

## SHEVIOCK PARISH COUNCIL

The minutes of the meeting held on Monday the 12<sup>th</sup> of March 2012 in the Methodist Church School Room, Craffhole at 7.00pm

PRESENT: Vice Chairman M Snowling, Councillors: Mrs K Baker, Mr P Harrison, Mrs D Mathias, And Mr S Medway. Also present; Guest speakers Mrs Julie Bate of the Cornwall Countryside Access Forum (also parishioner) and Rachel Young of Cornwall Council Environment, Planning and Economy. There was one member of the Public present.

### **Minutes**

1. APOLOGIES. Chairman C Kennedy, Councillor Nicholas (apologies sent to Councillor Kennedy). The Police
2. DECLARATIONS OF INTERESTS. 1 AGENDA ITEMS. Councillor Medway declared a personal and prejudicial interest in item 23 resolving the grass cutting contractor. Councillors Snowling, Baker, Medway and Mathias declared a personal interest in item 10 as are dog owners. 2 there were no gifts over £25.
3. POLICE REPORT. The clerk reported that there has been 1 crime of criminal damage to a motor vehicle in west lane since February 13<sup>th</sup>.
4. PUBLIC PARTICIPATION Councillor Harrison proposed and Councillor Baker seconded to rescind standing orders and standing orders were rescinded at 7:07pm.
  - Mr David Dunn stated that he was very pleased with the new virtual pavement in Craffhole and felt much safer. He inquired if it could be extended.
  - Mrs Julie Bate asked if a new basketball net could be provided at the memorial hall.
5. RESPONSE TO PUBLIC PARTICIPATION. It was proposed by Councillor Medway and seconded by Councillor Harrison to reinstate standing Orders and standing orders were reinstated at 7:10pm
  - **Virtual pavement.** Councillor Snowling reported that there was also a letter From Mrs Mellissa Purchall under correspondence requesting an extension to the virtual pavement. It was agreed to place a notice and form in the community Shop asking people for their comments on extending the virtual pavement and also further possibilities of where they would wish to see virtual pavements within the parish with a view to passing onto Rebecca Dixon of Cornwall Highways towards proof of interest/need, to attempt to obtain their formal approval. **Clerk.** It was agreed to request from Russ Smith if a note could be placed in the parish newsletter. **Clerk**
  - **Basketball net: Councillor Snowling** to pass this on to the Memorial hall committee.
6. PLANNING.
  - i. There were no new planning applications received before the agenda finalised:
  - ii. There were no new planning applications received after the agenda finalised:
  - iii. To receive Cornwall Councils response to planning applications:
    - a) PA11/11011 – listed building consent and PA11/11012 Mr & Mrs Fisk, 2 storey Barn conversion higher trethill Barton. Approved with Conditions
    - b) PA11/09972 8 Whitsand Bay View Portwrinkle Torpoint PL11 3DB, Construction of extension to dwelling. Mr G Baker. Withdrawn.
  - iv. It was agreed to recirculate the final draft revisions to planning policy with view to approving final revision at April meeting.
7. MINUTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED
  - a) Further to the following correction being made on pg. 2 "Ordnance" instead of "Ordinance". Councillor Medway proposed, Councillor Mathias seconded and the minutes from Parish Council meeting Feb 13<sup>th</sup> 2012 were signed as a true record by the acting chairman, Vice Chairman Snowling.
  - b) Councillor Medway proposed, Councillor Mathias seconded and the minutes from the Public meeting regarding Portwrinkle devolution package, Feb 2<sup>nd</sup> 2012 were signed as a true record by the acting chairman, Vice Chairman Snowling.
8. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by agenda items.
  - **Depression in Finnygook lane.** This has been temporarily filled. Highways will cut out and feather in properly when next in the vicinity.
  - **PA12/00581 extension of time application of E2/05/01845/FUL** for Demolition of existing buildings including 8 dwellings and construction of 21 apartments (comprising 8 Market Dwellings & 13 Units of Holiday Accommodation) Mr J Earle. The Clerk reported that planning aims to make a decision by April 18<sup>th</sup>.
  - **Blue Bucket Scheme:** Clerk to circulate response from Joylon Sharpe, Senior Beach Ranger Cornwall Council regarding the legal side of the scheme, **Clerk.**
  - **Calor gas Tanks: Councillor Trubody** to chase Rebecca Dixon from Highways regarding "Keep Clear" road markings. **on-going**

