

SHEVIOCK PARISH COUNCIL

The minutes of the meeting held on Monday the 4th of July 2011 in the Methodist Church School Room, Crafhole at 7.00pm

PRESENT: Chairman C K Kennedy, Vice Chairman M Snowling, Councillors, Mrs D. Mathias, Mr P Harrison, Mrs K Baker and Mr S Medway, Cornwall Councillor G. Trubody, and 1 member of the public present.

MINUTES

- 1. APOLOGIES:** Councillor Baker to arrive late to meeting. The Police
- 2. DECLARATIONS OF INTERESTS. 1 AGENDA ITEMS Councillors** Kennedy, Mathias and Snowling declared a person interest in item 9 as are dog owners. Councillor Kennedy declared a personal interest in item 16 as he is a member of the Cornwall Council Standards Board committee. **2 GIFTS OVER £25:** None.
- 3. POLICE REPORT.** In the period 13/06 -04/07 there has been 1 crime, a burglary to a dwelling house in Sheviock lane. This is currently under investigation. The police have requested that residents report any suspicious activity as promptly as possible as this will allow for officers to attend and confirm whether that activity is legitimate and hopefully identify the persons responsible where it is not.
- 4. PUBLIC PARTICIPATION &**
- 5. RESPONSE TO PUBLIC PARTICIPATION :**Councillor Snowling proposed and Councillor Mathias seconded to rescind standing orders and standing orders were rescinded at 7:06
 - Mr M Hardy informed the Parish Council that he had written separately to Cornwall planning re: PA11/02750 cafe kiosk Portwrinkle, to complain about the discrepancy in overall colour and material used not actually being that of cedar wood and was therefore a variation from the original plan. He had also written to building control regarding the disabled access not conforming to new building regulations. Councillor Kennedy stated that the Parish Council had supported the application on the basis that there would be disabled access to a public toilet.
 - Mr Dunn had forwarded an email for public participation enquiring about a) The letters regarding vibration damage to properties caused by lorries - as discussed in the previous Parish Council meeting –as he had not received one; b)When was speed watch going to take place ;c) Congratulating the parish council on the new look website but noting that the forum was not working. Councillor Kennedy/Clerk responded: a) the letters have been delivered to relevant properties along the final exit of the village B3247 from hillside cottage past the Post office/Community shop and returning along the other side of the road up to but not including Coomb Cottage. It was agreed that the Clerk issue more letters on the stretch of road leading from Coomb Cottage. **Clerk** b)re: Speed watch, it was agreed to organise the next speed watch session. **Councillor Mathias.** It was also agreed to ask the police for details and timing of the next training session for new speed watch volunteers so that members of the public who had expressed an interest could be added to the volunteers. **Clerk.** c) Councillor Kennedy reported that the website is up and running with only a few outstanding minor issues to rectify including the forum.
 - Mrs J Bates had enquired into the feasibility of opening a permissive footpath in the field alongside the B3247 on the Polscoe hill out of Crafhole. Also a permissive footpath running from the gate at Carew close in the field alongside the B3247 in the direction of Downderry to link up with pathway 4. An email is to be sent to Councillor Trubody requesting detail of the Cornwall Access Forum so that further information can be obtained. **Clerk Councillor Trubody.**
 - Mr K. Waterfield had expressed his concerns regarding the new dog friendly beach pointer sign possibly invalidating the parking restriction sign as it had been placed on the same post. Councillor Kennedy informed the meeting that he had checked with Cornwall Council and placing the dog sign on the post does not invalidate the parking sign.
 - Councillor Medway raised concern regarding the erosion undercutting the concrete slab forming the sea wall at Finnygook beach. Councillor Kennedy also noted that the retaining baskets on top of the wall are also damaged. It was agreed to send a letter to Cornwall Environmental department requesting it be rectified before the cost to repair it rises **Clerk .**
Photographic evidence to be passed to the clerk to accompany the letter.
Councillors Medway/Kennedy
 - Councillor Snowling raised concerns regarding the potholes and overgrown hedging on Sheviock lane. Also the narrowing of the Finnygook lane leading down to Portwrinkle caused mostly by detritus on the road and overgrown hedges. It was agreed to

