



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 9th of July 2018 in the Schoolroom, Crafhole Methodist Chapel, Crafhole, commencing at 7.00pm.

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

There were 4 members of the public present.

- 1. CASUAL VACANCIES. CO-OPTION OF NEW COUNCILLOR.** Following an interview, it was proposed by Cllr Brooks, seconded by Cllr Evans with all in favour that Mr Steve Burgess should be co-opted as a Parish Councillor. A Declaration of Acceptance of Office was signed by Mr Burgess, in the presence of the Clerk and he took his seat at the table.
- 2. APOLOGIES:** Cllr Medway.
- 3. DECLARATIONS of INTEREST. (a) AGENDA ITEMS.** Cllr Evans declared an interest in agenda item 7, c Planning application PA18/02890. Cllr Lester declared an interest in agenda item 7a) PA18/04929, St Mary's church.
(b) GIFTS None received.
- 4. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None.
- 5. PUBLIC PARTICIPATION & 5. RESPONSE.**

- It was reported that Horses swimming in the harbour had left faeces in the water and beach. This is a Dog free beach and Harbour from Easter Sunday to September 30th. Concerns were raised regarding pollution of the water and beach that is used by boat owners and people swimming in the small harbour. The clerk advised that the harbour has now been handed back to the Harbour authorities and the Dog Order only bans Dogs, she will however seek advice from the enforcement officer who is now patrolling this area. The Clerk will write to the harbour Municipal authorities expressing the concerns. A member of the public advised that they are aware of the issue from previous complaints. **Clerk**
- The Clerk and Cllr Evans reported that complaints had been received about Drone, flying low over properties in Crafhole at approx. 8-9pm. Cllr Evans advised of the Drone code which comes into force on July 30th. The drone must be 150 meters from built up areas. It is against the law to fly above 120 meters. Drones should not be flying above properties in Crafhole as is a built-up area. **Clerk** to post the code on the website and on the notice boards (if room). Cllr Evans to visit person with known drone to advise, although it may not be that person who is responsible. **Cllr Evans**
- It was reported that the junction of Horsepool lane onto the A374 has become over grown and has reduce visibility when exiting onto the A374. Clerk has requested (July 9th) that Highways cut it back.
- Cllr Medway reported that Japanese Knot weed has been re-sited on the wall of the Eco house (Reflections), alongside Finnygook lane. **Clerk** stated that she had advised and forwarded the photo/ guidelines to the caretaker and was awaiting response. The gardener is aware, but the Clerk will advise again.
- Mrs Mathias delivered a report listing the recent damage to property caused by vehicles passing through the narrow Terrace area of Crafhole. It was confirmed that this will be used

when seeking funding from the highways scheme see agenda item 10a). It would also be kept on file as evidence. (See item 18, RTPUG noticeboard) **Clerk**

6. PLANNING

a) **PA18/04929 St Marys Church Shevioc 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. Cllr Evans proposed, Cllr Brooks seconded with all in favour to support this application. **Clerk**

b) **No further applications were received after the agenda published.**

c) **Planning decisions from Cornwall Council:**

PA18/03107: The Old Rectory Georges Lane Shevioc Torpoint Cornwall PL11 3EL

Demolition of covered Courtyard and Restoration of Old Rectory through

conversion of existing six flats into 3 self-contained houses - Mr Tim Bacon. **Approved**

PA18/03108.The Old Rectory Georges Lane Shevioc Torpoint Cornwall PL11 3EL

Listed Building Consent for the Demolition of covered Courtyard and Restoration of Old Rectory

through conversion of existing six flats into 3 self -contained houses - Mr Tim Bacon: **Approved**

PA18/03722: Tredis House Road. From Junction South Of Butter Villa To West Of Trewin

House Polbathic PL11 3ER. Proposed Demolition of existing garage building and construction of new residential dwelling land at Tredis House and associated works - Mr & Mrs B Wiggett. **Approved**

PA18/03943: 1A Coastguard Cottages Donkey Lane Portwrinkle Torpoint Cornwall PL113BT.

Reconstruction of the single storey kitchen extensions to provide a utility room,

shower room and enlarged sitting/dining room on the ground floor and a

bedroom and a bathroom on the first floor. - Mr And Mrs M Horncastle – **Approved with conditions**

Since time of writing minutes.

PA18/02890: Proposal Renovation and extension at first floor level of premises damaged by fire

Location Finnygook Inn Crafhole Torpoint Cornwall. Applicant Mr J Earle G W Earle Hotels Limited.

Pending.

d) **Other planning matters for discussion:** None

8. MINUTES of the Parish Council Meeting held on Monday June 11th. The clerk corrected pg. 2 item 6)C to the correct planning application number of PA18/00459 Kerslake Mill, as opposed to PA18/03722 Tredis House. Further to this correction Cllr Lester proposed, Cllr McGuinness seconded, with all in favour to approve the minutes as a true record.

