

## SHEVIOCK PARISH COUNCIL

The minutes of the meeting held on Monday the 13th of June 2011 in the Methodist Church School Room, Craffhole at 7.00pm  
**PRESENT:** Councillors C K Kennedy Chairman, Vice Chairman M Snowling, Councillors, Mrs D. Mathias, Mr P Harrison, Mrs K Baker there was 1 member of the public present.

### **MINUTES**

#### **1. APOLOGIES.**

Received: The Police and Councillor S. Medway

#### **2. DECLARATIONS OF INTEREST: AGENDA ITEMS:**

Agenda item 16, Councillor Kennedy declared a personal and prejudicial interest as he is a member of the Standards Board Committee, Cornwall. So would address the meeting under clause 12.2 of The Code of Conduct then leave the room whilst discussion takes place. Agenda item 9, Councillors Baker, Snowling, Kennedy and Mathias all declared a personal interest in Item 9 as are Dog owners.

#### **3. POLICE REPORT:** There has been one crime within the Parish between 09/05/11 and 13/06/11. That of 1x Burglary at a chalet in the Whitsand Bay Hotel.

**4.PUBLIC PARTICIPATION AND 5. RESPONSE TO PUBLIC PARTICIPATION:** It was proposed by Councillor Nicholas, seconded by Councillor Harrison that Standing Orders be suspended at 7.06 PM for Public Participation.

- Councillor Medway sent an email regarding the oil residue left at the Car Park in Portwrinkle following work on a camper van. It was agreed that in this instance the residue was a one off and no further action required, but if work had been continuous or if happened again then a different response would be called for.
- A Parishioner had raised concern to Councillor Medway regarding the barbed wire across the gate leading onto the golf course by the Bus stop/cross roads in Craffhole. It was agreed that it is a reason for concern as is close to the bus stop where children wait for the school bus. Councillor Medway had also forwarded that under section 164 of the 1980 Highways act, barbed wire on land adjacent to a public highway must not cause a nuisance to humans or animals using the highway. Anything placed below 2.4 meters high will usually be deemed to be causing a nuisance and the local authority can issue a notice demanding its approval. Member of the Public Mr D Dunn mentioned that the use of barbed wire was present throughout the parish. The following actions were agreed upon. To talk to the Whitsand bay Hotel.

**Councillor Kennedy.**

To confirm with Rebecca Kirk from Highways if section 164 of the 1980s highway act applies to footpaths and if so then a reminder note be placed within the next Parish Newsletter.

**Clerk.**

- Councillor M Snowling stated he had removed obscene graffiti from the Men's Public Toilet in Portwrinkle, which had also suggested that the beach at Britton cove was now used by naturalists. Councillor Harrison stated that the police would be unable to act unless a formal complaint/witness statement is made. If anybody goes there and is offended then to contact the Police. It was suggested that Councillors could jointly visit the Cove and ask any naturalists to move on, directing them to the beach designated to the East of Donderry.

**ALL**

- Member of the Public Mrs Rosalee Dunn sent an email raising her concerns that speed watch had not been present in the village for some time and to request its return. Councillor Mathias stated that the team would undertake some watches soon.

**Councillor Mathias**

- A response is to be sent to Mrs Dunn –

**Councillor Kennedy**

- Councillor Nicholas mentioned that there was now not much support available from the Police as the PACT (camera team) had been disbanded due to lack of funds.

- Councillor Mathias stated a resident living in "The Barns" on the slip road at the end of Westlane had raised his concerns regarding the new proposed village open space – wanting to know if the Parish Council had considered where visitors were going to park. Councillor Kennedy would address this comment under agenda item 11.

It was proposed by Councillor Mathias and seconded by Councillor Snowling to reinstate standing Orders. And standing orders were reinstated at 7:22