contact Rebecca Dixon from Cornwall Highways asking for Finnygook lane and Donkey lane to be swept and for, what was considered to be the category 1 safety defects on Sheviock Lane, to be repaired. **Clerk.** A letter is to be sent to Paul Cressy asking for the hedges to be cut back on Sheviock Lane. **Clerk.** A letter to be sent to Mr Phillips of Whitsand Bay Hotel asking for the hedges to be cut back alongside Finnygook lane.

Clerk.

- Councillor Matthias reported the offensive graffiti on the retaining wall of Finnygook beach stating "Locals only". It was agreed to email Councillor Trubody regarding the graffiti and he would identify who the Parish Council should approach at Cornwall Council to have it removed. **Clerk/Councillor Trubody**
- Councillor Baker had informed in advance of a parishioner enquiring as to whether the Parish Council received a grant to maintain public areas. Councillor Kennedy responded that no general grants were received. The Parish Council does receive an agency agreement grant from Highways for amenity grass cutting which has run for the last 3 years, and also receives a grant from Cornwall Council for cutting public footpaths. Both grants provide money for specifically designated areas.

It was proposed by Councillor Mathias and seconded by Councillor Harrison to reinstate standing Orders and standing orders were reinstated at 7:35

6. PLANNING.

- I. PA1104406. 3 Whitsand bay View, Portwrinkle, Extension to existing garage. Mr C Shorten. It was unanimously resolved to support this application. **Clerk**
PA1104386 4 Tredis Court, Tredis. Single storey rear extension replacing existing demolished. Mr Dyer. It was unanimously resolved to support this application. **Clerk**
- II. To receive notices of new planning applications received after the agenda finalised: None
- III. PA1103478. Tirada, Crafhole, Mr & Mrs Dunn. Ground floor side extension. A response supporting this application has been returned to Cornwall Planning Deptment.
- IV. No new decisions on planning applications have been received from Cornwall

6. MINUTES TO BE APPROVED AND SIGNED: Councillor Harrison proposed and Councillor Snowling seconded and the minutes from the council meeting held on the 13th of June were signed as a true record by the chairman.

7. TO REPORT MATTERS ARISING FROM THE MINUTES, which are not covered by agenda items.

- **Barbed wire:** Councillor Kennedy has spoken to Mr Phillips regarding the use of barbed wire on the top gate of the golf course adjacent to the bus stop. Clerk to contact Rebecca Dixon from Highways regarding 164 of the 1980s highway act asking if it applies to footpaths following the previous parish council meeting discussion. **Clerk**
- **Britton Cove:** It was agreed to:
 1. repaint over the graffiti in the men's' public toilets, Portwrinkle .
Councillor Snowling
 2. For a group of councillors to walk to Britton cove at low tide and inform and direct any naturalists towards the beach to the East of Downderry.
Councillor Kennedy/All
- **Wind farm.** This is to be an agenda item at the August Cluster meeting together with the parish emergency action plan and the dissolving of the standards board committee. Clerk to book Memorial hall Lounge when a date during August is agreed. Councillor Trubody to invite RGN wind power and Sarah mason from CALC. together with issuing formal invite to all on the Cluster mailing list. **Clerk/Councillor Trubody**
- **Planning pack check list.** Clerk has created a checklist, Councillors Matthias and Nicholas to check and add to if necessary for consideration at Septembers Parish Council meeting. **Councillors Mathias/Nicholas. Clerk to add as an agenda item**
- **Pathway 8.** It was agreed to respond to Maria Wiczorek Public Paths Orders Officer stating that after 3 years of closure without consultation, surely it is now time to be consulted. **Clerk**
- **Councillor shadowing Scheme:** There is an interested candidate who will be contacting a councillor about the scheme. **Councillor Snowling**
- **Lorries through village:** Councillor Kennedy has spoken to Plymouth Civil Engineering department who have expressed interest in it being a final year project. **ongoing Councillor Kennedy** Clerk to extend delivery of letters to cover the stretch of road form \Coombe cottage to The barn on the B3274 **Clerk**

