



## *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](mailto:sheviocKpc@btinternet.com)

### **The Minutes of the SheviocK Parish Council Meeting held on Monday the 14<sup>th</sup> of January 2019 in the Schoolroom, Craffhole Methodist Chapel, Craffhole, commencing at 7.00pm.**

**Present: Councillors:** Chair Cllr Steve Medway. Vice Chair Cllr P Brooks. Cllr Lester. Parish Clerk Mrs N. Gray. C. Councillor George Trubody.

- 1. APOLOGIES.** Cllr Evans. Notice was given of the resignation of Cllr E. Ling due to work commitments.
- 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**
  - Sent in from parishioner: Advice that the overgrown hedge and brambles are still protruding onto the road, opposite Sydenham House, between slipway near bollards and the field North of Middle barn, Craffhole. **Clerk** to contact Mr Ian Rideout directly.
  - Request for the reinstatement of the 20mph, speed limit sign, at the entrance to Craffhole by Carew close. **Clerk** to speak to Mr P Allen/Highways, as was being ordered by Highways.
  - A list of signage posts in Craffhole that need maintenance/replacing was sent in from M D Dunn. **Clerk** to pass onto Highways to inform /request replacements.
- 6. PLANNING.**
  - a)
    - **PA18/11866 Non-material amendment** for additional bedroom in lieu of garage, extra roof lights to roof slope, internal layout with related elevation adjustments (application PA18/03722 dated 16th June 2018 relates) Location Treedis House Polbathic Torpoint Cornwall PL11 3ER Applicant Mr And Mrs B Wiggett. Noted. This has been approved by CC.
    - **PA18/12117** Works to trees in a conservation area, namely fell Holm Oak (T1) - St Marys Church SheviocK Torpoint Cornwall PL11 3EH. Cllr Lester proposed, Cllr Brooks seconded with all in favour, to approve this application. **Clerk**
  - b) Planning Appeal APP/D0840/W/18/3216032. Mrs S Hunt Demolish redundant pole Barn and erect detached bungalow. LND East of Homeleigh, SheviocK Cornwall. Noted
  - c) Planning decisions from Cornwall Council.
    - PA18/11068.** Removal of existing conservatories and replace with extensions to south and east elevations. - 15 Whitsand Bay View Portwrinkle PL11 3DB. Approved
    - 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. Pending
    - 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
    - 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) - 1A Coastguard Cottages Donkey Lane Portwrinkle Torpoint Cornwall PL11 3BT Approved
    - 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
    - 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
  - d) **Other planning matters for discussion:** 2019 Off-Street Parking Order: of which point 2 was noted. "The structure of Reserved permits is being reviewed and prices will now be tiered according to the number of vehicles a permit may be used in". This does not apply to permits issued by parish Council.

Residents can submit comments on all planning applications, direct to Cornwall Planning <http://planning.cornwall.gov.uk/online-applications>

