



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 8th of January 2018 in the Schoolroom, Crafhole Methodist Chapel, Crafhole, commencing at 7.00pm.

Present: Councillors: Chairman Mr S Medway, Vice Chair Mrs P Brooks. Mr J McGuinness, Parish Clerk Mrs N. Gray. Cornwall Councillor Mr G Trubody.
There were 10 members of the public present.

1. **APOLOGIES:** Cllrs: E. Ling, D. Lester and W Evans.
2. **DECLARATIONS of INTEREST. (a) AGENDA ITEMS.** None. **(b) GIFTS** None received
3. **CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None received
4. **PUBLIC PARTICIPATION & 5. RESPONSE. The following concerns were raised and responses provided.**
 - Mr Kennedy reported that the Hedge running alongside the B3274 alongside Sanders lane circular footpath had now been trimmed by Highways to improve visibility for pedestrians. (Item 10 e)
 - Mr D Dunn reported that a wall in the narrows had been damaged. A photo has been passed to the Clerk.
 - It was noted by both Mr Dunn and Mrs Mathias that (on the night of the Finnygook fire) due to the hedge/bank encroachment onto the road opposite Lynher house (see item 10b) the fire engines could not get past the parked cars preventing access/causing road block.
 - Mr Mathias noted that a second fire engine had great difficulty at West Lane due to the two build outs and car parked in disabled bay. (see item 10b)
 - Mr Kennedy informed the council that the fire crew had agreed to report back to the Emergency plan about this issue of access, which reinforces the need/provides evidence to have the hedge/bank cut back from the road to its original place.
 - It was reported that the coastal path sign off Donkey lane needs reinstating as currently propped up. **Clerk** to inform The SW Coastal Path.
 - It was reported that the hedge trimming left by CC on the turning area near the bottom of Donkey lane encouraged both vermin and fly tipping of garden waste. **Clerk** to contact CC
 - Calor Gas doors off hinges, Portwrinkle. Clerk was advised by Calor that this is being scheduled, Clerk informed Calor that it is cited as a high-risk location within the Emergency plan. **Clerk** to re-contact/chase Calor
 - Cllr Medway thanked Mr Dunn, Mrs Mathias, the fire crews and all residents who took people in - who were effected by the fire and all those who helped.
6. **TRAFFIC THROUGH CRAFTHOLE, to receive final update on findings/Traffic Light Trial report/pollution and to resolve the way forward.** Cllr Jeff McGuinness thanked the project board and all volunteers involved. He read out the project objective, project desired outcome and final conclusion, then opened it up for Public Participation. The following points were raised:
 - Mr Isaac stated that parked vehicles were the root cause of congestion around the roundabout and that the Council should continue to look at this problem.

- Mrs Mathias stated that she did not believe the comments from the commentary boxes should be included in the report as they are subjective, not objective and not part of the remit and believed that this had been agreed not to be taken into consideration by the board. Mrs Mathias disagreed with Cllr Medway's inclusion report on the Traffic Light Trial in the November, Parish, Newsletter.
- Cllr McGuinness reported that findings indicated that there was no noticeable noise or pollution. All sites were well below the 40 mg/m³ for pollution.

Discussion covered amongst other items the Project Objective which states that "Improvements in one area should not outweigh any negative impacts in another area." It also covered the Final Conclusion of the project Board which reads, "the traffic lights placed in the 'Terrace' improved the quality of life for those living in that area and also improved the traffic flow through the 'Terrace'. However, the placing and use of the traffic lights had an adverse effect in the areas of the roundabout and Downderry road as far as the Junction with West Lane and the roundabout and road to Polscoe as far as the junction with West Lane.

It was proposed by Cllr Medway, seconded by Cllr McGuinness with all in favour: not to support the implementation of Traffic lights. However, it was also resolved with all in favour to move forward with this issue by finding alternative solutions. And to find new objectives. Cllr Medway listed the following suggestions as received during the trial:

- Weight restriction through Crafhole
- The widening around the Finnygook roundabout (by Lynher house)
- Improve signage for Eastbound traffic – Signage currently directs traffic up from A374 through Crafhole for Mt Edgecumbe and Millbrook. This would be more suited through Antony.
- At present, there is an obligation to give eastbound traffic priority through the village, the suggestion is to instate a corresponding "give priority sign" to westbound traffic, at the mini roundabout, before the Terrace.
- Improvement to junction at Antony to allow easier access for HGV's to get around it.
- Long-term aim of By Pass at Antony.

