

## SHEVIOCK PARISH COUNCIL

### **The minutes of the meeting held on Monday the 12<sup>th</sup> of September 2011 in the Methodist Church School Room, Craffhole at 7.00pm**

**PRESENT:** Chairman C K Kennedy, Vice Chairman M Snowling, Councillors, Mr P Harrison, Mrs K Baker, Mr P Nicholas and Mr S Medway, Lady Diane Coward vice chair of Antony parish. Police Constable John Libby. There were 3 members of the public present.

#### **MINUTES.**

Councillor Kennedy requested that agenda item 23- updates from Rame Cluster Parish meeting- be moved forward for the purpose visiting vice chair from Antony Parish. All agreed

**1. APOLOGIES:** Councillor D Mathias

**2. DECLARATIONS OF INTERESTS. 1 AGENDA ITEMS** Councillors Kennedy, Baker & Snowling declared a personal interest in item 9 as are dog owners. **2 GIFTS OVER £25:** None.

**3. POLICE REPORT.** In the period 04/07- 12/09/2011 the following crimes were reported: 1 x burglary to insecure garage in Whitsand Bay View, Portwrinkle. 1 x burglary to a holiday bungalow in Carew close, Craffhole. 1 x criminal damage to property, Sheviock Lane. Harassment, Alarm and Distress, Sheviock Lane. It was noted that there have been 4 burglaries in total this year and that parishioners should be vigilant. It was noted that the non-emergency number for the police is now superseded by 101. Clerk to obtain wording from Sgt Crow re: change of non-emergency number and need for vigilance then place notice on parish boards and issue copy to Russ Smith for the Parish Newsletter.

#### **CLERK**

**4. PUBLIC PARTICIPATION** Councillor Harrison proposed and Councillor Snowling seconded to rescind standing orders and standing orders were rescinded at 7:06

- Mr & Mrs Watts raised the following concerns regarding planning application PA11/05132, 19 Carew close: 1) Inaccuracy of plans regarding the roof. 2) Lack of reference to neighbouring buildings as their garage would share the party wall with the proposed extension. 3) Feasibility of servicing new gable-end wall as Mr Watts had planned a pitched roof on the garage at some stage in the future. 4) It would restrict their current use of the garage as would be more aware of making noise i.e. use of grinder/hammer. 5) The amount of building work that has/is taking place in the cul de sac. 5) Privacy issues regarding elongated window shown in plans.
- David Dunn raised a complaint against Cornwall Council planning, that despite having to pay a planning fee and building regulations fee he had not received any decision regarding his planning application originally started off in March and had only discovered it had been approved with conditions by looking on Cornwall's planning Portal. He had hoped to raise this issue with Councillor G Trubody

#### **5. RESPONSE TO PUBLIC PARTICIPATION**

- Councillor Kennedy confirmed to Mr & Mrs Watts that their points had been registered and that the Parish Council had a copy of their letter issued to Cornwall planning.
- In response to Mr Dunn, it was noted that the parish council completed their part of the planning application within the designated 21 days and that, like him, the parish council has yet to receive any hard copy decisions from Cornwall Council. It was agreed that Mr Dunn email the Parish Council with his complaint and that the clerk forward it with the Parish Councils own concerns to Ros Baker at Cornwall planning and CC in Steve Foster ( Gateway Community Network manager) and Cornwall Councillor George Trubody.

It was proposed by Councillor Baker and seconded by Councillor Nicholas to reinstate standing Orders and standing orders were reinstated at 7:16

#### **6. PLANNING.**

**I.** PA11/05132 Mr McKenzie. 19 Carew Close, Craffhole, house extension. After discussion Councillor Nicholas proposed, Councillor Medway seconded and all agreed that the following response be issued to Cornwall planning:

Sheviock parish Council makes no decision on this application as:

- 1) The drawings are incomplete and do not comply with stated Cornwall planning requirements as found in the Householder submission guide (attached with this response)
- 2) The drawings of the roof plans are inconsistent and require resubmission of drawings.
- 3) Details of the link with the adjacent property need to be demonstrated and an agreement reached with the neighbours of what will happen on the party line.