9. 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.

10.HIGHWAY MATTERS:

a) Following the Rame Cluster meeting and further discussion, Cllr McGuinness proposed, Cllr Brooks seconded, with all in favour, to nominate the "Give priority to oncoming traffic signage" at the mini roundabout, near the post Office in Crafhole, that corresponds to the same signage at the Eastern gateway to Crafhole on the B3247, for the Highways scheme funding programme. **Clerk** to submit to the Gateway & Cluster by July 20th **Clerk.**

b) Polsoe Hill Tredis Turn off, Visibility issues. A request for costing and feasibility to lower the embankment on the bend to increase visibility had been submitted to Highways. Although it is highly unlikely that there would be any funding from Highways. **Clerk** to write to Antony Estate to request that the hedge-line on their land be reduced further.

c) The drainage pond in George's Lane had been dredged.

d) The outstanding highways issues remain on the action tracker/agenda for September.

11. BOUNDARY COMMISSION RECOMMENDATION: Clerk to draft/circulate Council's response against the new proposals. **Clerk.** This consultation is open to the public at:

<http://www.consultation.igbce.org.uk>

- 12. CIRCULAR FOOTPATH NEW EXTENSION, LEADER GRANT.** Work is nearly complete. Cllr Lester proposed, Cllr McGuinness seconded with all in favour to pay contractors working on the New Circular footpath extension, for any staged payments that may occur during July and August, as per the schedule/quotes for the Leader grant.
Cllr Evans proposed, Cllr Brooks seconded with all in favour to approve the purchase of a new notice board for the Circular footpath. Clerk to purchase
- 13. OPEN SPACE. a) Tesco Grant.** The grant has been received, the disabled friendly path has been laid by Green schemes, as per the quote £1000 excluding vat. The parish Council will pay the vat but will reclaim it. This is permitted by the Tesco grant scheme. Thanks was given, in advance, of the donation yet to be received from The Gardening Club, for the Parish Council to purchase a new bench for the open Space. The sum will be minuted in the September minutes once received. Clerk, to purchase bench once donation is received. **b) RoSPA report.** It was agreed that Cllr Evans would visit the Open space to list any necessary improvements as per the report. **Cllr Evans to circulate findings.**
- 14. DEFIBRILLATORS. Training:**The clerk reported that the first training date had been successful, with 18 parishioners in total partaking in the free basic CPR and Defibrillator training sessions, run by the Parish Council and the British Heart Foundation. The clerk gave thanks to the A&E Doctor from Derriford who donated her time for the last session to answer any questions and help with the training. It was suggested that this training be rolled out annually. Clerk to add to annual schedule. The AED defib DVD is available to borrow from the Clerk's office, £10 deposit required. Clerk to add link to website. <https://www.zoll.com/medical-products/automated-external-defibrillators/aed-plus/video/> <https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/how-to-do-cpr/cpr-training-videos> Clerk. **Signage:** It was agreed that the Clerk circulate the quotes for approval, prior to installation (**pending**). **Monitoring of AED Units:** currently undertaken by Clerk and Cllrs, Lester and McGuinness. **SW Ambulance Service accreditation:** More community volunteers are an essential requirement for weekly checks. To ensure that the units are fully operational and to be accredited to the South West Ambulance service, so that they can direct people to them in an emergency. Please contact the Clerk if you can volunteer. The clerk is compiling list of volunteers to forward instructions (**ongoing, Clerk**).
- 15. ENFORCEMENT OFFICER, dog order/littering. The SLA with Torpoint Town Council is now in force as from July 1st.** Patrols are taking place by the Torpoint Town Council enforcement Officer.
- 16. CAR PARK METER.** Clerk has asked for a definitive date from Cormac to re-site the machine, before the 30th of September. If they cannot schedule this, it was agreed that the Clerk should obtain further quotes/return to previous quotations. Clerk.
- 17. PORTWRINKLE TOILETS**
Maintenance: The floors have been painted, Clerk to arrange for new Toilet roll holder to be fitted in the ladies. **Vandalism:** The police have been informed and following guidance the toilets are being monitored. If anyone witnesses antisocial behaviour, notably a person(s) leaving/smearing faeces around the men's toilets please report it to the police and the Parish Council. The team of Cleaners and Public using the toilets should not be subject to this senseless behaviour.
Flower pots: It was proposed by Cllr Brooks, seconded by Cllr Evans with all in favour to authorise the cleaner's project to install flower pots outside of the toilets. The money is to be taken from the Devolution flower bed budget. It does not come from the Parish Precept.
- 18. UPDATES FROM OTHER GROUPS – Flower beds Sub Group Portwrinkle:** More volunteers are required to tend the beds. Please contact Cllr Brooks/Clerk for info. **Coastal Communities Group (Cllr Lester)** Nothing to report. **Play Park and Open Space:** see agenda item 13. **Footpaths: Cllr Evans** has walked the paths with the contractor. He confirmed that the section of footpath no 8 has gradually moved 10 feet away from the wall, that runs parallel to the steep field. The new route is precarious underfoot. Clerk to request CC provide the funds to reinstate the original path. A working party could be raised to help cut back some of the smaller growth and work with

