



Sheviack Parish Council

The Bill Warren Room, Sheviack Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG

Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: sheviackpc@btinternet.com

The Minutes of the Virtual Zoom meeting of Sheviack Parish Council held on Monday the 11th of January 2021 at 7:00pm.

Present virtually: Councillors: Chair Cllr Steve Medway. Vice Chair Cllr P Brooks. Cllr L Jenkins. Cllr D Lester. Cllr W Evans. Cllr Ian Court. Parish Clerk Mrs N. Gray. 1 member of the Public joined for the first part of the meeting.

1. APOLOGIES. None

2. DECLARATIONS OF INTERESTS. 1 AGENDA ITEMS, None, 2 GIFTS (All gifts and hospitality received that could be seen by the public as likely to influence a Councillor's judgement). None

3. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS. None

4. PUBLIC PARTICIPATION Plus Item 5 RESPONSE TO PUBLIC PARTICIPATION (to include forum postings, correspondence/emails unless covered under agenda item and police reports).

- View from bench blocked due to cliffside vegetation opposite SWW pump station, Portwrinkle. This is Cornwall Council land, and unlikely they would cut this area/have budget. Cllr Evans to visit and assess if it could be cut safely from the wall side then advise.
- Email: A member of the public requested that the grassy bank area, used as a walkway between the benches on the south side of lower Finnygook lane, be laid with permanent hardwearing paving or other, as very muddy. In response it was noted that this is Cornwall Council owned land and not listed as a footpath but a grassy bank, there is already a hardstanding footpath on the other side of the road. Woodchips were discussed but rejected as they turn to mush.
- Email: A member of the public had submitted concerns regarding: The Marquee/footpath access at the Finnygook Inn; The state of the Telephone kiosk/tourist information near the cross in Crafhole; The untidy state of the flowerbed area near the cross/bus shelter at the crossroads in Crafhole/Finnygook lane; The overall display of the Christmas Tree being disappointing. In response, it was noted:

Marquee Finnygook Inn: The path was taken into consideration when erecting this covered area to ensure that it does not block PROW access via gates. **Telephone Kiosk:** This has already been placed on the maintenance list; however, it has been delayed due to more urgent repair work at Portwrinkle toilets plus other ongoing items already on the list. Maintenance has worked overtime to carry out duties. **Flowerbed at the cross:** This is not Parish Council land. It was a memorial bed for Mrs Hoskins, maintained by their family and parishioners who know them, especially during the bi-annual Parish clean-up day. It was due to be attended by Mrs Hoskin's son who had planned to visit the parish prior to Lockdown. It was agreed that it does look untidy. Clerk to contact Mrs S Wilkes who has previously tended this bed- for advice, plus Mrs J Bradley for a possible, temporary redeployment of duties, if able. **Christmas Tree:** Sconner Down kindly donated a large tree. Thanks were given to Cllr Evans and Mr Matt lane who volunteered their time to erect it. With no electrical supply available, it relied on solar/battery lights, which were not as effective as hoped, especially with the larger tree this year. It was noted to obtain a better source of lighting or stronger batteries/solar panels for next year, which would greatly improve it. There were non-plastic decorations placed on the tree but the additional call for parishioners to decorate their tree was mostly unanswered.

6. PLANNING.

a) To receive notice and RESOLVE Parish Council's response to new planning applications received before the agenda finalised: None

b) To receive details of planning applications received after the agenda published. None

c) To receive planning decisions from Cornwall Council.

PA20/08540 Creation of an overflow car park for Whitsand Bay Golf Club - Whitsand Bay Golf Club Finnygook Lane Portwrinkle PL11 3BU Mr William Trinnick Antony Hospitality Holdings Ltd. Approved

PA20/10361 Proposal Removal of existing conservatory and addition of single storey rear extension Location 30 Carew Close Crafhole Torpoint Cornwall Applicant Mr and Mrs Oakley. Pending.

7. HIGHWAY MATTERS TO REPORT.

- a. **Finnygook lane Portwrinkle. Site meeting cancelled.** Clerk to send list of suggested requirements, to include slow pedestrians on road sign and revised and 20mph speed limit, to Mr Allen/Mr Glassop of Cormac, as per their request. Clerk to also submit list of ongoing Highways issues and chase Antony road junction improvements. **Clerk**
- b. **Road closure overnight, reminder.** Finnygook lane 10pm 18th of Jan -6 am 19th Jan BT works. Notice currently on board in Portwrinkle/Crafthole.
- c. **Other items to report.**
West lane large pothole appearing near gate to Cross house, due to traffic passing/giving way, **Cllr Evans** to submit photo to **clerk** - to submit with all highway issues in the parish.

8. FOOTPATHS:

- a) **Finnygook lane permissive footpath project. Correspondence item c was brought forward.** It was agreed that Cllr Evans would accompany Mrs G Kennedy to find a safe/suitable place to locate the memorial bench. Tom Cox to deliver chippings on site and wood to create the surrounds for the signposts. Clerk to leave signs at Hall for **Cllr Evans. Clerk**
- b) **Footpath 9.** Cllr Evans to photograph issue with Style at top section of footpath 9.