## 6. PLANNING

- I. To resolve new planning applications received –None
- II. To receive notices of new planning applications received after the agenda finalised: PA1103478 Tirada, Craffhole. Mr & Mrs Dunn. Ground floor side extension. It was agreed that the plans be circulated and that Councillor Mathias would contact the neighbours for their feedback. If not contentious a response could be agreed and returned by June 29<sup>th</sup>. –**All Councillors/Councillor Mathias/Clerk.**  
Councillor Baker arrived at 7:26pm.
- III. To receive Parish Councils response to planning application PA11/02750 replacement and repositioning of cafe kiosk following a public, Special Parish Council Planning meeting: *Sheviock Parish Council objects to this amendment of the approved planning application PA11/06505 due to the continuing changes in materials and additions to the on-going build from the original approved plans. The Parish council request the following to be enforced: The two parking spaces as seen on PA11/06505 to the south of the cafe. There is a recognised shortage of parking within the village for both residents and visitors and the café may bring additional visitors so parking should be maximised. Removal of the proposed additional decking area to the south of the Cafe as this increases the overall size and impact of the build. Fulfil the previously agreed upon obligation of disabled access that complies with current building regulations. Change the terracotta coloured ridge roof tiles to a colour to tie in with the majority of surrounding properties particularly that of the hotel, and to blend in with the sea view on the approach to the village.*  
Councillor Kennedy wanted to clarify the misunderstanding that voluntarily caused him to step down as chair at the special Parish Council meeting. He had been informed that at an earlier meeting a parishioner had heard him say to the applicant, Mr J Earle, something along the lines of “Don’t worry Jess we will get this through” Councillor Nicholas had in fact reminded him that they had been discussing the separate issue of the realignment of the footpath for safety of children and to create space for the bins before the meeting started. When Mr Earle had said “don’t you need permission to move a footpath?” Councillor Kennedy had said “do not worry we will support that”.
- IV. To receive notices of Cornwall Council’s decisions on planning applications:  
PA11/01871 19 Cross park alterations and extensions to bungalow Mrs G Rubin –Approved  
PA11/01871 Kerkyra, extension to balcony, Whitsand Bay View, Portwrinkle Mr & Mrs Wilkinson  
Approved

Councillor Kennedy suggested and all agreed to: Bring forward from Correspondence the item concerning Mendennick wind farm; Move the planning policy review from agenda item 17; And to consider a checklist for documents to be contained within new planning applications before they are circulated.

V. Wind Farm: It was agreed to contact Councillor G Trubody to ask that this be an agenda item at the Rame parish Cluster Group in order to discuss the way forward and to offer 2 dates in July.

### **Councillor Snowling**

- VI. Revisions to Planning Policy: It was proposed by Councillor Mathias, seconded by Councillor Snowling and all in favour to adopt the new policy with the insertion of the following amendments as briefly listed:.
- Definitions 2.1: The Planning Officer rather than the chairman of the planning committee to be responsible for managing the Parish Council’s evaluation and decision making process for all applications received by the Council- *there is no planning committee due to size of parish Council*  
Receipt of planning information:3.3.4 Provide a sheet inside the envelope to allow councillors to submit their comments on the application. 3.3.5 If the application is a resubmission or a change to a previous application make a copy of the decision relating to the previous application and enclose that in the circulation envelope:3.3.8 If the application is a resubmission or a change to a previous application to the Parish Planning Officer or an agreed substitute Parish Planning Officer will act as a reference point for other councillors during the process of evaluating the application.  
Processing a Planning application:4.6.2:The Clerk will complete the return form indicating The Parish Council’s decision together with any comments and send it to Cornwall Planning as well as

sending it to the applicant and any residents who have submitted comments (this also includes under section 5.3 any residents who have attended a special planning meeting).

Councillor Mathias suggested that the response form be issued to Mr Earle, Mr Waterfield, Mr Hardy and Mr Philips regarding application PA11/02750 as agreed in the new planning policy. All agreed – **Clerk.**

VII. Planning pack checklist: It was agreed that a checklist be created. **Councillor Mathias and Clerk**  
Councillor Mathias gave her apologies and left at 7:50pm

**7. MINUTES TO BE APPROVED AND SIGNED:** Councillor Harrison Proposed, Councillor Nicholas seconded & the Minutes of the Parish Council 9<sup>th</sup> May 2011 were signed as a true record by the chairman.

