



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 13th November 2017 in the Schoolroom, Crafhole Methodist Chapel, Crafhole, commencing at 7.00pm.

Present: Councillors: Chairman Mr S Medway, Vice Chair Mrs P Brooks. Cllrs: Mrs D Lester, Mr W Evans Mr J McGuinness, Mrs Erika Ling. Parish Clerk Mrs N. Gray.

There were 23 members of the public present.

Guest speaker Mr Simon Ryan from the Peninsula Trust

1. **APOLOGIES:** None received.
2. **DECLARATIONS of INTEREST. (a) AGENDA ITEMS.** Cllr Evans declared a pecuniary interest in item 6 Traffic through Crafhole. Councillor Ling declared a pecuniary interest in item 6. **(b) GIFTS** None received
3. **CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None received

7d). With the consent of the Parish Council item 7d was brought forward. **Presentation Peninsula Trust, Mr Simon Ryan. Community Led Housing for the Peninsula.** The main points raised were:

- To create new homes for rent at affordable price
- Never to build on green field sites.
- Work with council and locals to find suitable sites i.e.. Unused properties/Conversions.
- New homes for local people especially young local people
- Independent Community Owned Organisation.
- Developed the Rame Centre in Millbrook, support services. Join for life £1 fee.
- Wants to extend work to all parishes on the Rame
- Urges people seeking homes to register on "Homechoice" system as unless people register then Cornwall Council cannot recognise the scale of the problem.
- Asks to be contacted if anyone has a house or piece of land that could become a home for local families. [Tel: 01752 823909](tel:01752823909) email: rame.centre@thepeninsulatrust.org.uk.

The Chair thanked Mr Ryan for attending noting how the Neighbourhood Development Plan (NDP) has already helped to influence building development planning on the Peninsula in Cawsand at the Old Ship Inn.

4. **PUBLIC PARTICIPATION. The following concerns were raised and responses provided.**
 - Calor Gas doors off hinges, Portwrinkle. **Clerk** to re-contact/chase Calor.
 - Give way sign at Tredis View facing the wrong way towards village. **Clerk** to check and advise Highways.
 - The padlock is broken which usually prevents access to the Well on Finnygook Lane. **Clerk** to advise owners of Whitsand Bay Hotel and ask them to replace for public safety

5. **RESPONSE TO PUBLIC PARTICIPATION.** Responded as above.

6. **TAFFIC THROUGH CRAFTHOLE, update on findings/Traffic Light Trial report.** Cllrs Evans and Ling left the building.

The Chair reported that the Council had now received the Traffic Light report but not in its entirety as still awaiting the pollution report. Once all had been received it could be discussed in the December Parish Council meeting with the aim to resolve recommendations for the way forward.

It was proposed by Cllr Medway, seconded by Cllr McGuinness to rescind standing orders at 7:20 for Public questions/comments.

The following comments and concerns were raised:

- A resident wanted to know if a Cllr on the traffic Project Board had called into question the level of expertise of volunteers (non COVAG members) and whether the view was expressed that they were incapable of dealing with or analysing data and thus calling into question the validity of the trial. Councillor McGuinness responded by saying no, although questions were raised around whether volunteers were members of COVAG or not. However, the Project board deemed it not important as was happy with the level of expertise and training of all involved in the exercise. The collation of information was community driven by volunteers under the guidance of the Project Board. Mr D Dunn confirmed that trial was separate and made up of members and non members of COVAG run by the Project Group Board which is independent (not a sub Committee) of the Parish Council.
- Mr P. McLaren suggested that it may have been his initial comment at the above meeting that had caused the debate and he apologised if that were the case.
- The Chair concluded that this was an internal affair within the Project board. He thanked all involved for their hard work in what has been a difficult process and thanked the Board for a well produced report. Reminding all that the traffic lights were for a trial only.
- Mr Snowling stated that the volume of traffic through the main street would increase greatly if/when new housing is built on the Peninsula this would further exasperate the issues/pressure placed on the road and pipes below. Traffic would increase in the form of HGVs using the one road in and out during construction and extra cars from the new residents. Could we write to the MP Sherryl Murry and George Trubody to push for a By Pass
- The chair noted that the report provides extra evidence and ideas for a way forward. Providing ammunition when seeking improvements for the traffic plan/By Pass.
- It was asked if Cllr G. Trubody could be invited. It was noted that the Clerk had sent him an Agenda.
- Cllr McGuinness suggested raising the issue with the Rame Penninsula to find out how they can support us.