**II.** No new notices of new planning applications were received after the agenda finalised.

**III.** Sheviock parish Council response to the following applications:

**PA11/05522** Mr R King, Glebe House, Sheviock, Installation of solar panels. Supported

**PA11/05946** Antony pedigree farms, Cote Park farm Buildings Sheviock –continued provision of worker accommodation using 2 static homes following previous application E2/08/00687. Supported

**PA11/06235** Mr & Mrs R Baker, 10 Whitsand Bay View, single storey extension to enlarge ground floor bedrooms and entrance with balcony over. Construction of external decking: Sheviock Parish Council makes no decision on this application as:

- 1) The Parish Council is aware amended drawings are being issued;
- 2) Better site plans are require showing the impact on other properties to make it possible to reach an informed decision.
- 3) Although the Parish Council will accept plans without dimensions a scale bar is required on every drawing to ensure plans have been photocopied accurately.

**IV.** To receive notices of decisions by Cornwall Council on planning applications: The Clerk noted that no hard copy of the following decisions had been received but by access the planning portal it was clear the following decisions had been reached:

**PA1103478** Tirada, Craffhole, Mr & Mrs Dunn. Approved with conditions

**PA1104406** 3 Whitsand bay View, Portwrinkle, Extension to existing garage. Mr C Shorten. Approved

**PA1104386** 4 Tredis Court, Tredis. Single storey rear extension replacing existing/demolished. Mr Dyer. Approved

**PA11/02750** Replacement and repositioning of cafe Kiosk amendment to approved PA10/06505. Mr J Earle. Refused, enforcement investigation underway. It was agreed that the clerk contact felicity Copplestone - the enforcement officer- to request an update and re-request that unless there is an issue of confidentiality that Sheviock Parish Council be copied in to all emails sent/received by residents within the Parish as this is still not happening. **Clerk**

**V.** The planning pack checklist was approved by all councillors. It was agreed that it be added to the annual review in April. **Clerk.**

**Item 23 – moved forward. Rame Cluster Parish meeting, update:** There have been 2 meetings. The first considered the pioneering initiative of the production of a Cluster Development plan concentrating primarily on infrastructure and facilities, which if approved by consensus would be accepted as material consideration by Cornwall Council. It was agreed that Sheviock Parish Council support this initiative and that Councillors Medway and Baker represent Sheviock Parish at the cluster steering group. At the second cluster meeting Sheviock Parish Council had been nominated to take the lead in moving the debate forward concerning REG Wind power's proposed Mendennick Wind farm. It was agreed to invite a representative from REG and Parish councillors from the entire cluster group to a timed item at the October Parish Council meeting. **Clerk.** Councillors to send list of questions for REG via clerk By Fri 30th Sep. **Councillors.** Clerk to send collated questions to REG wind power **Clerk**

**7. MINUTES TO BE APPROVED AND SIGNED:** . It was agreed that all members of the public speaking at an open meeting should be named in the minutes. Councillor Harrison proposed, Councillor Snowling seconded and the minutes from the special Planning PA11/06235 meeting held on September 7<sup>th</sup> 2011 were signed as a true record by the Chairman

Councillor Harrison proposed, Councillor Snowling seconded and the minutes from the Parish Council meeting held on July 4<sup>th</sup> 2011 were signed as a true record by the Chairman

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

- **Speed watch:** 5 names of volunteers have been sent to the police. Mr Purchell has agreed to organise next session
- **Erosion of seawall Finnygook beach.** Onsite meeting arrange with coastal protection engineer Steve Schotel Friday 16<sup>th</sup> Sep.
- **Graffiti Finnygook beach.** A letter of thanks is to be issued to Mr Chris Lee of Neighbourhood Services for the prompt removal of the graffiti. **Clerk**
- **Britton Cove:** On-going, 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 Donderry. **Councillor Kennedy/All**
- **Pathway 8.** Clerk to respond to Maria Wiczorek Public Paths Orders Officer stating that it is against natural justice to allow a path to be closed when considering an application for its closure. **Clerk**
- **Lorries through village:** Councillor Kennedy to follow up Plymouth Civil Engineering department who have expressed interest in it being a final year project. **Councillor Kennedy.**
- **Blue Bucket scheme.** Clerk to chase David Atwell, principle Countryside officer concerning the proposals sent. Update to be sent to Mrs Julie Bates. **Clerk**

**9. DOG CONTROL ORDER**

- The advert for Dog warden Vacancies has been placed in the parish newsletter and remains on the parish notice boards.