- 6. MINUTES or NOTES FROM THE PARISH COUNCIL MEETING ON Dec 10<sup>th</sup>, 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.
- 7. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES,** which are not covered by an agenda item or in the Action Tracker.
- **Brown wheelie bin, Portwrinkle flower beds.** Clerk awaiting response from Gina Varcoe.
  - **Signage, notice board and Open Space area of park.** Clerk awaiting new Dogs on Lead sign then will attach/rectify.
  - **Memorial Bench, Portwrinkle.** Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the plaque. **Clerk** to contact Mrs Daniels.
  - **Enforcement Officer.** Patrols have started in the Parish. 1 x warning has been issued.
  - **Cllrs Surgery.** The revisions were approved. **Clerk** to publish online.
- 8. 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. **Clerk** to contact R Ian Rideout/Highways to obtain date.
- Priority Give Way Sign, Crafhole:** A suitable off-road location is needed, so this does not protrude onto/across the highway. **Cllr Medway** to talk to landowners in the vicinity.
- RAME TRO:**
- Parking Permit Bays Portwrinkle. Finnygook lane, outside Virginia East/West cottages.** **Clerk** to draw up annotated map, for possible inclusion in the Rame TRO, of the removal of 1 or 2 x parking spaces opposite the SWW fixed protrusion /bollard to allow for Emergency vehicles to pass. **Clerk and Cllr Medway** to have site meeting to ascertain if a new parking space can be allocated in the proximity. **Clerk** to send map to Cllr Trubody by Fri 18<sup>th</sup> Jan. **Clerk** to letter drop homes in the immediate area re: proposals.
- Disabled Bay West Lane:** It was resolved to include the removal of the, dis-used, disabled Bay, in the TRO, to allow parking for all. It is illegal to temporarily remove the sign. **Clerk** to annotate map and send to Cllr Trubody. **Clerk** to write to resident of 8 West Lane regarding the proposals.
- Speed limit signage, B3247 exiting Crafhole, nr Memorial hall:** Clerk to contact Highways for response re: unreadable 20mph zone.
- 10. PARISH PLAN. Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the final draft. Clerk** to publish on website.
- 11. GRASS CUTTING CONTRACT. Clerk** to work with **Cllr Evans** to redraft contract, to include revised maps, then circulate, for approval at February meeting. Agenda item for February to resolve to advertise tender and set date of final bid acceptance. To resolve to award tender at March meeting.
- 12. NEW YEAR'S EVE. PARISH PARTY:** The Clerk reported that she had received many positive comments about the evening. Cllr Medway stated it had been a very successful and positive event. Cllr Brooks reported that the Memorial hall had taken £681 in profit on the night. This will be split between 5 local good causes: The Open Space; The Memorial Hall, the fundraiser for Mrs Diana Stevenson's, Granddaughter (to help cover costs towards her treatment); The Methodist Chapel; and St Mary's Church. Mrs Darryl Hughes also raised circa £350, selling raffle tickets for a Cancer charity. Thanks were given to Cllr Medway and Evans, together with Mr CK Kennedy, the Memorial Hall committee, "The Friday Night Boys" and all those who helped contribute to the success of this positive parish event. It may be repeated next year.
- 13. UPDATES FROM OTHER GROUPS –Flower Beds Sub Group.** Clerk awaiting response re: brown wheelie bin from CC. **Coastal Communities Group:** nothing to report. **Play Park and Open Space.** Small boat drainage holes need unblocking regularly, Cllr Books currently performs this task, it will be added to the maintenance person's list of duties. **Footpaths:** On action tracker. **Community Gateway** nothing to report. **RPTUG.** A letter of thanks to the parish Council has been received, issued by the chair of the RPTUG, in response for the New Notice board. He also thanked Mrs D Mathias for organising the installation. **Tree Warden:** Cllr Lester, covered in planning item 6a.
- 14. CORRESPONDANCE RECEIVED, not covered in the agenda.**
- a) **Cornwall Council, Community Governance review.** **Clerk** to submit initial interest response: no issues, no review required.
  - b) **Police and Crime Commissioner:** Proposed, additional charge to cover cost of 85 new officers in Devon and Cornwall. Parishioners are encouraged to share their views on the precept/funding survey, online at <https://www.surveymonkey.co.uk/r/GXPM5LX>. Or hard copies can be obtained by Tel: 01392 225555
- 15. FINANCE**
- a) Cllr Medway Proposed, Cllr Books seconded with all in favour to approve the following payments.
- PARISH ACCOUNT**
- OUTGOING**
- Sheviock Memorial Hall Dec rent for Clerk's office £62.85.
  - Sheviock Memorial Hall, Entertainment Grant for New Year's Eve party. As agreed, at December the 10th meeting 2018 £50
  - Nancy Gray Clerk's Dec Parish hours set monthly wage, minus her Nest pension contribution
  - Nancy Gray Clerk Parish expenses £4.5
  - Mr Gary Dyer 4 hours Parish enforcement officer wage for Dec.
  - EDF Tredis defib unit Dec £10.57
  - Mrs L Coles, reimbursement for cost of Wordpress annual fee for Parish Website, taken from her Credit card. £85.

### **DIRECT DEBITS to report**

- Lloyds Bank Monthly fee £3 for clerk's credit card; £45.98 Hi vis: jackets, medical first aid Kits and other staffing equipment for enforcement officers/office and maintenance person (to be employed). Avast software protection annual fee £16.66 Total £65.64
- BT Quarter bill fir business phone and fibre optic broadband in office plus line rental £225.36+£45.07 vat =£270.43
- Unity Bank Service charge £18
- Nest pension Clerk's pension, employer's contribution plus staff contribution taken off clerk's wage.
- **INCOMING**
- Mr K Andrew Dec 3<sup>rd</sup>, contribution for excavation work on Amber's Way£120

### **DEVOLUTION ACCOUNT**

#### **OUTGOING**

- M Jakes Cleaner's Wages for Dec 12 x hours
- Nancy Gray Clerk's Expenses £4
- Nancy Gray Clerk's Devolution Wages for Dec
- Julia Bradley Temp relief cleaner wage for Dec 4 hrs
- Julia Bradley expenses £9
- Frances Jackson Temp relief cleaner. 5 days
- Mr R Martin Seasonal bin placement 46 collections (2 bins peak season, 1 bin mid-season) £847.2 +vat 169.44 = £1016.64
- HMRC. Vat charge (car park income) for the quarter:1st Sep to Nov30th 2018 £420.07

#### **Direct Debits**

- Service Charge Unity Bank £18
- Manual credit handling charge unity. Devo deposit account £0.60

#### **INCOMING DECEMBER**

- Ticket machine revenue £117
  - Reimbursement from and Torpoint Millbrook Town Councils, for cleaning services, providing Emergency temporary cover, due to staff illness. £120
  - Credit interest for Devo deposit account £28.40
- b) The reconciled bank statements for December were checked and signed by Cllrs Brooks and Lester.  
c) Cllr Medway proposed, Cllr Brooks seconded with all in favour, to sign the direct debit command to authorise HMRC to collect VAT payments. As per the bank mandate

**16. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Parish Grass cutting contract.

**17. DATE OF NEXT Parish Council Meeting:** February 11<sup>th</sup>, 2019.

The Chair closed the meeting at 8:10pm

**Nancy Gray, Parish Clerk**

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

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