

SHEVIOCK PARISH COUNCIL

The minutes of the Parish Council Meeting held on Monday 14th of May 2012 in the Chapel Schoolroom, Crafhole at 7.22 p.m.

PRESENT. Councillors C. Kennedy Chairman, M Snowling Vice Chairman, Councillors K Baker, S. Medway, P Nicholas. There was 1 member of the public present plus PCO John Riggall, Cornwall Councillor G. Trubody.

Minutes

1. **APOLOGIES:** There were apologies from Councillors D Mathias and P. Harrison,
2. **DECLARATIONS OF INTERESTS.** 1 AGENDA ITEMS. Councillors Kennedy, Snowling, Baker and Medway declared a personal interest in item 10 as are dog owners. 2 there were no gifts over £25.
3. **POLICE REPORT:** Since April 9th 2012 there have been 3 thefts reported from Higher Tredis farm meat kiosk totalling £250. Also 1 x criminal damage at Higher Tredis farm – gate painted pink. Councillor Kennedy thanked the police for the 2nd speed watch training.
4. **PUBLIC PARTICIPATION:** Councillor Nicholas proposed and Councillor Medway seconded to rescind standing orders and standing orders were rescinded at 7:26 pm
 - Mr David Dunn asked Councillor Trubody who had funded the new footpath/cycle route at Tideford on the A38
 - Mr G Bracegirdle has submitted a comment for the forum
 - Mrs Harrison had reported to Councillor Kennedy that the bin at the bus stop in Crafhole had not been emptied
 - Mrs M Purchell had enquired of Councillor Kennedy if anything could be done to discourage cars from parking (except those of the owners) from the area immediately after the post office east bound. The camber in the road caused high sided vehicles to tip and a lorry had scraped along her house.
 - There have been a number of complaints following the fireworks on May the 12th at the Whitsand Bay Hotel siting the fireworks as unusually loud and upsetting.
 - Councillor Baker reported damage to the 2nd bin in the car park Portwrinkle
5. **RESPONSE TO PUBLIC PARTICIPATION.**
 - Councillor Trubody stated that the Highways agency funded the new footpath from central government funding rather than Cornwall Council
 - It was agreed to post Mr Bracegirdle's comment on the forum **(CLERK)**
 - The bin has since been emptied and refuse/recycling is an agenda item
 - It was agreed to ask Rebecca Dixon of Cornwall Highways for suggestions regarding the issue of the high sided vehicles scraping cosy cottage. **(CLERK)**
 - The fireworks had been advertised on the Parish notice boards but it was agreed to discuss the issue of the noise level with the owners of the Whitsand Bay Hotel **(COUNCILLORS KENNEDY AND BAKER)**. It was agreed to ask holiday- let owners to place a polite notice in the holiday lets asking holiday makers not to let off fireworks or to advise the Parish Council in advance.
 - It was agreed to contact Cornwall Council to request the repair to the Bin in Portwrinkle Car Park **(CLERK)**

It was proposed by Councillor Snowling and seconded by Councillor Baker to reinstate standing Orders and standing orders were reinstated at 7:45pm

6. **PLANNING.**
 - i. **To receive notices of new planning applications received before the agenda finalised:**
None
 - ii. **To receive notices of new planning applications received after the agenda finalised:**
PA12/04005: 5 Kimberly Foster Close, Mrs Kelly, proposed 2 storey extension. It was agreed that Councillor Medway would talk to the neighbours then circulate comments for discussion, to be decided by the 23rd of May - no planning meeting required unless proves contentious. **Councillor Medway/ALL**
 - iii. **To receive the Parish Council's response to Planning application PA12/03090 Mr Baker, 8 Whitsand bay view.** Supported
 - iv. **To receive Cornwall Council's response to planning applications:** PA12/03090 Mr Baker, 8 Whitsand bay view. Approved
 - v. **To receive an update regarding the current status of the appeal APP/D0840/C/11/2162296. Mr J Earle, Gook cafe, Portwrinkle:** A decision has been reached by the planning inspectorate as of May 14th 2012. The appeal has been lost and the requirements of the notice are
 - (1) Remove the Café building, raised timber decking structure, steps and disabled ramped access in its entirety from the land.
 - (2) Remove the diesel generator and associated fuel tanks in their entirety from the land.

