



*Sheviack Parish Council*

The Bill Warren Room, Sheviack Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG  
 Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: [sheviackpc@btinternet.com](mailto:sheviackpc@btinternet.com)

**The Minutes of the Sheviack Parish Council Meeting held on Tuesday 12<sup>th</sup> of November 2018 in the Schoolroom, Crafhole Methodist Chapel, Crafhole, commencing at 7.00pm.**

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

**There was 1 member of the public present.**

1. **APOLOGIES.** Cllr Ling, authorised leave of absence. Cllr D Lester.
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 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, Crafhole. **Clerk** to request Antony estate to cut it back.
  - Request for the reinstatement of the 20mph. speed limit sign, at the entrance to Crafhole by Carew close. It was demolished and removed following a recent accident. **Clerk** to request Highways to reinstate ASAP.
  - Query asking why the Parish Council did not light the Beacon on Armistice day. In response, the Parish Council had not received the request until just over a week prior to the event. It was agreed that in this instance it was deemed to short a time frame to organise such an event, carry out the risk assessment and submit the relevant paperwork and advertise the event. It was noted that it would have needed to be on the agenda to discuss at a full Parish council meeting in order to resolve to undertake and then organise. The Clerk noted that the names of all those listed on the Parish War Memorial had been posted on the boards (bar Tredis), on the door of the Clerk's office and placed inside St Mary's church, in remembrance of the 12 men from the parish who sadly lost their lives, during the world wars.
  - Cllr Burgess requested that the website be brought up to date and allow for more community involvement. The Clerk noted that currently due to budgeted, allocated working hours/time constraints and priorities she is unable to spend the time that is required updating a large website, especially if more was to be added. The Parish council run primarily the Council pages however the Memorial Hall has access to update their section along with the two churches. It was noted that the Parish Council did not create or maintain the Sheviack/Crafhole Facebook site. There is a forum on the website for the public/parishioners to use. The Clerk agreed that any help to maintain the website would be useful. Cllr Burgess offered to help/discuss further options.
  - **Following the Councillors Surgery in the Crafhole shop:** A query as to whether an apple tree could be pruned in a conservation area. The response made was, if the tree does not have a TRO on it slight pruning was fine. But if lopping off limbs then to check with Cllr D Lester who is attending a tree warden's course or Contact Cornwall Council planning department.
  - A request for a handrail on footpath 13 down the muddy slope section, midfield on the Downderry road section. It was agreed that Cllr Evans would cost it for future discussion.
  - The grass verge in Portwrinkle, opposite and along from smugglers cottage has been churned up by vehicles, accessing the SWW pump station at the weekend, that also had difficulty squeezing past the bollard/buildout. **Clerk** to write to SWW/Highways. **Cllr Medway** to provide further info/photos.
  - Cllr Brooks noted that a new resident had praised the quality of the playpark in the parish. The chair noted that it was a credit to all concerned. **Clerk** to compile a new resident pack, **Cllr Brooks** will pass on.
6. **PLANNING.** Residents can submit comments direct to Cornwall Planning <http://planning.cornwall.gov.uk/online-applications>
  - a) **PA18/09345** Single storey rear extension to form new kitchen and bedroom, demolition of conservatory and single storey utility outhouse. - 18 Cross Park Crafhole Torpoint Cornwall PL11 3BH. Cllr Medway proposed, Cllr Evans seconded with all in favour to support the application. **Clerk**
  - b) To receive details of planning applications received after the agenda published: PA18/10272 Listed building consent, Trewin House, Sheviack. To be resolved at the next meeting, **Cllr Lester** to visit. **Clerk**
  - c) To receive planning decisions from Cornwall Council. Some applications below are pending decision at time of writing:
    - PA18/08275** Proposal Extension to the village hall. Sheviack Memorial Hall Crafhole Torpoint Cornwall. Applicant Mr C Kennedy. **Approved.**
    - PA18/08862** Proposal Loft conversion and amendment of existing driveway to accommodate more

vehicle parking. 47 Whitsand Bay View Portwrinkle Torpoint Cornwall Applicant Mr Robin Carton.

**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: None

**7. MINUTES or NOTES FROM THE PARISH COUNCIL MEETING ON OCTOBER THE 16<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.