8. DOG CONTROL ORDER

- There have been 3 candidates registering their interest in the dog warden vacancies – applications to be considered during August. **Clerk/ Councillor Kennedy**
- regarding the law concerning Councillors issuing fixed penalty notices Councillor Nicholas to advise councillors and Clerk by email **Councillor Nicholas**

9. THE PARISH LOCAL DEVELOPMENT PLAN: The Parish Council received the Final draft and congratulations were given to Councillors Snowling, Medway and Mathias for their excellent effort in producing this document. This will form the basis to take to the cluster meeting on July 20th. Councillor Trubody confirmed that the Rame Peninsula had been selected as a front runner in Cornwall to pilot a neighbourhood development plan with all 5 parishes contributing, concentrating primarily on Access, Highways and Transportation. This flagship project will be the sole area of discussion at the cluster meeting on July 20th. Help and some funding will be provided for this project by Cornwall Council.

Councillor Trubody/all Councillors

Councillor Baker arrived at 8:10pm

10. VILLAGE OPEN SPACE: – Councillor Kennedy has drafted a plan to take forward to the Trustees of Antony Estate. It was agreed to form a subcommittee to develop a business plan and identify sources of funding and to report back to the Parish Council in October. It was agreed that Councillor Kennedy and Baker form the subcommittee and invite a resident as a co-opted third member. **Councillors Kennedy/Baker**

11. A374: Councillor Harrison reported that the Road Safety Officer was looking into the safety issue regarding the possibility of speed watch on the Shevioc section of the A374 when the 30 mph speed limit is in force, and will advise. Councillor Trubody advised that there had been no increase to the set possibility of up to 5 oil tankers per day travelling via Shevioc to Thanks Depot. It was agreed to arrange a site meeting between Rebecca Dixon from Cornwall Highways and Councillors Harrison and Kennedy to establish a cost for a combined TRO 30 mile per hour speed limit on the A374 applicable to all three parishes.

Councillors Harrison/Kennedy

12. BLUE BUCKET SCHEME:

- It was agreed to take advice from Environmental Services concerning the feasibility and any safety issues in running such a scheme and the possibility of piloting it in Portwrinkle – **Clerk**

13. TO REPORT MATTERS ARISING/CORRESPONDENCE.

- I. To report the following received correspondence and resolve what action should be taken:
 - a. **1) CALC, vacancy for representative to the executive committee.** It was agreed, all in favour, to support Councillor Kennedy's application. Vice chairman Snowling signed the application. **Clerk to send**
- II. To report correspondence received.
 - **CALC Audit Response** – Councillor Kennedy drew attention to the possibility of Cornwall Council acting as auditors to Parish and Town Councils. This raised concern as it would be a conflict of interest.
 - **Emails from Councillor George Trubody regarding Localism Bill, Neighbourhood plan, and at the next Cluster meeting.**
 - **Response from Mr and Mrs Truscott regarding grit Bins.** It was agreed to ask Rebecca Dixon from Highways for an update on Cornwall Councils policy on gritting runs and the provision/location of grit bins. **Clerk** This is to be an agenda item for September. **Clerk**
 - **Public convenience review:** Councillor Kennedy reported that Mr Ortiz, who had sent out the general letter of update, was not aware that the Development and Devolution team together with Steven Foster were actively considering Shevioc Parish Council's interest.

14. ROYAL JUBILEE CELEBRATIONS. It was agreed to write to the Memorial hall committee suggesting the memorial hall/grounds as a venue and if acceptable their suggestions for the membership of an organising committee. The September Parish council meeting to discuss the response and way forward.

