available for installation of plaque only on a free bench. If feasible this would be permitted, subject to donation for ongoing maintenance costs, or to take full responsibility of upkeep or removal of a new bench. **All**
- b) **Torpoint Town Council, Press release regarding the future of Torpoint Library:** This was noted that it is now in the public domain.

16. STAFF APPRAISAL. Cllr Medway proposed, Cllr Evans seconded with all in favour that the Clerk be awarded a 1-point rise in the spinal pay point following her annual appraisal. It was agreed that overtime would be permitted, where necessary to combat the extra workload and forms and procedures streamlined for efficiency of time. It was noted that there is still a vacancy for a Voluntary Parish Councillor. Notices will remain on the boards. Note in Newsletter.

17. COUNCILLOR'S SURGERY SCHEDULE. It was agreed to postpone the January surgery in Sheviok, due to the closure of the church. **Clerk** to contact owner of Gook café in Portwrinkle, to request as a venue for Cllr's surgery. **Clerk** to circulate to councillors and Publish schedule on website

18. FINANCE

- a) **THE FUTURE OF TORPOINT LIBRARY: REQUEST FOR FUNDING ASSISTANCE FROM TORPOINT TOWN COUNCIL.** Cllr Medway proposed, Cllr Brooks seconded to provide an S137 grant of £770 at the end of this financial year and a subsequent s137 grant of £589.5 for the year 2019-20 towards the future funding of Torpoint Library, in order to maintain a library service used by parishioners.
- b) **PRECEPT 2019-20,** Cllr Medway proposed, Cllr Evans seconded with all in favour, to increase the precept by 2.5 % (rate of inflation) and set the 2019-20 precept as £20780.
- c) **PARISH BUDGET 2019-20 AND DEVOLUTION BUDGET 2019-20** Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the Devolution and Parish budgets for 2019-20. **Clerk** to publish on website.
- d) Cllr Medway Proposed, Cllr Books seconded with all in favour to approve the following payments.

PARISH ACCOUNT

- Sheviock Memorial Hall Nov rent for Clerk's office
- £62.85
- Nancy Gray Clerk's Nov Parish hours set monthly wage, minus pension contribution
- Nancy Gray overtime 2.45hours
- Nancy Gray Clerk Parish expenses £4.5
- Viking Payments Office supplies and 2nd class stamps x 12 stamps Goods 39.29 carriage
£2.9 and Vat £5.65 =£47.83
- Cornwall Council Enforcement officer training x 1 Pax £100 (no vat)
- EDF Tredis defib unit £10.57
- Mr G Dyer Enforcement officer training plus travel.
- Cllr Lester Tree Warden course. Travel expenses £10.35.

Direct Debits

- Lloyds Monthly fee for clerk's credit card £3

Incoming

- Leader footpath grant for footpath 13 ext. "Amber's Way" £2847.16

To note only as will show on Dec statement incoming -Mr K Andrew, share for work on Amber's Way footpath £120

DEVOLUTION ACCOUNT

- M Jakes, Cleaner's Wages for Nov
- Nancy Gray Expenses for devo £9.45
- Nancy Gray Clerk's Devolution Wages for Nov
- Julia Bradley Temp relief cleaner wage for Nov
- Frances Jackson Temp relief cleaner wage for Nov
- Cormac Solutions Ltd Re-site of ticket machine £680.33 +vat of 136.07 =£816
- SWW Quarterly bill for toilets £191.86

Direct Debits

- None

Incoming November

- Ticket machine revenue £658.30
- Ticket machine revenue £601

- e) The reconciled bank statements for November were checked and signed by Cllrs Brooks and Lester.
- f) Cllr Medway proposed, Cllr Brooks seconded with all in favour, to approve the amendment to the bank mandate: to add Councillors Burgess, Lester, and Evans as additional signatories VA (View and Authorise). The two existing signatories Cllr Brooks and Medway signed the mandate submission form. Cllrs Lester and Evans signed the form. Cllr Burgess to sign at Clerk's office, **Clerk** to submit form online.

19. ITEMS FOR INCLUSION IN FUTURE MEETINGS. Parish Grass cutting contract.

20. DATE OF NEXT Parish Council Meeting, January 14th.

The Chair closed the meeting at 9pm

Nancy Gray, Parish Clerk

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