- Councillor Nicholas stated that Cornwall legal services advises that Councillors should not act as wardens issuing fixed penalty tickets.
- It was agreed to 1) invite public participation to review current Dog order by placing a notice on the parish notice boards and parish website inviting comments to be submitted by the end of September **CLERK**. 2) To add as an October agenda item Review of Dog Order, with note that Public Participation may be extended on the night should many people attend. **Clerk**

**10. THE PARISH LOCAL DEVELOPMENT PLAN:** Councillors agreed to postpone Public consultation until Dec/Jan until more progress/updates are available concerning the Cluster Development Plan consultation.

**11. COMMUNITY EMERGENCY PLAN:** A letter is to be sent to the Captain of HMS Raleigh to request observers be involved in their civil Emergency exercise. **Councillor Harrison**. Distribution list being updated for issue 2 prior to printing/distribution, **Clerk**

**12. A374:** Overtaken by events, Cornwall Council may fund, Clerk to request update from Rebecca Dixon in February, **Clerk**.

**13. THE AMERICAS CUP**—there have been no reported problems regarding traffic management within parish.

**14. GRIT BINS WITHIN THE PARISH.** Following discussion it was proposed by Councillor Harrison seconded by councillor Snowling and resolved unanimously that the Parish Council follow Cornwall Council's Policy regarding the provision and placement of grit bins. The Parish Council's Policy is, therefore, that grit bins are sited only where pedestrian safety is enhanced. A letter is to be sent to the Truscotts, **Clerk**. Clerk to request a note stating the Parish Council's Policy on the provision of Grit Bins be placed in the Parish Newsletter, **Clerk**

**15. FINNYGOOK LANE HEDGEROW.** Following further complaints received and a direct request to the Whitsand bay Hotel to cut the hedgerow it was agreed to request that Cornwall Highways assess the safety risk of the hedge from the Public toilets up to the Cross on the western side of Finnygook lane and from Sea view cottage to Burns view on the Eastern side. Highways to take their findings to the Hotel. **Clerk**. It was agreed to look into the history that a pathway existed on a section of the eastern side of Finnygook lane. **Councillor Nicholas**

**16. CORRESPONDENCE.** It was resolved that the following action be taken on item: 1) Calor gas Tanks, Portwrinkle: A letter be sent to Rebecca Dixon of Highways stating that the Calor gas tanks and frontage is the Highest identified Risk within the Parish Emergency Plan and request that signs be placed preventing vehicles from obstructing the entrance. **Clerk**. A letter to be sent to Mr Harris of Portwrinkle in response to his original concern. **Clerk** 2) Local Council risk assessment System: No action required, Parish Council has own procedure in place. 3) Permissive footpaths response from Dave Wood Countryside officer: Clerk to write to Antony estate asking for permission to create a pathway BETWEEN Carew Close and Sanders Lane adjacent to the B3247 and also from Trewickle Lane to Tredis View and offer them the chance to sign and submit a statutory declaration to make them only permissive footpaths **Clerk**. 4) Dog waste bins request for additional bins: Cornwall Councils response is that the Parish would have to pay for additional bins. The Parish Council decided it should establish a policy on provision of additional dog waste bins to be an agenda item in October meeting, **Clerk**. To ascertain Cornwall Councils policy regarding placement and positioning of dog waste bins prior to October meeting. **Clerk** 5) Outdoor gym equipment Park Leisure: to remain on file. 6) Revision for the local planning validation list Cornwall Council: **Councillor Nicholas** to research further and advise at October meeting prior to response being sent 7) REG Wind power - community consultation website: place web information link on parish website, home page, **Clerk** 8) Community Plan Actions - Green Infrastructure Strategic Waste and Landscape, Cornwall Council: respond stating parish Council currently working on 2 out of 3 items on the parish plan village- open space and permissive footpaths.

Councillor Medway received correspondence regarding fly tipping in Trwickle and Horsepool lanes. Clerk to contact Highways to report and request it to be cleared. **Clerk**

**17. ROYAL JUBILEE CELEBRATIONS:** **Councillor Harrison** to enquire if either of the Parish Church committees is planning any celebrations. It was agreed to propose to the Memorial Hall Committee that a Steering Committee be established from two members from the Memorial Hall Committee together with a representative from each church together with two parish Councillors, (Councillor Kennedy and Councillor Nicholas). If accepted it was agreed to schedule a meeting for early November, **Councillor Kennedy**

**18. PUBLIC CONVENIENCE REVIEW.** Following a meeting with the Cornwall Council development and devolution team, the Parish Council agreed that they are happy to continue discussions with a view to receiving definite costings from Stephen foster, Cornwall gateway Manager by October meeting. It was agreed that the proposals would be put out for public consultation should the costings prove viable. Discussions referred to the possibility of the Parish Council running the public conveniences in Portwrinkle, the Portwrinkle car park and flowerbeds and maintenance cutting of part of coastal path as well as issuing harbour boat licences and sign cleaning –if subsidies and grants can be obtained.

