

## SHEVIOCK PARISH COUNCIL

The Minutes of the Parish Council Meeting held on Monday 10<sup>th</sup> November 2014 in the Methodist Church Schoolroom, Crafthole commencing at 7.00pm.

**Present:** Councillors C Kennedy, Chairman, J Isaac, P McLaren, Mrs D Mathias, Mrs A Pepper and M Snowling.

**In Attendance:** L Coles, Parish Clerk.

There were 12 members of the public present and Mr Phil Mason, Head of Planning, Cornwall Council.

**Item 1. APOLOGIES:** Apologies received and accepted from Councillor S Medway and Councillor Trubody, Cornwall Councillor.

**Item 2. DECLARATIONS of INTEREST.**

- a) **AGENDA ITEMS** – None.
- b) **GIFTS** (All gifts and hospitality offered or received that could be seen by the public as likely to influence a Councillor's judgement). None were declared.

**Item 3. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None received.

**Item 4. POLICE REPORT.** The Clerk read out the crime figures for Sheviock from the report for September 2014. There were a total of 30 crimes reported in Torpoint and across the Rame Peninsular, of which 2 were in Sheviock Parish, 1 burglary (business premises) and 1 criminal damage.

**Item 5. PUBLIC PARTICIPATION.**

Councillor Kennedy, Chairman, asked for any matters from the public that were not related to Item 7(e) or Item 23 of the Agenda and said that he would allow the public to participate under these items as they arose. Item 23 would be brought forward to be heard after Item 9 of the Agenda. There were no matters that the public in attendance wished to bring to Council's attention.

**Item 6 RESPONSE TO PUBLIC PARTICIPATION**

Refer to item 5. Not applicable.

**Item 7. PLANNING**

**a) Planning applications received before the Agenda was finalised:**

**PA14/08809.** Submission of details to discharge conditions 10, 11 and 13 in respect of decision no PA13/06158 – Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint, Cornwall PL11 3BU. **Clerk.**

**b) To RESOLVE the Parish Council's response to the following planning applications:**

- i. **PA14/08926.** Ms Lizzie Jenkins, 3 Tredis Court, Polbathic, Cornwall. Demolish existing conservatory and construct new garden room at rear of the property. **Councillor McLaren. SUPPORTED. Councillor Mathias proposed, Councillor Isaac seconded and all were in favour.**
- ii. **PA14/08809.** Submission of details to discharge conditions 10, 11 and 13 in respect of decision no PA13/06158 – Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint, Cornwall PL11 3BU. **The Parish Council was not asked to comment on this application, therefore it was NOTED.**

**c) Details of Planning Applications received after the Agenda was published: PA14/10104** Mr and Mrs Rice, Higher Tredis Farm. Installation of 1no.E-3120 50kW wind turbine with hub height of 24.8m and overall tip height of 34.5m including control kiosk and temporary infra structure. Application received and the Clerk to apply for an extension to the deadline and confirmation that Sheviock Parish Council will be Consultees in the process. **Clerk.**

**PA14/10243.** Mr and Mrs M Redshaw, 13 Burns View, Crafthole, Torpoint, Cornwall, PL11 3BW. Construction of external staircase and alterations to first floor windows and new door on east elevation. Application received and the Clerk to apply for an extension to the deadline. **Clerk.**

**d) Cornwall Council's Response to Planning Applications:** None received.

**e) Discussion of Cornwall Council's Planning Procedures with the Head of Planning, Phil Mason:** Phil Mason, Head of Planning, Cornwall Council, was invited to the table to answer questions for information and clarification only, not to discuss specific planning applications. Councillor Kennedy said that the Parish Council was concerned at some of the perceived procedures and had three main issues: 1) The complaint raised regarding the delay in handling the papers for the Parish Council's response to a planning application that was called to committee on the 6<sup>th</sup> January 2014. The papers were handed to members of the committee just before the meeting and it was felt that the explanation given for this was not satisfactory; that because of Christmas there had been staff shortages. 2) This concern related to the first application for a wind turbine at Tredis. This application was called in to Committee and was 3<sup>rd</sup> on the Agenda. However, the case officer had to leave early, because of parental responsibilities, and so had to give a very rapid presentation due to time constraints. The Agenda had not been set to reflect this staffing issue. 3) An unsatisfactory explanation as to why an office in Cornwall Council erroneously put comments on the Planning Portal purporting to be from Sheviock Parish Council, in support of an application which in fact it subsequently objected to.