Cllr McGuinness proposed and Cllr Lester seconded to reinstate standing Orders and all agreed.

Standing Orders were reinstated at 7:40

7 PLANNING

- a) PA17/09377 Mr & Mrs Chamberlain, Tredossel House Shevioc. Conversion and adaptation of the outbuilding to a holiday let and family annexe. After discussion Cllr McGuinness proposed, Cllr Lester seconded to Support the application with 5 in support and 1 no opinion, it was resolved to support the application. **Clerk**
- b) **Planning applications received after the agenda finalised.** 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. It was agreed to resolve at the next Parish Council meeting on 11/12/2017, time extension received.
- c) **Planning decisions from Cornwall Council. PA17/07523** Mr Nick Hamill. 9 Burns View, Crafhole. Redevelopment of existing roof dormer to rear elevation. Approved.

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

- a) Minutes of the Parish Council Meeting held on Oct 9th 2017. It was **RESOLVED** that the Chairman signed the Minutes as being a true record of that meeting. Proposed by Cllr Lester, seconded by Cllr Brooks, with all in favour.

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 following exceptions.

- Pg.2, item 9. The bench on the Circular Footpath. Mr Kevin Andrew has verbally confirmed that he will take responsibility for the bench although it cannot be added to his insurance. He will maintain or replace if needed. **Clerk** to make a note on asset register.
- Parish Council Surgeries. **Clerk** to collate table of fixtures, dates and allocate Cllrs to circulate for approval and submit for Newsletter **Cllr Medway**

10. HIGHWAY MATTERS. a) Donkey Lane. Response received from Highways approving the go ahead for the surface treatment of this road they will “try to programme this scheme for this financial year subject to other priorities and the weather”. **Clerk to monitor**

b) Visibility issues Tredis Turn off/ bottom of Polscoe hill. It was reported that CC have no budget for a splay in the road as not in top 200 sites. Clerk has requested that Antony Estate cut back hedge on the west side of Polscoe Hill around Tredis turn off. It was agreed that the Eastern hedge although now cut needed further reduction at its base. **Clerk** to contact Antony Estate. **c)** Pedestrian signage Saunders lane. Cornwall Council do not have budget as it is not deemed a priority site. **d)** Failing road condition/wall Lyhner house, B3274 centre of Craffhole. Response received from Highways, who suggest that the buckled wall is due to an adjacent tree within the garden of Lyhner house. **Clerk** to add to action tracker. No response as yet from Highways re: cut back of hedge/verge to reduce encroachment onto the road opposite this area, **Clerk** has on action tracker. **e)** Subsidence around manhole cover, Finny gook lane. Clerk has reported to Highways who are on site at time of writing minutes. **Clerk to monitor/action tracker.**

11. DEFIBRILLATOR UPDATE. The Clerk reported that Sheviock phone Kiosk is now officially “adopted” by the Parish Council and it has just been decommissioned. The Clerk and Mrs Darryl Hughes have contacted a new electrician. He will provide a quote for the Jolly Roger, Finnygook, Sheviock phone kiosk. Cllr McGuinness has established exact position of the Tredis defibrillator. Mrs Hughes to contact Western General power who have agreed to supply electricity for Tredis Unit and SWW who have agreed to allow access for electricity for Portwrinkle 2nd Unit. (Mrs Hughes to talk to previous Clerk for ongoing contacts) Current Clerk to ensure these are provided within the week. The Clerk reported that she had accompanied an electrician to check the unit at the Memorial Hall on October the 9th. They had tested the heated box, audible siren and put the unit through a manual check. All is working and refitted. The unit is fitted with a locator flashing light. The Clerk has been checking the unit bi-weekly if not more often when at the office. A draft Safety Management/Maintenance Schedule will need to be drawn **Clerk**, the clerk has completed a temporary check list for interim for unit at hall. A communication information event will be advertised to all those who wish to attend once all units have been installed. To be included as on ongoing agenda item