(2) Remove all materials which result from the compliance with requirement (1) and (2), above from the land.

The period for compliance with the requirements is 3 months from the date the Notice takes effect.

The Parish Council's response is that it takes no pleasure from the fact that it undermines the economic stability of the parish as it originally supported the need for a café. However it does take pleasure from the fact that it demonstrates that everyone is subject to the procedures of planning and the abuse of planning procedures concerned the Parish Council.

vi. Update from Local Planning Forum: Councillor Nicholas stated that enforcement may be added to the planning portal so that any Parish Council can access information. Also enforcement may implement automated updates.

Both Councillors Kennedy and Nicholas stated that they had not been impressed by the meeting and questioned how much the Parish Council had benefited from their attendance..

7. MINUTES FROM THE PARISH COUNCIL MEETING ON APRIL 9TH TO BE APPROVED AND SIGNED

Further to correcting the following change to pg 3(accuracy) to read "Chairman C Kennedy" rather than "Councillor Snowling closed the meeting", Councillor Medway proposed, Councillor Snowling seconded and the minutes from Parish Council meeting April 9th 2012 were signed as a true record by the Chairman.

8. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by agenda items

- Abandoned oil drum Crafhole - Clerk to follow up initial report **(CLERK)**
- Virtual pavement questionnaire. Clerk to place into Community shop in June **(CLERK)** Councillor Kennedy has enquired about cost per meter from Cornwall Highways
- Blue Bucket scheme: it was agreed to localise the generic risk assessments provided **(COUNCILLOR SNOWLING)**
- Parking in front of Calor Gas Tanks: On-going, a request for 2 x bollards with a chain has been made to Rebecca Dixon of Cornwall Highways – **(CLERK)** to follow up.
- Emergency Action Plan: On-going councillors Harrison and Nicholas to add map of fire Hydrants. **(COUNCILLORS NICHOLAS AND HARRISON)**
- Lone worker procedures: Panic alarm test scheduled for 4:30 pm Wednesday the 27th June. Clerk to organise information drop to nearby residents (CLERK)
- Finance: the budget and contingency had been previously discussed but had not officially approved. Councillor Snowling proposed, councillor Nicholas seconded and the budget circulated for 2012/2013 was approved with all in favour

9. RUBBISH COLLECTIONS & RECYCLING: A list of complaints from the parish was compiled. It was agreed to forward the list to Councillor Trubody, Cory/Cornwall council and request a site meeting with a local manager from Cory with the offer that a councillor could accompany them to show the locations of the various problems . **(CLERK)**

10. DOGS ON LEADS CONTROL ORDER

a. 8 responses supporting the proposed order have been received and none opposing - following the advertised public participation advert in the Torpoint Advertiser.

b. Councillor Baker proposed, Councillor Snowling seconded and the motion was carried to implement the proposed Dogs on Lead Order as advertised in the Torpoint advertiser.

c. The Order was signed by the chairman. The clerk stated that the order will come into effect on June the 13th 2012 following the advertised decision in the June edition of the Torpoint Advertiser. The locations for the new signs were agreed. Clerk to order new signage and submit advert. **(CLERK)**

d. The Clerk reported that the Dog warden was ready to commence work following completion of training and was now awaiting his ID to be forwarded by Cornwall Council. The Fixed penalty notice ticket books were being forwarded from Cornwall Council hopefully at a much better price of £12 for 3 books. Cornwall Council had agreed to process all tickets including any legal action and take a 20% commission off all fines processed. It was agreed that this was a much better option especially as it covers any legal implications.

It was agreed that the dog warden should work 3 hours per week in season – to be reviewed at the July meeting and 1 hour per week out of season. The hours could be intelligence driven and ad hoc with either 2 councillors or 1 councillor and clerk approving any hours before hand.