These options were discussed with Cornwall Councillor Trubody. He suggested that the Improvement to the Junction in Antony for HGVs (together with traffic calming) and the redirecting of HGV's busses and coaches coming in through Antony and out through Crafhole had been supported by the Cluster group during the development of the NDP(which is now policy). **It was resolved to** arrange a Cluster meeting with Cllr Trubody to discuss all issues linked with Infrastructure and to formulate an action plan for funding, also to invite Mr P. Allen from Highways and to arrange for a site visit in Crafhole. **Cllr**

Trubody/Clerk. (see also item 15)

7 PLANNING

- PA17/11296 Mr and Mrs Wilkinson** Kerkyra, Finnygook lane, Portwrinkle. Construction of a double garage. Conversion of existing garage to living accommodation with extension and a pitched roof raising levels of the garden. Cllr Medway proposed, Cllr McGuinness seconded with all in favour to support the application. **Clerk**
- Planning applications received after the agenda finalised. None.** PA17/10410. Mr and Mrs Ian Scott. Proposed extension to form utility room and enlarged second bedroom with ensuite bathroom to rear elevation and widened garage to side elevation. 21 Carew Close, Crafhole.
- Planning decisions form Cornwall Council:** PA17/09377 Mr & Mrs Chamberlain, Tredossel House Shevioc. Conversion and adaptation of the outbuilding to a holiday let and family annexe. Approved with conditions. PA17/10410. Mr and Mrs Ian Scott. Proposed extension to form utility room and enlarged second bedroom with ensuite bathroom to rear elevation and widened garage to side elevation. 21 Carew Close, Crafhole. Approved
- Other Planning matters for Discussion:** None.

8. MINUTES OR NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED:

- a) Minutes of the Parish Council Meeting held on Nov 13th, 2017. Subject to the addition of the correction provided by Mr P McLaren, under item 6 bullet point 2, it was **RESOLVED** that the Chairman signed the Minutes as being a true record of that meeting. Proposed by Cllr Medway seconded by Cllr Brooks, with all in favour. **Clerk** to amend and publish.

9. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES

The Clerk reported that all matters arising either appeared on the agenda or the action tracker with the exception of the Emergency Plan. Cllr Medway proposed, Cllr Brooks seconded with all in favour to print and publish the updated version of the emergency plan (**Clerk**) and to allow Mr Kennedy to organise an Emergency plan meeting combined with neighbourhood watch

10. **HIGHWAY MATTERS. A) Visibility issues Tredis Turn off/ bottom of Polscoe hill.** It was agreed to arrange site a visit with Antony estate **Clerk. B) Failing road condition/wall Lyhner house, B3274 centre of Crafhole and hedge encroachment onto road.** It was agreed to arrange a site visit with Mr P Allen of Highways, cite issue with Emergency vehicles and traffic congestion. **Clerk. C) Subsidence around manhole, Finnygook lane.** Repaired. **D) Footpath No 4 Sanders lane, Hedge/visibility hazard to pedestrians when crossing the B23247.** Hedge has been cut back
11. **FOOTPATHS: a) Landslip footpath 12 Finnygook beach.** Footpath has been reopened, a note of thanks was given to Cormac for their prompt action. **b) Footpath 13, extension along Polscoe hill Leader, funding application. Mr Kennedy and Clerk** to resubmit application Fri 12th Jan prior to Jan 25th deadline. Thanks was given to Mr Kennedy for his efforts so far.
12. **DEFIBRILLATORS.** Clerk has re-spoken to Power company to obtain quote/go ahead for Tredis powerline drop and provision of electricity supply/date for implementation. Electrician has visited all sites to put together quote. Clerk has asked for quote for just Jolly Roger and Sheviock so these two can be actioned whilst Finnygook is reinstated and awaiting responses from SWW and Power company. **Clerk**
13. **ANNUAL BUDGET REVIEW/ PRECEPT.** Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the budget and request the 3% increase to the Precept for 2018/19. **Clerk** to apply for the Precept.
14. **OPEN SPACE.** Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the reduced quote of £100 +Vat for the annual RoSPA inspection of the playpark by combining proposed date in March with Maker with Rame Parish. **Clerk** to confirm
15. **DOG WARDEN and PARKING ENFORCEMENT SLA.** It was agreed to arrange a Cluster meeting with the representatives from CC SLAs to coincide with the Rame infrastructure issues cluster meeting. **Clerk** to forward contact details of SLA CC reps to Cllr. G. Trubody. Cllr G. Trubody to co-ordinate possible dates.
16. **CAR PARK METER.** Clerk to contact Newquay Town Council regarding their windbreak covers for the car park ticket machine. Current quote to reposition was deemed high. **Clerk**
17. **GRASS CUTTING CONTRACT.** Cllr MEDWAY PROPOSED, Cllr McGuinness seconded with all in favour to approve minor amendments of the parish grass cutting contract and to advertise the contract for tender in the Cornish Times and provide a copy to current contractor and others interested, with a closing date for the final bid of Fri March 2nd, to collate prior to awarding at March Meeting. It was agreed that the budget for maintaining the grass cut on the flowerbeds could be also used towards providing extra adhoc work around the toilets/bramble area as all covered within the devolution budget, on the provision that only once the grass has been cut any extra time in that hour is spent cutting the brambles or adhoc work. **Clerk**
18. **CORRESPONDENCE:**
 - a. 28th Nov Email Mrs S Smith re: Pop Up Site Tender, Portwrinkle Harbour. Clerk has forwarded email to Cornwall Council regarding the issues raised.
 - b. Note received to chair re: protruding vegetation crossing footpath, Cross Park - Sheviock Lane. After discussion it was agreed to write an open letter to all residents along this stretch. **Clerk**
 - c. Email Dec 19th Bin Provision for beach, Jolly Roger. Mr R Martin. Cllr McGuinness proposed, Cllr Medway seconded with all in favour to pay the 2017 invoice. **Clerk** It was agreed that the Bin should be placed over the 8-week, peak season, summer period, with twice weekly collection in 2018. There was some provision in the budget should it be required for a weekly collection before late June and if so this should be approved and a written request sent at the time with dates.
19. **UPDATES FROM OTHER GROUPS** –Neighbourhood Development Plan (adopted in September 2017). Flower Beds Sub Group (**Cllr Brooks**) Nothing to report (see grass cutting item 17). **Coastal Communities Group.** The meeting has been postponed **Cllr Lester** to attend. **Play Park and Open**