Phil Mason said that concerns 1) and 2) were managerial problems and could not be fixed by altering procedure. Councillor McLaren said that, in the case of 1), he felt that this managerial ineptitude had affected the decision. Phil Mason genuinely apologised for this and said that the problem would have been discussed with the managers. Councillor Kennedy said that Christmas cover should have been adequate but at no time has a statement been forthcoming that it was a management failure. Phil Mason acknowledged that the Christmas period needs to be managed better in future and he will take this away and write to the Parish Council with his thoughts on how this can be achieved. In the case of point 3), Phil Mason said that in terms of resources not everything can be vetted. Councillor Kennedy said that the Parish Council needs to feel secure in the knowledge that it will not happen again and this would be achieved by planning staff only adding statements received from a council. Phil Mason said that perhaps a change in the procedure would prevent this from recurring. Councillor Mathias said that she feels that the Parish Council is not listened to and that 3 minutes to present a case is not enough time. Phil Mason said that this is a procedural thing and the Parish Council should write with its comments to Edwina Hannaford and himself, outlining the concern because procedures should be equitable and fair. A member of the public asked for clarification about a councillor putting comments on the Planning Portal as an individual. Phil Mason said that this is perfectly in order provided the comments are objective. Councillor Kennedy said that there are certain Chairmen of the East Area Sub Planning Committee who make sure that their view is the first motion so that this then has to be defeated before further debate can take place. It would appear that Chairmanship training is required. It was agreed that details will be sent to Phil Mason about this so that he can take it up. Councillor McLaren and a number of members of the public asked for clarity on the validation criteria for a second planning application when there are no material differences to those of the first such application that was refused permission. Mr Mason stated that legislation does not stop anybody from making a second application however, making a second application without material changes is only allowed on rare occasions.. Mr Rice asked why an application would be sent to three parishes for deliberation. Phil Mason replied that when applications are close to borders a view needs to be taken on how the proposed development will affect neighbouring parishes and the more consultation the better. Councillor Kennedy asked Phil Mason to check that Shevioc Parish Council is a full consultee in the process of application PA14/10104. Councillor Kennedy pointed out to Phil Mason that Shevioc Parish Council does believe in training but finds it difficult to attend afternoon sessions further down the County and evening meetings for rural parishes would be a better choice. Councillor Kennedy thanked Phil Mason for attending the Parish Meeting and it was agreed that dialogue early on will alleviate future problems. **Clerk**

#### **Item 8. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED**

- a) **The Minutes of the Parish Council Meeting held on Monday 13<sup>th</sup> October 2014.** Subject to the following corrections...page 1 item 5(e) '*Melissa and Purchal*' to read '*Melissa Purchall*' and page 2, item 16 to remove wording as follows '*there had be*' (*duplicated wording*)...the Minutes were approved as a true record of that meeting **Councillor Snowling proposed and Councillor Kennedy seconded and all were in favour.**

#### **Item 9. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by Agenda Items.**

- Page 1, Item 5 (d), Councillor Kennedy said that a group of people will be needed to clear the soil and weeds and he would discuss this further with David Dunn. **Councillor Kennedy.**
- Page 1, Item 5(e). It was reported that the Dog warden is policing the areas on a regular basis and Melissa Purchall said that the situation near the bus stop has improved.
- Page 2, Item 9(b). Letter to Environmental Health regarding the Public Conveniences. This item is still ongoing. **Councillor Medway.**
- Page 2, Item 9(d) Crypto Card. The Clerk reported a problem with the security on the PC, identified by Cornwall Council IT Support. The Clerk will resolve this and report back to Council at the next meeting. **Clerk.**
- Page 2, Item 13(c). Councillor Kennedy has asked for a ruling from Cornwall Council regarding dealing with the Rover Tickets. **Councillor Kennedy**

#### **Item 23. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN**

Councillor Kennedy gave an update on the media sites that the Group are now using, Youtube, Facebook, Twitter and the new website: [ramepeninsularneighbourhoodplan.org.uk](http://ramepeninsularneighbourhoodplan.org.uk). A video has been made today stating what the NDP means to all. Councillor Kennedy emphasised the importance of dipping into the website to add one's comments because Cornwall Council's core strategy is not prescriptive, and it will ensure that development in this area is controlled by the people living here. A Rame Peninsular Traffic Feasibility Study has been carried out which in terms of Shevioc Parish relates mainly to controlling the heavy traffic through Crafhole. A bypass through Antony will cost in the region of £17m but a second stage would be a new junction at Antony that would create a one-way system, meaning that heavy traffic would come onto the Rame Peninsular one way, in through Antony, and go out through Crafhole. Councillor Kennedy outlined some alternative proposals for Crafhole and then asked for comments from the floor. The discussion favoured the 'daytime yellow lines' approach but only with the installation of two build-outs. There would also be no parking between 9am and 5pm, Monday to Friday. The public supported these proposals in principle but would like to see the detail before anything is put forward.

**Item 10. PORTWRINKLE HARBOUR REPAIRS.** Councillor Kennedy said that the new scaffolding had been designed and the latest update is that the work will be completed by Christmas. Councillor Isaac said that the workmen will begin to lay the stone tomorrow but this is weather dependent.