12. PRELIMINARY ANNUAL BUDGET Review. The clerk reported actual expenditures to date. Predicted expenditure by 31/03/2018. And issued a preliminary budget for year commencing 2018/19 for both the Parish and separate Devolution budgets. The Clerk reported that due to current ongoing and new standing budget items/projects on the Parish account such as the open Space, Defibrillators, Dog fouling enforcement, increase in assets/insurance and upkeep of assets, Dog bags plus other items the precept would need to increase by 5% however this would have to include some savings to be made in the predicted budget. It was agreed that the councillors would look at the parish budget to discuss possible reductions to agree at the December’s meeting to resolve a % 5 Precept increase. The Parish Council has and continues to build general reserves to prevent from shock expenditures and is building the necessary reserves for elections, assets, park and open space. The Clerk reported the devolution budget which does not affect the precept (no charge to residents). It is healthy and continuing to build reserves which are restricted for the car park (i.e. resurfacing car park) and toilets. Mr Kennedy advised that the Parish Council has an agreement with the Harbour agency to receive £700 per year toward the funding of the Toilets. Clerk to obtain relevant documents/to confirm agreement with Mr Andy Bridgeman. **Clerk**

13. OPEN SPACE. Clerk awaiting quotes for external RoSPA Inspections. **Clerk.** Cllr Brooks has completed weekly checks nothing to report. **Cllr Brooks ongoing.** Clerk to advise Cllr Brooks re: method of cleaning stainless steel equipment for 6 month check.

16. TEMPORARY BIN PROVISION AGREEMENT ABOVE FINNYGOOK BEACH: After looking at costs and dates it was agreed to obtain in writing an agreement between Mr Martin and the Parish Council for an agreement with costings for the provision of a bin during an 8-week peak summer period July/August. With bi weekly collections. It was agreed to discuss the arrangement made with Mr Martin concerning the provision of bins over the summer period 2017.

18. DOG WARDEN/SSLA. Review of service: The Clerk reported that Millbrook and Rame Parish Councils would advise if they will be continuing with the SLA following their Parish Council meetings this month. It was believed that they would. The cost of training our own Dog warden would be £100. The SLA would be reviewed in January. **Clerk**

19. CAR PARK METER. Clerk awaiting quotes for turning the machine. **Clerk. Cllr Evans** agreed to aid Cllr Medway with parking meter duties. **Cllr Medway** to check time on machine. (Since writing, issue fixed)

20. PORTWRINKLE TOILETS. It was reported that the clerk obtained an agreement with Torpoint Town Council to provide relief cover for the brief period of sickness of the current cleaner. It was agreed that this cover could be used again should the need arise (**Clerk** to confirm with Torpoint Town Council) **Clerk** to draw up a casual contract for a relief cleaner. After discussion it was resolved to increase cleaner's wage to the going rate due to nature of contract. Cllr McGuinness proposed, Cllr Evans seconded with all in favour. Clerk to complete cleaner's appraisal. **Clerk** reported need to obtain plumber to fix sensor for flush in men's toilets. Since writing Cllr Medway has fixed this issue.

20. CORRESPONDENCE

- a) Fly Tipping Donkey Lane. Reported to CC, noted to be monitored.
- b) 24/10/2017 -Email Victoria Regan CC. Affordable Housing initiative. A joint meeting of the five parishes is being co-ordinated by Millbrook Clerk for a Tues, Wed or Thurs evening. Cllr Ling said she could attend a Wednesday night. **Clerk.**
- c) 5/11/2017 – Email, CC Pop up site for tender above Portwrinkle harbour. **Clerk** to put link on website.
- d) 01/11/2017- Email from Mr and Mrs Snowling re: Traffic light trial. Noted, following earlier discussion.

Correspondence to report after agenda finalised:

- a) Letter requesting representative from the Parish Council to attend the Rame Transport User Group. Due to time commitments it was agreed to ask Mrs Mathias who had previously volunteered. **Clerk** to find out more re: time, date, location and advise. If available Councillors could take it in turns to attend.