**19. COUNCILLOR GUIDELINES (Code of Conduct):** It was agreed to wait upon the outcome of any amendment to the Localism Bill currently under discussion at the House of Lords.

**20. PUBLICATION & RETENTION POLICY:** Councillor Harrison proposed, Councillor Nicholas seconded and carried unanimously to adopt amendments as proposed in the July meeting. Updated policy to be added to the website. **Clerk**

**21. DATA PROTECTION POLICY:** Councillor Harrison proposed, Councillor Nicholas seconded and all were in favour to adopt the Data Protection policy and email data protection disclaimer as proposed in the July meeting. Policy to be added to the website. **Clerk**

**22. SECTION 32b, STANDING ORDERS.** Councillor Harrison proposed, Councillor Nicholas seconded and all were in favour to adopt amendment proposed June 13<sup>th</sup> 2011. All Councillors signed the standing orders **Councillor Mathias** to sign at October meeting. Clerk to update website copy. **Clerk**

**23. UPDATES FROM OTHER GROUPS – Rame peninsula Trust:** meeting delayed, no news. **Rame peninsula Public transport Users group:** Subsidies are to be modified but percentage yet to be confirmed. Public meeting to be held Tuesday 4<sup>th</sup> of October, 1pm Torpoint Health Centre. **Renewable Rame:** Meeting on 3<sup>rd</sup> of October to discuss wind farms. **Police Liaison:** Councillor Medway reported that the current police system of 5 officers of varying ranks covering the Rame Peninsular up to Callington is under review.

#### **24. FINANCE**

The Following cheques were approved for payment in August:

- Chq100877 £387.81 Clerks wage for July
- Chq100979 £11.24 Clerks expenses for July

Councillor Snowling proposed the following cheques to be raised, Councillor Nicholas seconded and the motion carried unanimously so the following cheques were signed by Councillors Kennedy and Snowling.

- Chq 100 981 £387.81 Clerks wages August
- Chq 100982 £162 Audit commission
- Chq 100983 £325.68 Mr A R Morby Grass cutting April-July
- Chq 100984 £235 Mr K Johnson, path clearance May/July
- Chq 100985 £50 Mr K Johnson Amenity areas cutting May/July
- Chq 100986: £34.18 Mrs N Gray Clerks expenses August
- Chq 100988: £144.96 BT business broadband/phone, clerk's office.

#### **Incoming**

- £75 - bursary for clerks CiLCA Training –received in July
- £7500 precept received September

**Royal wedding Mugs:** Councillor Mathias not at meeting to **report.**

**Bank review:** It was agreed to stay with current bank but add clerk to the mandate to enable parish council to set up an online banking/telephone banking system that would still require at least two councillors to authorise any transactions **Clerk/ Councillor Kennedy**

**Small grants:** It was agreed to wait for outcome from the Cornwall Council development and devolution team regarding costings for item 18

**CALC training event:** No councillors to attend as a repeat.

**25. ITEM OF CONFIDENTIALITY TO BE DISCUSSED WHEN MEMBERS OF THE PRESS AND PUBLIC ARE EXCLUDED.** It was proposed by Councillor Harrison and seconded by Councillor Snowling that a resolution be passed under the Public Bodies (Admission to Meetings) Act 1960 Section1, extended by the Local Government Act 1972 Section 100 that the following item is confidential.

A discussion took place relating to a parcel of land within the Parish. It was agreed unanimously to write to Cornwall Council requesting clarification over progress on establishing ownership of the parcel of land.

#### **Clerk**

Councillor Nicholas proposed, Councillor Harrison seconded that confidential discussion be suspended.

**26. ITEMS FOR INCLUSION IN FUTURE MEETING:** Village open Space; Dog order review; Lone worker risk assessment; To resolve the Parish Councils policy regarding Dog Waste bins; Finance –Royal wedding mugs.

**27. DATE OF NEXT MEETING.** The 10<sup>th</sup> of October. The chairman closed the meeting at 9.35pm.

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