Space. The holes drilled into the play-ship are now providing drainage. Cllr Brooks wanted to commend all the users for keeping the park tidy. Completed monthly/bi monthly management safety forms were handed to the **Clerk**

20. FINANCE

- a) (See Finance list below e)
- b) Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the cheques and online bank payments covering clerk's wages/expenses/Cleaner's wages/external purchases for November/December. As follows:
- c) Cllr Brooks signed the reconciled bank statements from the Clerk.
- d) Cllr Medway proposed, Cllr Brooks seconded with all in favour to agree the amendments to the Mandate to add signatories: Mr J McGuinness as VA and Mrs Nancy Gray as Key contact VS, for the operation of the bank accounts, payment instructions and banking services and be provided to the Bank persons authorised to do so in accordance with the Bank's procedures and the mandate. All signed the revised Mandate. **Clerk** to send off
- e) Portwrinkle Toilets. It was resolved to approve expenditure for additional minor maintenance/cleaning items. It was also agreed to obtain quotes for repainting of the floors. **Clerk**

Parish Payments made in December as per the Bank Mandate and Financial regulations/obligations

- N Gray Parish Hours overtime accrued since September
- N Gray Clerk's November parish hours – total (minus employee pension contribution)
- N Gray Parish expenses Nov-Dec meeting £7.49
- Memorial Hall Clerk's office rent (for Nov) £63.25
- **DIRECT DEBITS TAKEN TO REPORT** since Nov 13th meeting – until Dec 18th
- Lloyds Bank DIRECT DEBIT Multipay card fee taken 16th Nov £3
- Lloyds Bank Direct Debit Unity Service charge £18
- BT Direct Debit Clerk's office internet and phone (quarter) £244.83

INCOME received in Dec Parish account

- Maker with Rame PC, Share of DOG enforcement SLA and July and training (5th Dec) £383.89
- Millbrook Share of DOG enforcement SLA and July and training (5th Dec) £383.89
- Maker Rame £70 share of dog warden SLA Aug Maker/Rame (5th Dec)
- Millbrook PC, share of dog warden enforcement SLA Aug £70 (deposit ref:000054)
- HMRC VAT rebate for quarter Sep/Oct/Nov £1589.03

Devolution Payments made in December in accordance with Bank Mandate/Financial Regulations.

- N Gray Clerk's Devolution Wages for November
- M Jakes Cleaner's Wages for November
- N Gray Clerks devo expenses. £1.59
- Mrs N Gray Overtime for October (Due to staff member off)
- Service charge Unity bank Dec31st £18 November/Dec

Late Nov/December Incoming Devolution

- Car Park 15th Dec £260.50
- Car park revenue late Nov £309.3
- Winter permit x 2 13th Dec £10
- Winter permits (27th Nov cash deposit by Clerk)

Dec Parish payments to pay in Jan in accordance with bank mandate

- Sheviok Memorial Hall Rent for Clerk's Office, December £63.25
- N Gray Clerks Dec wage for Parish
- N Gray Parish expenses Dec11th-Jan8th meeting £4.5
- CC SLA agreement Dog warden Sep £70 (to reclaim 2 thirds from Maker with Rame and Millbrook)
- CC SLA October Dog warden (to reclaim split 3 ways) invoice 98243251 £140
- Viking Direct Ink for printer invoice 704695 black XL £14.84
- Viking direct Ink colour for printer 704049 Cllr £16.04
- Viking direct Stationary file/pens/year tabs £12.18

- Print Options 8 x information signs on UV paper £40
- CC Election in May uncontested £218.36

Devolution Account payments (from Dec) to pay in Jan in accordance with bank mandate

- M Jakes Cleaner’s Wages for December
- N Gray Clerk’s Devolution Wages for December

21. ITEMS FOR INCLUSION IN FUTURE MEETINGS. As shown in minutes

22. DATE OF NEXT MEETING. Feb 12th

There being no further business the Chair closed the meeting at 8:38pm.

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