It was agreed to arrange a meeting with the dog warden **(CLERK/COUNCILLOR KENNEDY)**

11. NEW CIRCULAR FOOTPATH WITHIN PARISH: On-going. Councillor Kennedy to talk to Mrs J Bate regarding compiling a newsletter article regarding the circular footpath and possible volunteers within the community project. **COUNCILLOR KENNEDY**

12. SWW UPDATE REPORT TO CRAFTHOLE SEWAGE ISSUES. The clerk reported that SWW water are liaising with Environmental Health and West Country Housing regarding their investigations that confirm significant levels of hydrogen sulphate in the sewerage system are linked to the private

sewerage pumping station at Tredis view. They will endeavour to attend the meeting in June and will continue with their promise to flush the sewerage systems including that above coombe lane on a regular basis to prevent future blockages/flooding. They have passed their findings regarding the depression in Finnygook Lane to Highways. They also stated that they are looking to work with Parish Councils in the future as it has worked well in helping to resolve issues

13. DEVOLUTION Update: Councillor Kennedy reported that the conflict of issues regarding any future planning developments had been resolved by proposing to form a subcommittee of 3 councillors that sets parking rates leaving a quorum of 4 that could still vote on planning. A site meeting with the Maritime Agency and Esther Williams (Cornwall Gateway Manager) has been scheduled for May 17th. All councillors welcome to attend. **(CLERK, COUNCILLOR KENNEDY)**

14. VILLAGE OPEN SPACE. Councillor Baker reported that approx. 180 signatures had been received. The winners of the design a logo competition had been externally judged by Mrs Margaret Beard and Mrs Judy Scott and the winner and runner up would receive their £10 book token prizes at Antony school assembly on the 29th of May. The next step is to present Sir Richard and the Trustees with the signatures and ask for confirmation of the site and negotiate a reasonable lease and rent. **Councillor Baker/Councillor Kennedy.** Councillor Baker was thanked for all her hard work.

15. PHONE KIOSK ADOPTION. Councillor Kennedy reminded the Parish Council that they had originally decided not to adopt the public phone kiosk in Crafhole due to complexity of up keeping it clean and tidy. However a recent proposal had been submitted by Mr T Nicholas to run it as an Arts centre. Councillor Kennedy stated that the alternative was to lose it altogether. It was proposed by Councillor Medway, seconded by Councillor Baker and all in favour to apply for adopting the kiosk subject to Mr T Nicholas forming a committee group to run it as an arts centre. **(CLERK)**

16. TO ELECT MEMORIAL HALL COMMITTEE REPRESENTATIVE. It was agreed that Councillor Kennedy would attend on the 28th of May

17. A374: Councillor Kennedy reported that the May 3rd Public meeting regarding speed reductions on the A374 and road safety concerns within the parish had proved effective and positive. The minutes of which are to be circulated **(CLERK)** The Parish Council is now awaiting a response form Cornwall Highways. **ONGOING Councillor Kennedy.** Councillor Kennedy has asked that Highways look at improving the current traffic calming system on exiting Crafhole -near Kimberly Foster bus stop- as the current cushions were not working and speed watch had recorded 25 % of people speeding when exiting the village. Councillor Medway suggested 20 mile per hour speed limits painted onto the road as the current signs could be missed.

18. NDP Referendums. Concerns were noted regarding the possibility that individual parish NDP referendums may not occur. However until regulations are published it was agreed to go forward as having a NDP is more valuable to the parish than not having it. There are two safety nets in that the two NDP representatives (councillor Baker and councillor Medway) can highlight any concerns prior to them being incorporated into the plan, also the Cluster Group as a whole can request individual referendums for local people as the plan is being created by local people for local people rather than being imposed from afar.

19. CORRESPONDENCE.

i. To report correspondence received:

a. planning and regeneration service - survey, email 30th was noted.

b. Invitation to 7th July Annual Local Council Advisory Service (LCAS) Seminars 2012, Saltash –Risk assessment. Email 13th April. It was agreed it was not necessary to attend.

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

a) Mendennick Wind farm update letter From REG received May 1st. No action required or requested..

b) Item 22 moved forward: Code of Conduct Consultation for Town and Parish Councils 20th April. Councillor Snowling proposed and Councillor Nicholas seconded with all in favour that the Parish Council reaffirms its commitment to the current code of conduct until such time that a replacement code has been agreed that is acceptable to and approved by Town and Parish Councils. The draft code of conduct circulated by the monitoring officer was noted.