#### **8. MATTERS ARISING FROM THE MINUTES, which are not covered by agenda items**

- **The Parish Emergency Action Plan.** The first issue has been published it is now for the Cluster Group to take forward. It was agreed to arrange a July meeting with the parish co-ordinators to go through the plan. **Clerk**
- **Pathway number 8.** Following the Parish Councils request to reinstate the lost section of pathway 637/8/1 A reply was issued stating there is currently an application to extinguish the section of path in question. It was agreed to respond stating that the Parish Council did not think it was appropriate to allow the path to remain closed while an application to close was considered and that the pathway should remain open until a decision is finalised. **Clerk**
- **Parish Website:** The new website shall be up and running soon, with same address [www.sheviockparish.org.uk](http://www.sheviockparish.org.uk). Councillor Kennedy and clerk to receive training on Friday 17<sup>th</sup> June. Simon Zinn will submit invoice in July. **Clerk, Councillor Kennedy**
- **Councillor Training:** Clerk to send reminders to each councillor 2 weeks in advance. **Clerk**
- **Councillor Shadowing Scheme:** names to be submitted soon. **Councillor Snowling.**
- **Lorries through village:** Letters can now be sent to relevant residents & Mr P McClaren. **Clerk.**  
Councillor Nicholas suggested that he discuss with colleagues whether a vibration meter would work on order to obtain evidence. **Councillor Nicholas.**  
Councillor Kennedy will contact the Civil engineering department at Plymouth University to see if they could gain evidence of vibration damage as part of a final year project. **Councillor Kennedy**

**9. DOG CONTROL ORDER:** The Dog Order signs are now in place. A note of thanks was given to Mr Mick Gray who helped erect them. It was proposed by Councillor Harrison, seconded by Councillor Nicholas to: Modify the dog warden vacancy advert to state hourly wage of £8:50; place additional adverts at the village shop and Sheviock Memorial Hall; contact the council to request a visit from the existing Dog Wardens. **Clerk**

Research if there has been a change in law allowing councillors to issue a fixed penalty notice & to research Dog Warden Job descriptions. **Councillor Nicholas.**

**10. THE PARISH LOCAL DEVELOPMENT PLAN:** It was agreed to incorporate development plan/boundaries for approval at the July meeting then arrange a meeting for Public Consultation in September. It can be tied into the localism bill later on. A reminder is to be sent to Councillor G Trubody to arrange free advice regarding the Localism Bill and support for Neighbourhood planning at the Next Cluster meeting. **Working Group/Councillor Snowling**

**11. VILLAGE OPEN SPACE.** Proposed location 1, field at the end of West lane: Councillor Kennedy agreed to draw up a revised plan for the trustees of Antony Estate. Re: parking, he had envisaged that this to be a place parishioners walked to but it would be addressed in any consultation **Councillor Kennedy.**

**12. UPDATES FROM OTHER GROUPS –Rame peninsula Public transport Users group:** Councillor Nicholas reported that Greyhound have retimed their services to enable passengers to pick up connections to Derriford. The First group arrangement is due to expire in 2012 but technically expires in 2014.

**Community Network:** Councillor Nicholas reported that Steven Foster will contact Planning/Cornwall Council following complaints made by all parishes regarding delays and lack of communication. **Church**

**Council:** Councillor Harrison stated that there was a strong push from the diocese towards the use of Green energy.

**13. A374.** Following receipt of the revised A374 speed review that recommends a 30 mile speed limit on the section of A374 running through Polbathic, Shevioc and Antony. It was agreed to:

1) Ask Councillor G Trubody for the name of the officer responsible for costing so that Councillors could then discuss implementation with the officer to obtain a combined costing for all three parishes to implement the new TRO. **Clerk/Councillors**

2) Councillors to then approach St Germans and Antony with combined cost. **Councillors**

3) To place a short note in the next Parish Newsletter regarding the revised review/speed limits of the A374 what the Parish Council intend to do regarding funding. **Clerk**

Councillors Harrison/Kennedy to meet with Sgt Crow to discuss speeding through Shevioc. Councillor Baker enquired on the progress of the Traffic Orders for the yellow Lines in Portwrinkle. Councillor Kennedy replied that they were in the process of being published this summer. Councillor Harrison stated that there had been an increase in the use of marked and unmarked tankers passing through Shevioc, to Thanks depot. It was agreed to ask Councillor Trubody to find the reason behind this. **Clerk**

**14. BLUE BUCKET SCHEME:** A response confirming interest in supporting the scheme has been received from Mr J Earle. Mr P Phillips expressed his interest at the last Parish Council meeting. It was agreed to contact Julie Bates to enquire how the scheme operates, what's involved and how to implement it, prior to issuing letters to the Mr Earle/Mr Phillips and the residents on the lower part of Finnygook lane. **Clerk**