21. UPDATES FROM OTHER GROUPS

Gateway Community: Cllr Ling volunteered to attend on Wed 6th of December at 6:30 pm. Clerk to advise of location when agenda is received. **Flower Beds Sub Group:** Nothing to report.

Coastal Communities Group: Cllr Lester will attend on Wed December the 6th. **Play park and open space.** Cllr Brooks stated that the grass had received a shorter cut.

22. FINANCE

The Clerk gave details of cheques and payments to be approved. Previously circulated to members.

- It was **RESOLVED** to pay the online bank payments, as paid in accordance with the bank mandate, covering the outgoing and new Clerks' wages/Clerk's expenses/Cleaner's wage for October and external purchases for October. Proposed by Cllr Warren, seconded by Cllr McGuinness with all in favour to pay the following Parish/Devolution Account cheques and bank payments:
- L Coles, Salary final payment Clerk's Training and Parish hours 30 hrs plus overtime accrued
- Shevioc Memorial Hall. Rent for Clerk's Office, November, £63.25
- L Coles Backdated Bank holiday pay.
- Nancy Gray, Clerk's Salary October parish hours

- Nancy Gray Parish expenses for Sep raised but not put on banking system so did not get paid £10.50
- Nancy Gray Parish expenses Oct £17.8
- ASG Security Annual maintenance for office panic alarm £39.86
- CALC, Good councillor guides £14.96
- AON UK Limited. Insurance premium increase to cover extra playpark equipment £45.31
- Nest Pension £11.70
- Cornwall Council August SLA Dog enforcement (have sent invoice to other two parishes for their share awaiting receipt) £210
- C.A.F electrical, Chris Freeman, electrician to check defib unit at memorial hall £50
- Dean Leonard, Parish Amenity cuts, Footpath cuts, Open space/park cuts, Portwrinkle Seafront Grass cuts £360 in total
- *Dean Leonard, Parish Amenity cuts raised in October but not put onto online banking system, so it was never paid £204
- Roger Martin, CHEQUE: provision of bin above Finnygook beach summer 2016 8 weeks £163.92
- DIRECT DEBITS TAKEN TO REPORT
- BT Business Infinity office broadband and business phone package/line rental. Quarter Direct Debit taken 28th Sep. £300.86
- Lloyd Multi pay card. Clerk's Multipay card direct debit fee taken 2nd Oct £3

Nov 2017 Devolution Account payments made.

- M Jakes, Cleaner's Wages for October
- Nancy Gray, Clerk's Devolution Wages for October
- N Gray, Clerk's devo expenses £1.8
- Bunzl Invoice 07/236440 toilet supplies £92.79
- Houseman Invoice 4891 (part paid in Oct meeting but did not raise full amount onto bank for authorisation omitted VAT) £28
- Torpoint Town Council, Toilet Cleaning Portwrinkle: Includes travel expenses to/from Torpoint and on-costs £30.44
- SWW Quaterly water bill, Toilets Portwrinkle £201.65
- **Income Received from Devolution**
- Car Park Revenue £1244.75
- Weekly Tickets £35
- Total Income £1279.75
- INCOME received but Pending to be banked in November to show on November accounts
- Winter permit x 6 to be banked, £30
- Maker with Rame PC Share of DOG enforcement SLA July and training £383.89
- Millbrook Share of DOG enforcement SLA and July and training £383.89.

23. ITEMS FOR INCLUSION IN FUTURE MEETINGS

- Precept and Parish Budget 2018/9, Traffic Light Trial, Defibrillator update, Congestion of traffic Carew Close.

24. DATE OF NEXT MEETING.

The next meeting of Shevioc Parish Council will be on Monday 11th December 2017 in The Methodist Schoolroom, Methodist Chapel, Crafhole commencing at 7pm.

There being no further business the Chair closed the meeting at 9.10pm.

Signed..... Date.....

Chairman, Shevioc Parish Council

NB. A copy of these Minutes can be found on the Shevioc Parish Council Website:

www.sheviocparish.org.uk