**Item 11. PORTWRINKLE SEA DEFENCES.**

Councillor Medway had noticed that the middle section of the wall to the east of the harbour is under stress. The University of Plymouth, under Dr Timothy Poate, is doing a survey on the pressures on sea walls and Councillor Kennedy has asked them for their comments.

**Item 12. PARKING IN PORTWRINKLE.**

Councillor Kennedy reported that there has finally been an agreement on what is wanted and this will cost in the region of £20k. Mr David Smith, from Whitsand Bay View, has asked Councillor Kennedy to have the costs split into two parts: (i) Finnygook Lane and (ii) Whitsand Bay View including the Traffic Order. Mr Smith feels that he will be able to get the funding, for (ii) Whitsand Bay View plus Traffic Order, from the residents of Whitsand Bay View. Councillor Kennedy is waiting for these costings from Sally Allen. **Councillor Kennedy.**

**Item 13. St JOHN AMBULANCE FIRST AID COURSES.**

Councillor Kennedy circulated some wording for the newsletter and all were happy with this draft document. Councillor Kennedy will submit it to the Parish Magazine. Dates for the training were discussed and it was decided that the 24<sup>th</sup> January 2015 is suitable. Councillor Kennedy will inform St John Ambulance. **Councillor Kennedy.**

**Item 14. DEVOLUTION.**

- a) Update – Councillor Kennedy said that it needs to be remembered that Shevioc Parish Council will lose the grant next year. There have been two good summers and so the income from the car park has exceeded the average sum included in the business plan. The water rates have been higher than expected but the Parish Council can still ensure that the devolution is no cost to the Parish.
- b) Councillor Snowling said that the surfers would like a cold water shower installed at the public toilets. Councillor Isaac said that a water restrictor can be installed to ensure that water is not wasted. Councillor Kennedy asked Councillor Snowling to cost the project out, including both capital and revenue costs, and bring a business plan back to the Parish Council for consideration when this was complete.
- c) Flower Beds in Portwrinkle. In the devolution budget an allocation of £230 per annum was made for the flower beds and there was an initial grant, from Cornwall Council, of £500. This gives a total budget of £960 up to the 31<sup>st</sup> March 2015. Jean Wilkinson and Fayre Hardy are organising the work on the flower beds and Councillor Kennedy proposed that Councillor Mathias joins the group as the representative for the Parish Council. Councillor Mathias agreed.

**Item 15. CIRCULAR FOOTPATH.**

Councillor McLaren reported that the Lease for the footpath had been received. Councillor McLaren proposed and Councillor Snowling seconded that Councillor Kennedy and Councillor Snowling sign the 40 year lease.

**Item 16. PHONEBOX.**

The work to the phone box is now substantially finished and it is a Tourist Information Point. In the spring a purpose made leaflet holder will be provided by the Tourist Board. Councillor McLaren will put a notice in the Parish Magazine for local B&B businesses to advertise in the phone box. Two local artists are going to paint local scenes on the glass panes of the east and west sides of the phone box.

**Item 17. GRASS CUTTING TENDER.**

Councillor Kennedy said that, in the past, the Parish Council has received tenders for the grass cutting in three parts. The Village Hall has always bid separately. Councillor Kennedy suggested that the future package should include all three parts plus the Village Hall part to make it a more attractive prospect for those tendering. This was agreed by all. Councillor Kennedy will liaise with the Clerk about this. **Clerk/Councillor Kennedy.**

**Item 18. WEBSITE.**

Contact has been lost with Simon Zinn. Councillor Kennedy proposed that the website is transferred to a new website by Onshore PR, the company that is dealing with the NDP. The Clerk will need some training because this website uses a different format. Councillor Kennedy will take the discussion forward with Onshore PR. **Councillor Kennedy.**

**Item 19. CRYPTO CARD AND PLANNING PORTAL.**

This item has been dealt with under Item 9.

**Item 20. EMERGENCY PLAN.**

- a) The entry in the Parish Newsletter will ask for health workers and owners of specialist equipment in the Parish to allow their contact details to be included in the Emergency Plan.
- b) The Community Resilience Network is happy for a link to be set up between its website and the Shevioc Parish Council website where the definitive version of the Plan will reside.

**Item 21. FINANCIAL REGULATIONS AND MEDIA POLICY.**

The Clerk has revised and circulated these policies to the Councillors. Councillor McLaren proposed and Councillor Snowling seconded to adopt the revised policies. All were in favour. They will be placed on the Parish Website. **Clerk.**

**Item 22. ADOPTION OF NEW STANDING ORDER No.4.**

The Clerk had circulated the new Standing Order No.4 for consideration prior to the Parish Council meeting of the 13<sup>th</sup> October 2014. This has been discussed and it was moved that it be adopted. Councillor Isaac proposed the adoption

of Standing Order no 4, Councillor Snowling seconded and all were in favour. An addendum to the standing orders will be given to all Councillors. **Clerk.**

**Item 23. RAME CLUSTER GROUP NEIGHBOURHOOD DEVELOPMENT PLAN.**

Item moved to be discussed between Items 9 and 10 of the Agenda.