- **Emergency Action Plan:** Thanks were given to the clerk for preparing the 33 copies to hand out to area co-ordinators on the distribution list. These will be issued this month. **Clerk/Councillors.** It was agreed to provide a key to the office in a sealed envelope within each of the 3 Community Emergency co-ordinators files prior to their distribution. **Clerk.** Councillor Harrison has obtained maps of the fire hydrants within the parish from the fire hydrant officer of fire rescue service. He is awaiting maps for Tredis and Tredossel. Once obtained these will be issued to all on distribution list as an insert for the current issue. Councillor Nicholas to aid with electronic map overlay copies to match in. **Councillors Nicholas/Harrison.**
  - **Ordinance survey open mapping agreement.** The clerk has completed the application and is now awaiting confirmation of eligibility. The clerk also reported that all members of the parish council can trial "parish online mapping" until 31<sup>st</sup> of March, **Clerk** to circulate login details for councillors to also trial. **Clerk** to add to April agenda under finance whether to subscribe to parish online Mapping following the free trial.
  - **Quarterly report of crash map.** The clerk reported that it has still not been updated, and they have not responded. **On-going/clerk**
  - **Additional web link to planning guidance** First link is now on the planning page of the Sheviock parish Council website. **On-going Clerk**
9. **NEW CIRCULAR FOOTPATH WITHIN PARISH:** Councillor Mathias proposed and Councillor Harrison seconded to rescind standing orders and standing orders were rescinded at 7:25pm. Councillor Snowling welcomed Guest speakers Mrs Julie Bate of the Cornwall Countryside Access Forum and Rachel Young of Cornwall Council Environment, Planning and Economy. Mrs Bate presented her ideas for new circular walk within the parish to encompass existing pathways, quiet lanes and additional new sections of permissive paths and gates. She expressed a need due to the lack of footpaths within the parish and the danger posed when having to walk alongside the roads. Rachel Young informed the Parish Council that Cornwall Council is looking into 2 options for applying for a "Lag" grant and "paths for change" grant to distribute to schemes throughout Cornwall. She hopes that Sheviock could be a pilot scheme for the project which would help to improve and enhance existing pathways. All grants would have to be match funded but this could be matched through utilising skill/equipment/ time volunteered from within the community. All thanked Mrs Bate and Mrs Young and agreed to support the initial proposals. To do so Cornwall Council would require proof of support from the parish council via the minutes - **Clerk.** Also proof of interest from volunteers within the community via completing a small part of the scheme i.e. land clearance/volunteers -**Agenda item for April.** The parish Council to check public liability insurance would cover volunteers working within the community - **Clerk.** It was agreed to request permission for the permissive footpaths from the land owners/Antony Estate. **Clerk/Councillor Kennedy.** It was agreed to ask if an article could be inserted within the Parish Newsletter. **Clerk/councillor Kennedy/Mrs Julie Bate.** Councillor Harrison asked Mrs Young if Gorges lane to the Lynher could be maintained as the pathway had eroded. Mr Dunn stated that it was due to silt within the drainage pipes. It was agreed to check the previous mapping status of Gorges lane -**Councillor Nicholas** and circulate to all prior to requesting maintenance work on the pipes/footpath by the council **Clerk.** Clerk to pass copy of Minuets to Mrs Bate **Clerk.** It was proposed by Councillor Medway and seconded by Councillor Harrison to reinstate standing Orders and standing orders were reinstated at 8pm.
10. **DOG CONTROL ORDER**
- a) Councillor Harrison reported that the appointments sub-committee unanimously recommends offering Mr Bridgman the position of Dog Warden following his recent interview. The position is subject to him completing the FNB dog Warden Course and will be reviewed after a 6 month period. Clerk to confirm with Mr Bridgman. **Clerk**
  - b) The parish council agreed the wording of the revised Dog Oder, signage and advert. This is being checked by Cornwall council prior to submitting advert in Torpoint Advertiser. Clerk to complete the following: i) chase response from Cornwall. ii) Chase copy dates from Torpoint Advertiser. iii) Obtain quotes for signs and circulate for confirmation subject to response from public participation. iii) Chase dates for dog warden training. iv) Collate quotes for ticket books and confirm possible print schedule/costs and circulate for approval at the next meeting. **Clerk**
11. **SWW UPDATE REPORT TO CRAFTHOLE SEWAGE ISSUES.** Since the site meeting on 22<sup>nd</sup> February. The following actions were agreed/or had taken place: 1) Odour meter installed, the readings to be analysed on March 14th to determine the cause. SWW will work alongside Environmental Health to take findings to Western Housing - owners of the pumping station if this is identified to be the cause of the problem. 2) video images of the run from the old part of the village down through Coombe Cottage, through the manhole in the footpath and out to the collection manhole have been taken the results will be issued before the end of March.