#### **15. CORRESPONDENCE.**

- **Grant Application for Memorial Hall photovoltaic installation.** It was agreed to respond to a letter from Peter McLaren regarding a grant application to install PV Modules on the roof of the Memorial Hall, supporting the proposed use of a photovoltaic installation –subject to planning approval, in order to make the village a greener place. **Clerk**
- **Burraton Primary School beach litter pick:** It was agreed to send an official thank you letter to Burraton Primary School, Saltash for their valiant effort. **Clerk**
- **Dog Bins:** Mrs J Wilson emailed a request for a Dog Waste bin on Trewickle Lane. It was also mentioned that Mr Phillips had commented that ground staff were finding, full dog waste bags on the golf course. A letter is to be sent to Chris James of environmental waste, Cornwall Council requesting two dog bins one for Trewickle lane and the other at or near the entrance to the footpath leading across the golf course. **Clerk**
- **Grit Bins:** Mr And Mrs Truscott enquired if a decision had been reached by the Parish Council to fund their request for a salt/grit bin. A response is to be sent referring to item 15 of the minutes/decision reached at the parish Council meeting on Monday the 11<sup>th</sup> of April 2011 following a period of public consultation. Also in response, to confirm that the cost of issuing the Royal wedding Mugs to the under 16s came out of the precept, a tradition implemented by Parish Councils for many years with initial costs off set by selling surplus mugs. **Clerk**

**16. CODE OF CONDUCT: To resolve the response to CALC regarding what should be put in place once the standards Board regime has gone.** Under clause 12.2 Councillor Kennedy addressed the meeting summarising the implications of the Localism Bill and the end of the Standards Board and suggested a response in which the Parish Council made it clear it would prefer a continuing Code, that the Parish could not implement a code and that this should be provided via Cornwall Council. Councillor Kennedy passed the chair to Councillor Snowling and left the room at 8:55. After discussion Councillor Harrison proposed, Councillor Nicholas seconded to: send a response to CALC supporting the views presented and place "the consideration of Councillor Guidelines" on next months agenda. **Clerk**  
Councillor Kennedy returned to the room at 9:04 and resumed the Chair.

**17. PROPOSED AMENDMENT TO SECTION 32, STANDING ORDERS.** Further to advice from NALC and CALC Shevioc Parish Council propose to amend standing order 32b) A motion to add, vary or revoke

one or more of The Councils standing Orders, not mandatory by law, shall be proposed by a special motion, the written whereof bears the names of at least (4) Councillors. This proposal is to resolved at the next (July) Parish Council meeting, clerk to place on the agenda **Clerk**

**18. FINANCE.** Councillor Harrison proposed the following cheques to be raised, Councillor Nicholas seconded, all agreed and the following cheques were signed by Councillors Kennedy and Snowling.

Chq 100957: Zurich Insurance, Parish Council annual Policy £689.86

Chq 100958: Mr Oak Johnson, Amenity Grass cutting, £65 (previous cheque void)

Chq 100959: Mr Oak Johnson, Path Clearance, £15 (previous cheque void)

Chq 100960: Cornwall Council, Councillors training, annual workshops and seminars £60

Chq 100961: Multesigns. All Dog order associated signs x 5 and fittings £168.60

Chq 100962: Mr C Murphy, accountant, internal auditor, £327.20

Chq 100963: Sheviok Memorial Hall, rent for public planning meeting in April £14:80

Chq 100964: Sheviok Memorial Hall Rent for Clerks office £60

Chq 100965: Mrs N Gray Clerks wage for May £387.81

Chq 100966: Mrs N Gray Expenses £20.76

- Incoming receipts – None
- Royal wedding Mugs: Amount sold to be confirmed at next parish Council meeting. Councillor Harrison requested that the Diamond Jubilee public holiday be an agenda item in July

**Councillor Mathias/Clerk**

- SLCC – It was agreed not to subscribe as members of The SLCC
- Phone Box adoption: It was agreed not to adopt the BT kiosk outside the Finnygook.
- Footpath grant: Councillor Kennedy signed the local partnership grant for Amenity path cutting £598 subject to satisfactory resolution of pending query.

**Clerk**

**21. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Royal Jubilee celebrations. Consideration of Councillor Guidelines

**22. DATE OF NEXT MEETING. 4<sup>th</sup> of July 7pm**

The Chairman closed the meeting at 9:20pm

**Nancy Gray, Clerk, Clerk's Office, Memorial Hall, Craffhole PL11 3DG 01503 232996**