**Item 24. CORRESPONDENCE:** To consider and **RESOLVE** Council's response to correspondence received.

- a) 17<sup>th</sup> October-Letter from Sheryll Murray MP re Update to repairs at Portwrinkle Harbour. **Noted.**
- b) 17<sup>th</sup> October – reporting of Highway defects. Councillor Kennedy said the Cornwall Council needs to consider how this is going to work. He suggested that the Clerk should write to Councillor Trubody and Edwina Hannaford with the Parish Council's concerns. **Clerk.**
- c) 17<sup>th</sup> and 30<sup>th</sup> October –Portwrinkle fieldwork by Plymouth University. Timothy Poate. Already dealt with.
- d) 24<sup>th</sup> October- Letter from Sheryll Murray MP regarding flying a flag for Common Wealth Day. **Noted.**

**Item 25. UPDATES FROM OTHER GROUPS:**

**Rame Peninsular Public Transport Users Group.** Councillor Mathias said that there had been a change to the bus timetable and there are now two buses running on a Sunday. A bus shelter is needed at Portwrinkle to protect those waiting from the elements. Councillor Mathias said that Cornwall Council has £8m to invest in the transport network and requested a letter of support for a bus shelter to be sent by the Parish Council. It was agreed that Councillor Mathias will ask Councillor Trubody, Cornwall Council, to coordinate the letter as a Cluster response. **Councillor Mathias.**

**Renewable Rame.** There was nothing to report. **CALC** – There was nothing to report.

**Item 26. FINANCE.**

**a) Outgoing Cheques. Councillor Mathias proposed and Councillor McLaren seconded and all agreed to the payment of the following Parish Account cheques for November:**

- 300234 N Bridgman, Dog Warden, October Wages £85.56
- 300235 L Coles Clerk's Parish Hours for October and additional hours part 1 for 2013/14 £429.55
- 300236 HMRC L Coles, Parish hours' PAYE and N Bridgman PAYE £128.84
- 300237 Sheviok Memorial Hall, rent for Clerk's office. £61.20
- 300238 P Burrige, Grounds Maintenance SW Grass Cutting £267.09
- 300239 Sheviok Memorial Hall Hire of Hall and Lounge £87.80

**b)Councillor McLaren proposed and Councillor Isaac seconded and all agreed to the payment of the following Devolution Account cheques for November:**

- 300082 M Jakes Cleaner's Wages October £123.50
- 300083 L Coles, Clerk's October Devolution Wages +part 1 additional hours 2013/14 £100.85.
- 300084 HMRC L Coles PAYE Devolution October £25.16

**Alto Card Expenditure:** None

**Parish Income:** A donation from CHAT for the Open Space, £300, and a Grant from the Community Chest, £600, for the Circular Footpath Project.

The Clerk is to look into paying as many payments as possible, particularly salaries direct from the bank account in future,. **Clerk.**

**c)** The Clerk reported that an electronic bank payment had been made to South West Water from the Devolution Account in respect of the water rates. This payment had been authorised by two signatories, Councillor Kennedy and Councillor Medway, in accordance with the bank mandate, and was for the sum of £491.42.

**d)** Councillor Kennedy handed round copies of the Budget and projections reflecting both a 3.5% increase and an increase of 5% to the Precept. This was discussed.

**e)** Precept – Councillor Mathias proposed and Councillor McLaren seconded that an increase of 5% to the Precept is accepted. The Precept for 2015/16 will be £17,042.55. All were in favour.

**f)** The funding for the Circular Footpath is to be 'ring-fenced'.

Councillor Kennedy discussed the funds remaining for the grass cutting. The Clerk and Councillor Kennedy will agree what cuts need to be carried out, within the budget. This was **Agreed** by all.

**Item 27. ITEMS FOR INCLUSION IN FUTURE MEETINGS.**

- a) Annual Check on the Play Park
- b) Replies from the Licence holders regarding the New Agreement for the Dinghy Park.
- c) New Computer for the Clerk's office.

**Item 28.DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday 8<sup>th</sup> December 2014

There being no further business the Chair closed the meeting at 9.32 pm.

Signed..... Date.....  
Chairman, Sheviok Parish Council

Linda Coles, Clerk, Clerk's Office, Sheviok Memorial Hall, Crafhole PL11 3DG Tel: 01503 232996  
**Parish website – [www.sheviokparish.org.uk](http://www.sheviokparish.org.uk)**