3) Commitment to flush through the sewer from the old part of the village before the end of March and then monthly until a permanent solution implemented. 4) Commitment to liaise with Cornwall Highways to resolve responsibility for depression on Finnygook Lane. 5) Commitment to investigate further issues of water quality and damp walls and smell of sewage in houses in old part of the village as soon as 1, 2 and 4 above completed.

6) request to attend a public meeting to present a programme of works, when this has been agreed, and address any outstanding issues (time limit not set but the implication was April time). 7) Mr Marcus Ward will issue an update week commencing March 19th. **Clerk** to add as an agenda item for April.

12. DEVOLUTION PROPOSALS: **Councillor Harrison**

i. Councillor Harrison reported that the meeting with Cornwall Council was very positive. They amended the risk assessment and proposed business case. Main changes are: the lease for the toilets to be a peppercorn rent; the flower beds would receive a one off contribution - the Parish Council could also apply for grants; there would be a 2 year break clause within the contract with 12 month notice on either side; there would be a review of the financial arrangements after 2 years, then 10, 20 and 30 years; building insurance for the toilets would remain with Cornwall council; it was agreed that the white and yellow lines would be refreshed and the toilet pans replaced prior to the Parish Council taking them on; it was agreed to look into how often the car park meters are maintained and to receive instruction into the practicalities of running a car park machine; it was also agreed to combine the toilet cleaning position with the emptying of the car park ticket machine, each machine can provide a printout of its' takings.

Councillor Harrison reported that Sheviock is a pilot scheme and therefore Cornwall Council is eager to make it a success.

ii. It was agreed to: hold a Public meeting on 28th March to present the final proposals; to book/confirm Sheviock memorial hall; circulate wording for notice prior to letter drop; issue each councillor with notices and distribution list of all residents within the Parish. **Clerk**

13. VILLAGE OPEN SPACE. Councillor Baker reported that Antony Estate Trustees have yet to give their approval for the proposed site. It was agreed to: 1) collect signatures/comments as a body of evidence for obtaining grant money. **Clerk** to print off forms provided and issue to councillors/shop to obtain signatures. 2) Allocate £10 from the £300 grant received from the council and approach Antony School to design a village open space logo the winner receiving a £10 voucher. **Working Group**. 3) To consider appropriate names for the project to be placed on all official correspondence and confirm at the April meeting **ALL**. It was reported that the current Park committee wished to absolve and that the Parish Council would take on the running of the new village open space/park.

14. ELECT MEMORIAL HALL COMMITTEE REPRESENTATIVE. Councillor Baker will confirm if she is available for April 2<sup>nd</sup> at 7:15pm **Councillor Baker**

15. LONE WORKER PROCEDURES:

i. It was agreed to adopt the policy in principle and to finalise how the procedures could be implemented for the April meeting. **Councillor Snowling** to circulate procedures for comments/suggestion prior to next meeting **All**

16. A374, date for April/early May Public meeting regarding speed reductions and timescale for implementation and safety concerns/suggestions - yet to be confirmed, on-going **Clerk**

17. THE GOVERNMENTS CONSULTATION ON TRAFFIC ORDERS. The parish Council's response was approved, clerk to send off. **Clerk**

18. CORRESPONDENCE.

i. To report correspondence received:

a. Mr Baker's email, regarding his planning application on 8 Whitsand Bay View. Clerk to respond thanking him for his comments and confirming that they have been noted.

b. Changes to the refuse, recycling and garden waste services in Cornwall. It was noted that Cory/Cornwall Council were providing very short notice of changes to be made to the rubbish/recycling collections as of April 2012 and were still yet to be finalised. **Clerk** to place posters on parish notice boards advising that there is to be a change and to look out for further information through the post. C) It was noted that the MSc student from Plymouth University would no longer undertake the Vibration project regarding heavy vehicles though Crafhole. The project title would be placed on the university's list for a September start.

ii. To resolve what action should be taken on the following items:

a) Virtual Pavement Crafhole, request to extend, Melissa Purchall 28<sup>th</sup> Feb: this has been resolved under public participation b) invitation to Conversation day. It was agreed that Councillor Harrison was able to attend, **clerk** to issue a formal response. All councillors are to compile a list of topics/questions that they wish to raise and circulate/send to Councillor Harrison **All**