**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.**

**Priority Give Way Sign, Craffhole, funding:** Clerk to write to Cllr G. Trubody for clarification on what is expected during his negotiations with Highways, in respect to feasibility study funding and if the sign would be adopted by Highways. Highway matters to further consider under agenda item 17.

**10. FOOTPATHS**

a) **13, NEW EXTENSION, "Amber's Way."** The Leader Grant claim to be received, potentially this week.

b) **PROPOSAL FOR NEW PERMISSIVE PATH, Sheviock.** Antony Estate are applying for "change of use" for fields so that stock fencing can be erected. **Cllrs Evans/Medway** assessing feasibility/funding required **Ongoing. To consider under item 17.**

c) **Footpath 1 closure notice.** CC has shut this to pedestrians until April 2020, for repair. Clerk chasing funding/date of planned repair.

d) **Footpath 9,** A quote has been received to reinstate the path to original location. Clerk has forwarded to CC for a future funding request as this will need professional contractors due to the Health and Safety aspect. Ongoing to consider under item. 17.

e) **Footpath 8.** The farmer has kindly placed new gates at either end.

**Other items are listed on the Councillors' action tracker, ongoing.**

**11. PARISH ENFORCEMENT OFFICER:** Two applicants have accepted the post as a job share. It is aimed to have a Parish Enforcement Officer operational by December having completed training, to enforce dog waste littering and the Dog Orders. The Enforcement Officer also has the power to issue fixed penalty tickets if caught littering in public areas and flyposting on public property/street furniture. **Clerk** to collate contracts/uniform/ ID. Cllr Medway proposed, Cllr Evans seconded, with all in favour to purchase and place a seasonal sign stipulating the Dog Ban on the Harbour beach. This would be taken down when the Dog ban is not in force. To aid clarification to all dog Owners from Easter Sunday to Oct 1st. **Clerk**

**12. UPDATES FROM OTHER GROUPS –Flower Beds Sub Group.** Mrs J Wilkinson has 3 volunteers to help with the Portwrinkle flower beds but would welcome more volunteers especially in spring/ Summer/ and Autumn. Please see the Clerk if interested. It was agreed to fund a brown bin for the cuttings, subject to approval from CC to be sited on private land. **Coastal Communities Group,** nothing to report. **Tree Warden, Cllr Lester** not at the meeting. **Park and Open Space** Dogs on lead signage is required for gate to Open Space. **Clerk** to compile RoSPA maintenance list to action, ongoing awaiting approval of maintenance person position, see item 15. **Footpaths** (see item 10) **Community Gateway** Cllr Burgess to attend on Dec 3rd. **RPTUG.** Nothing to report this month.

**13. CORRESPONDANCE RECEIVED, not covered in the agenda.**

a) Cornwall Council, draft Housing Supplementary Planning six -week consultation period. **All Councillors** to provide comment for discussion/approval to submit a response from Sheviock Parish Council before Nov 30<sup>th</sup>. **Clerk to recirculate/All.**

b) Email: Member of Public re: Beacon Armistice request. A response was provided to the member of public at the time, following circulation of request to Councillors. See item 5 Public participation.

c) Notification that the Government have abolished Public Toilet Tax. This was received as good news towards the ability to keep the Portwrinkle Toilets open to the public as the current charge is over £800 per year.

**14. Correspondence received after the agenda finalised, to note.**

Cornwall Planning request to meet to discuss NDP. **Cllr G Trubody** has agreed to attend to represent all Rame parishes.

**15. MID YEAR PARISH BUDGET REVIEW.** It was reported that we are either on budget in areas and have underspent in others. With an overall underspend predicted by the end of the financial year. Primarily due to grass cutting-being required less during the long hot summer. Nothing spent from contingency. No Dog Enforcement spending – although this is now predicted to be nearly spent by the end of the year to train/equip and put into action the parish Enforcement officers. Plus, clearer signage for Harbour beach Dog ban. There was planned under spend for areas such as the open space, elections and maintenance as the money is to be accrued and ringfenced for future maintenance/Open space projects/election costs, rather than having to increase the precept in an election year or for large asset repairs/projects. Also, it was previously resolved that the summer bin placements in Portwrinkle would be covered by the Devolution budget instead, due to car park/ beach visitors being the primary users of the bins. Further surplus, if budget end of year budget predictions continue, would be ringfenced for Parish plan projects, see item 17, Defibrillators, Website maintenance and possibly S137 -spending being covered under item 20. Clerk had previously suggested there is room in the both budgets, currently and ongoing under

maintenance, to employ a part time maintenance person for the parish, which would be cost effective to attend to the increasing assets. See item 17.