c) Mr J Harris email 16th April re: harbour Beach/dog ban and signage. It was agreed to send a response stating that the Dog Warden service together with the new Dog on lead Order and signage will soon be up and running. The Parish Council anticipates that this will resolve many of the issues raised. **d) Email Mr F Hardy 4th May re: Rubbish Dumping.** It was agreed to issue a response siting that Environmental health may be able to offer some guidance. The Parish Council understands that a close neighbour has been tipping grass into the area. **(CLERK)**

20. TRAINING: On-going Clerk to recirculate training options and send off, week commencing 21st May. **(CLERK)**

21. ANNUAL REVEIWS OF PROCEDURES AND POLICIES, STANDING ORDERS AND FINANCIAL RISK ASSESMENT: With the exception of Standing orders which are on-going, Councillor Medway proposed and Councillor Nicholas seconded with all in favour to approve and adopt proposed

amendments on the procedures and policies and republish any updated documents on the website.

CLERK

22. Code of Conduct -Moved to 19 correspondence ii) b.

23. UPDATES FROM OTHER GROUPS – Rame Cluster – Neighbourhood development plan: Councillors Medway/Baker reported that the next step is to collate any Parish owned Land and work on the area statement. Councillor Kennedy reported on the Traffic management side that 4 key areas are being discussed 1) the possibility of directing heavy goods traffic on a one way system within the peninsula, 2) Emergency routes following accidents or large gatherings i.e. classic car rally.3) linking footpaths 4) integrated transport and ticketing system; **Rame Peninsula Trust:** Nothing to report; **Rame peninsula Public transport Users group:** nothing to report; **Renewable Rame:** Memorial hall are awaiting evaluation of the building; **CALC Executive** the issue of the Standards board was discussed,

24. FINANCE

- Councillor Snowling proposed, Councillor Medway seconded with all in favour to approve the 2011/2012 audit, Chairman Kennedy signed the audit. **CLERK** to send it off in June
- Councillor Baker proposed, Councillor Nicholas seconded and all voted in favour to approve terms and conditions set by Unity bank, to approve continuation of current signatories and level of authorisation and to approve Clerk's Alto card with additional preload of £200. The Current signatories signed and dated the application to transfer bank accounts to Unity Bank. **CLERK**
- Councillor Nicholas proposed, councillor Snowling seconded with all in favour to subscribe to Parish online mapping. **CLERK**
- Councillor Medway proposed, Councillor Snowling seconded with all in favour to continue using Zurich Insurance to be the parish insurance provider following quotes received. **CLERK**
- Outgoing Cheques. Councillor Medway proposed the following cheques to be raised, Councillor Baker seconded, all agreed and the following cheques were signed

101040 Mrs N Gray Clerks wage April £370.62

101041 Mrs N Gray Clerk's expenses £ 179.84 this includes new combo printer for the office with new ink

101042 Sheviock Memorial hall rent £60

101043 Mr P Nicholas travel expenses, with Councillor Kennedy as passenger to planning forum Truro £39.20

101044 Mr D Leonard Grass cutting £25

101045 Mr D Leonard path cutting £15

101046 Mr Bridgman £77.35 Travel expenses to fixed penalty notice training

101047 Mr Bridgman £55.25 wage for day at training course

101048 CALC Membership £203.61

101049 CL Finance internal audit £211.25

101050 Zurich Parish insurance £706.33

- Parish grass cutting process: It was proposed by Councillor Medway, seconded by Councillor Snowling and agreed unanimously that the footpath warden would advise all parish councillors via email as to when the paths/amenity areas needed cutting and gain permission to call out contractors. The pathways would be left for a short while whilst the flowers are in bloom.
- Councillor Medway proposed, Councillor Nicholas seconded and all agreed that the signatories approve May staff wages/expenses prior to signing cheques for the Clerk/Dog warden due to there being no June meeting.

25. ITEM OF CONFIDENTIALITY TO BE DISCUSSED WHEN MEMBERS OF THE PRESS AND PUBLIC ARE EXCLUDED: None

26. ITEMS FOR INCLUSION IN FUTURE MEETINGS. Standing orders to be approved.

27. DATE OF NEXT MEETING. July 9th 2012. **Due to operational reasons there will be no meeting in June.**

28. The Chairman, Councillor Kennedy closed the meeting at 9:50pm

**Nancy Gray, Clerk, Clerk's Office, Memorial Hall, Crafhole PL11 3DG 01503 232996
Parish website – www.sheviockparish.org.uk**