Clerk

15. COUNCILLOR GUIDELINES (Code of Conduct): This is on the agenda for the August Cluster meeting. It was agreed to be an agenda item for September. **Clerk.**

16. CALC –Following feedback from Councillor training day June 18th:

- It was agreed to issue a letter of thanks to Sarah Mason, stating that the course was well run, and very worthwhile. **Clerk**
- It was agreed to include Correspondence on the agenda as: 1) to report correspondence received and 2) to resolve what action should be taken on the following items: **Clerk**

It was proposed by Councillor Snowling, seconded by councillor Medway and all in favour that:

- All councillors and clerk ensure their email accounts are password protected **ALL**
- Confidential items to be circulated as hard copy in a sealed envelope marked confidential. **ALL**
- During Parish Council meetings, proposals should be written down and repeated by the clerk for clarity before a vote is taken. **ALL**

It was agreed to:

- Review the proposed Model Publication & retention policy **ALL**

- To review the proposed Data Protection policy together with the suggested email data protection disclaimer **ALL**
- To add as an agenda item for the September meeting 1) to resolve to adopt proposed amendments to the Model publication & retention Policy 2) to resolve to adopt the proposed Data Protection policy together with the suggested email data protection disclaimer **Clerk**
- It was agreed that the Model publication and retention policy be added to the annual reviews in April/May. **Clerk.**

Councillor Baker stated that her Eco settlement councillor training focused on how green energy could be a consideration in the distant future when considering planning and planning applications.

17. SECTION 32b, STANDING ORDERS. It was agreed to make as an agenda item for the September meeting to resolve adoption of the amendment proposed June 13th 2011 –**Clerk**

18. UPDATES FROM OTHER GROUPS –Rame peninsula Public transport Users group:

Councillor Harrison stated that there is a difference of opinion concerning when funding of the rural buses runs out, either 2012 or 2014. The First buses west of Raleigh are subsidised. The transport group have written to Sheryl Murray asking the department of Transport to get involved.

19. FINANCE

- Councillor Mathias proposed the following cheques to be raised, Councillor Baker seconded, all agreed and the following cheques were signed by Councillors Kennedy and Snowling.

Chq 100969: Councillor P Harrison, car travel expenses to take 4 councillors to councillor skills training £36.5

Chq 100970: CALC, Councillor Skills training day 4@£7.5 +VAT £36

Chq 100971: Mr Simon Zinn, redesign, upgrade and implementation of Parish website £540 including £90 VAT.

Chq 100972: SLCC registration for certificate in Local Council Administration £150

Chq 100973: SLCC, clerks training certificate "Working with your Council" £130

Chq 100974: Sheviok Memorial Hall Rent for Clerks office July £60

Chq 100965: Mrs N Gray Clerks wage for June £375.30

Chq 100966: Mrs N Gray Clerks Expenses £47.57

- **Incoming receipts** – £54 reimbursement from Cornwall Council towards Advertising costs for Dog Control Order in May edition of the Torpoint Advertiser.
- **Royal Wedding mugs.** It was agreed to carry over the number of royal wedding mugs sold until the September meeting. Remainder to be displayed in the community shop.
Councillor Mathias
- There is no Parish Council meeting in August so Councillor Harrison proposed and Councillor Nicholas seconded and all agreed that Councillors Kennedy and Snowling be given special dispensation to sign 2 cheques in August to cover Clerks work hours and expenses for July following a review of clerks work hours and expenses from July.

20. ITEM OF CONFIDENTIALITY TO BE DISCUSSED WHEN MEMBERS OF THE PRESS AND PUBLIC ARE EXCLUDED. There were no items of confidentiality

21. ITEMS FOR INCLUSION IN FUTURE MEETINGS. The Data protection/Model publication and Retention policies; Finance –Royal wedding mugs. Standing orders, Planning Pack check list and Royal Jubilee Celebrations.

22. DATE OF NEXT MEETING. The 12th of September
The chairman closed the meeting at 9.25pm

Nancy Gray, Clerk, Clerk's Office, Memorial Hall, Crafhole PL11 3DG 01503 232996
NB. There is a copy of the minutes of the meeting on June 13th 2011 posted on the parish notice boards and on the Parish website – www.sheviokparish.org.uk.