After discussion Cllr Medway proposed, Cllr Brooks seconded to advertise for a parish maintenance person to complete 4 hours per month, to ideally have some plumbing and general maintenance experience. The cost to be shared between devolution and the Parish budgets. **Cllr Medway** to place advert in Newsletter, **Clerk** to advertise post on boards.

**16. PARISH PLAN/objectives.** Now that the Neighbourhood development Plan had been accomplished, together with the new Play park in situ, and two new footpaths. It was agreed to revise the current parish plan, to look at long-term objectives and priorities and establish what funding is required. Councillors discussed current and varied options including Highway schemes, footpaths, Open Space. Councillors to consider the priorities to resolve at the December meeting. **All Councillors. Clerk** to circulate existing plan.

**17. PRELIMINARY DRAFT BUDGET 2019-20 to discuss prior to resolution of budget and precept approval at December meeting.** The Draft budget had previously been circulated. Following discussion on the evening it was agreed to provisionally raise the precept by the rate of inflation at 2.5%. To be resolved at the December meeting. It was also agreed to ringfence a small sum for the parish website. Clerk to redraft with minor adjustments, ready for approval at the December meeting to post on the website. Along with Devolution budgets and Parish plan priorities. **Clerk**

**18. SCHEDULE CLERK'S ANNUAL APPRIASAL. Clerk to obtain forms. Cllr Medway to conduct.**

**19. FINANCE.**

a) Cllr Medway Proposed Cllr Books seconded with all in favour to approve the following payments.

**PARISH ACCOUNT**

- Sheviock Memorial Hall Oct rent for Clerk's office £62.85
- Nancy Gray Clerk's October Parish hours set monthly wage minus pension contribution.
- Nancy Gray Clerk's overtime
- Nancy Gray Clerk Parish expenses £33.03
- EDF Energy Tredis Defib unit. Fixed charge and consumption x 2 months Sep and Oct £21.49
- CALC Training Clerk: Budget and precepting £30 +£6 vat = £36
- ASG Security Annual maintenance fee, Alarm clerk's office. £33.85 +6.77 vat =£40.62
- Tom Cox Amenity areas all packages

**Direct Debits taken to report**

- Lloyds 17/09 set monthly fee for clerk's credit card £3

**DEVOLUTION ACCOUNT**

- M Jakes Cleaner's Wages for Sep
- Nancy Gray Clerk's Devolution Wages for Sep.
- Julia Bradley Temp relief cleaner wage for Sep
- Frances Jackson Temp relief cleaner.
- HMRC VAT charge car park (quarter) £956.76

**Direct Debits**

- None
- **Incoming October**
- Weekly ticket cash banked £35
- Ticket machine revenue £311.20
- Ticket machine revenue £728.
- Winter parking permit x 2 £10

**Devolution Deposit account**

- Weekly tickets x 2 total £70 Paid into incorrect devolution account but this is not an issue.
- Interest £23.24

b) Following verification by Cllrs Medway and Evans, Cllrs Medway proposed, Cllr Evans seconded, with all in favour to sign the bank reconciliations for October 2018.

c) **To RESOLVE the amendments to the Mandate to add additional signatories.** All councillors have now provided their details, clerk can now complete form online, print off and resolve to sign the revised Mandate, at the December meeting, by the existing two signatories.

**20. Pursuant to section 1 (2) of the public bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the request from Torpoint Town Council:** The Clerk verified that the Parish Council had the Power to spend on this item, following verification from CALC. A Provisional budget has been put aside in both this year's budget following end of year predicted underspend and next financial year's draft budget, subject to Torpoint Town Council placing the item in the Public domain and subject to approval by Sheviock's parishioners. It was agreed to therefore offer the provisional funding subject to it being detailed in the parish newsletter and placed on the agenda for approval, in order to provide parishioners with the opportunity to have their say.

**21. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Precept. Parish Plan. Item 22. Councillors surgery.

**22. DATE OF NEXT Parish Council Meeting December 10th.**

The Chair closed the meeting at 8:55pm

**Nancy Gray, Parish Clerk**

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