19. **UPDATES FROM OTHER GROUPS – Rame Cluster Parish meeting – Neighbourhood development plan:** Further to February's meeting the Parish Council need to resolve 2 to 3 objectives for each of the following four headings. The Economy, the Environment, Safety, Quality of Life. The NDP Cluster group have proposed to base the vision around the existing caradon plan. It was agreed that **Councillors Baker & Medway** would circulate their list for refinement and comments/approval prior to the next NDP Cluster meeting. **Rame Peninsula Trust:** Councillor Nicholas not in attendance to make a report. **Rame peninsula Public transport Users group:** Councillor Harrison reported that the draft timetables were out and that the group was putting pressure on Cornwall Council to issue timetables and plenty of them. There would no longer be a direct bus to derriford 81c, a connection would have to be picked up from Torpoint or change at royal parade. The 581 Liskeard to Trago Mills has been withdrawn. A-line service tickets would not be accepted by other operators. The group will meet in June to review the new services. **Renewable Rame:** Awaiting developments following the meeting in the memorial hall on Friday the 9<sup>th</sup>. **CALC Executive:** The fees for CALC will rise by 1.5%, **The Standards board.** Nothing to report.
20. ANNUAL GENERAL PARISH COUNCIL MEETING. It was agreed to invite Sir Richard Carew Pole to talk about the Estate and future land use. **Clerk**
21. ANNUAL PARISH MEETING: 9<sup>th</sup> of April at 7pm prior to Parish Council meeting
22. **FINANCE**
- **Internal Audit 2011/2012.** It was agreed to accept £200 fixed sum quote from CL Finance Associates, Liz Haggart **Clerk**
  - **Royal wedding mugs sold/remaining:** Out Of 150 mugs purchased 75 were given to children within the parish. £140 was taken via sales at the Community shop with 4 mugs broken. A further £41 was recouped form adhoc sales at or following the Memorial Hall Xmas fair. Total sales of mugs = £181, with 18 remaining.
  - **Outgoing Cheques.** Councillor Harrison proposed the following cheques to be raised, Councillor Mathias seconded, all agreed and the following cheques were signed  
Chq.101025 Mrs N Gray Clerks wage for Feb 2012 £ 370.62  
Chq.101026 Mrs N Gray Clerks expenses £74.54, of which £54.99 covers Norton internet security renewal for parish council computers. The remainder for ink, paper, travel
  - Chq.101027 Councillor Kennedy travel expenses to attend CALC AGM Feb 29<sup>th</sup>.£38.40  
Chq101029Sheviock memorial hall: rent for clerk's office March£60
  - Chq.101028 Sheviock memorial hall: rent for public meeting Feb 2<sup>nd</sup> £7.40
  - Chq 101030 BT: phone and broadband quarterly bill £98.24
  - **INCOMING:** Cornwall council: Grant from Grass cutting amenity agreement £225 Cornwall Council: Grant for cutting parish Paths and remaining amenity areas £597  
Parish website receipts from various local businesses for advertising for advertising under local services £80. Remaining Royal wedding mugs sold from Community shop £96 (accounted for in final report above).
  - It was agreed to propose an allocation of £20 per year budget for tea/coffee when hosting cluster meetings, to come under permitted heading of chairman's allowance. To be confirmed in April meeting.
23. ITEM OF CONFIDENTIALITY TO BE DISCUSSED WHEN MEMBERS OF THE PRESS AND PUBLIC ARE EXCLUDED. It was proposed by Councillor Baker and seconded by Councillor Harrison that a resolution be passed under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972 Section 100 that the following item is confidential: To resolve Sheviock parish Grass cutting tender. The remaining member of public left the room. The clerk issued an anonymous summary of the submitted tenders for discussion. Councillors compared rates per hour and times allocated by each contractor to complete the work also discussing whether they had allocated enough time or too much to complete the work to a satisfactory level. Councillor Medway did not vote despite the quotes being anonymous due to him declaring a personal and prejudicial interest. It was resolved to offer Mr A Morby the contract for package 1 and Mr D Leonard the contract for package 2. **Clerk.**
24. ITEMS FOR INCLUSION IN FUTURE MEETINGS NOT ALREADY NOTED IN MINUTES.
25. DATE OF NEXT MEETING. The date of the next meeting was fixed for Monday 9<sup>th</sup> of April 2012.
26. The acting Chairman, Councillor Snowling closed the meeting at 9.45PM
- Nancy Gray, Clerk, Clerk's Office, Memorial Hall, Crafhole PL11 3DG 01503 232996**  
**Parish website – [www.sheviockparish.org.uk](http://www.sheviockparish.org.uk)**