CC. It was agreed to also ask Mr T Cox to quote to clear all. **Clerk. Community Gateway meeting 5th of September: Cllr Burgess** will try to attend. **Clerk** to advise closer to time. **RPTUG Rame Public Transport Users Group:** Minutes of the meeting held on June the 28th will be forwarded to the Parish Council when they are posted. It mainly discussed a new bus route from Torpoint to Liskeard. Following a review of the budget, Councillor Brooks proposed, Councillor McGuinness seconded, with all in favour to approve the request from the RPTUG to fund a new, replacement, notice board by the Post Office. **Clerk.**

19. CORRESPONDENCE

- **24th June, North Cornwall Cluster Group. NDP and Rural exception sites.** It was agreed to write a letter of support. **Clerk**
- **Mr Martin. 2nd Bin placement for Portwrinkle Finnygook beach, peak season.** This has been authorised as per the planned budget, due to exceptionally good weather increasing the number of visitors. It will run until the end of August or before if it is no longer needed.
- **ANNUAL REVIEW OF POLICIES, PROCEDURES AND FINANCIAL RISK ASSESMENT.** Allocated polices have been circulated. Most completed. To place on September's agenda to resolve to adopt all revised versions.

20. FINANCE

a) Details of payments to be approved:

PARISH ACCOUNT.

- Sheviock Memorial Hall June rent for Clerk's office £62.85
- Nancy Gray Clerk's June Parish hours
- Nancy Gray Clerk's hours overtime June 7.1 hours
- Nancy Gray Clerk Parish expenses (see attached expense sheet breakdown) £14.75
- Sheviock Memorial Hall. Hire for Defib/CPR basic training on June 21st. £25.65
- EDF Tredis defib unit charge £10.57
- Crafhole Methodist Church. Rent for Methodist chapel school room for 2017-8 financial year, plus 3 extra meetings £179.55
- Tom Cox, grass cutting contractor, invoices: 300,1,2,5,6 Totalling £300
- Transfer to devo account: Weekly parking permit deposited into wrong parish account instead of Devolution account £35
- Transfer to from Parish to devolution. Received grant in May into Parish account from CC, towards the running costs of the toilets (devolution budget) £700

Direct Debits taken to report

- BT Quarterly business phone and fibreoptic broadband £213.71 plus £ 42.74 vat
Totals £256.45
- Unity, Monthly banking Service charge £18

INCOMING

- Vat reclaim to show in June accounts £71.18
- Mr Ruddick. Cheque paid into Parish account for weekly parking permit to be transferred to devolution (Car park budget -not Parish budget) account see above £35

DEVOLUTION ACCOUNT

- M Jakes Cleaner's Wages for June
- Nancy Gray Clerk's Devolution Wages for June
- N Gray Clerks devo expenses, as listed on expense sheet. £44.6
- Julia Bradley Temp relief cleaner
- Julia Bradley Basic cleaning items £1.7
- Frances Temp relief cleaner.
- Tom Cox inv 304 Grass bed cut, Portwrinkle
- Trevor Byrne Painting of Toilet floors x 2 coats
- BunZI Toilet roll, cleaning agent, blue paper towel large roll, gloves /cleaning stock
£75.05 +£15.01 =£90.06

Direct Debits

- Unity Service charge for account (monthly) £18

Incoming

- Car park revenue, June only – more received since but to report in July accounts at Sep meeting £1573.25 and £1227.20
- Weekly parking permit £35
- Note: To be transferred into Devo account from Parish account and reported in July accounts in Sep meeting are: £700 grant for toilets and £35 Mr weekly parking permit, both deposited into Parish account originally but should be in Devo account, as shown in parish accounts above.

- b) Cllr Brooks proposed, Cllr Lester seconded with all in favour to approve the cheques and online bank payments covering clerk’s wages/expenses/Cleaner’s wages/external purchases shown above.
- c) Cllr Brooks proposed, Cllr Lester seconded with all in favour to approve via circulation and as per the mandate, the cheques and online bank payments covering clerk’s wages/expenses/Cleaner’s wages/external purchases for July as there is no August meeting
- d) Cllrs Lester and McGuinness signed June’s reconciled bank statements.

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

22. DATE OF NEXT MEETING. Mon September 10th

There being no further business the Chair closed the meeting at 8:17pm.

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

Note Next Cllr Surgery is Sat 8th of September, 9:30 -10:30 in Whitsand Bay hotel. All welcome to come and raise/ discuss any Parish Council issues/concerns. Cllrs Burgess and Evans