9. PORTWRINKLE PUBLIC TOILETS: PLAN OF ACTION DURING LOCKDOWN.

- a) It was agreed to keep the toilets closed until there is a radical reduction in the risk of COVID-19 transmission to vulnerable staff/users. It was agreed to paint the interior of the toilets. Clerk to advise staff member of safety precautions/additional COVID-19 safety precautions to take. Weekly flushing to be scheduled. **Clerk**

10. PLAY PARK AND OPEN SPACE –

- a. **Open Space -gym equipment/project. Cllr Jenkins** Ongoing.
- b. **Play park** remains open, all users to follow COVID-19 safety requirements as shown on Playpark notice board and on Parish website: <https://sheviockpc.files.wordpress.com/2020/07/playpark-open-overall-rules.pdf>

11. CORRESPONDENCE RECEIVED,

- a) **Census 2021 in England and Wales. Heidi Clemo Gov.uk** – Noted.
- b) **23/12 2020 COVID-19 police update for partners.** Allegations of COVID breaches can be made via the 101 number or via the Partner agency referral for here <https://www.devon-cornwall.police.uk/contact/contact-forms/partner-agency-information-sharing-form/>
- c) **Mrs G Kennedy: Bench Donation/installation. Finnygook walk Item brought forward,** see item 8 Footpaths.
- d) **Consultation regarding Code of Conduct, proposed changes. Mr S. Mansell.** Noted
- e) **Town and Parish Council COVID-19 weekly update:** Outlines useful services, information, weblinks and contacts. Produced by Cornwall Council. It was agreed the **Clerk** should circulate, via email, weekly, to all listed on the emergency Plan communication cascade & volunteers and post on the parish website on the dedicated Coronavirus COVID-19 page: <https://sheviockparish.org.uk/corona-virus/>

12. FINANCE

- a) Receive details of cheques and payments to be approved. Cllr Medway proposed, Cllr Lester seconded with all in favour to approve the finances as reported below.
- b) Cllr Evans proposed, Cllr Lester seconded with all in favour, to approve approve direct debit arrangement with Biffa, for collection of new circular footpath Dog waste bin. **Clerk**

Parish Precept account

OUTGOING

Sheviock Memorial Hall Rent Clerk's office £62.85

Nancy Gray, Clerk's parish Hours minus nest pension.

Nancy Gray, Clerk's parish expenses, mileage £4.50

G Dyer Enforcement wage.

G Dyer travel expenses to reclaim from Millbrook/Maker Rame. £19.80

Edf. Tredis defib box vat £0.45 net £8.83 total£9.45.

ASG Security, parts and battery change for security Panic Alarm. Vat £4.15 net£20.77 Total £24.92

S Lester parish wage.

S Lester expenses. Materials £31.95

S Lester travel expenses £3.60

DIRECT DEBITS TAKEN TO REPORT

Lloyds Bank, Clerk's credit card, see breakdown below: Total £62.99 of which:

Clerk's credit card monthly fee £3.00

Avast. Annual subscription for internet security £59.99

UNITY. Service bank charge £18.00

BT. Quarterly phone and internet charge vat £40.88 net£204.44 total £245.32

INCOMING

Cornwall Council. Footpath cutting LMP grant £736.35

DEVOLUTION ACCOUNT OUTGOING

Nancy Gray. Clerk's Devolution wage
S Lester Maintenance wage.
S Lester, Expenses syphon for men's urinals £12.96
Julia Bradley, Cleaning wage
Julia Bradley. Expenses /cleaning items £8.20
Frances Jackson, cleaning wage.

DIRECT DEBITS

Unity Bank, Handling charge 50p for every £100 cash banked or part £100, charged quarterly. £40.00
Unity Bank. Service charge. £18.00

INCOMING. NONE

13. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED

Cllr Medway proposed, Cllr Jenkins seconded with all in favour, to approve the Minutes of the virtual Parish Council meeting, held on Monday 14th of December, 1 item minor correction: Item 18 date of next parish council meeting January 11th not Jan 14th.

14. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item or in the Action Tracker. Cllrs Evans and Brooks to provide clerk with contact info for Mr Matt Lane & Sconner Down - to thank him for his help/their donation of the Parish Christmas Tree.

15. TO RESOLVE TO APPROVE ADDITION TO STANDING ORDERS. Cllr Medway proposed, Cllr Court seconded with all in favour to, adopt the supplementary Standing Orders to meet statutory requirements for the holding of remote meetings and this lasts to May7th 2021 or the recall of legislation, whichever is earlier. **Clerk** to update and publish on the website.

16. TO COMMENCE ANNUAL REVIEW OF POLICIES PROCEDURES, FININCIAL REGULATIONS AND FINANCIAL RISK ASSESMENT/ SCHEDULE: Clerk to circulate the policies allocated, as agreed at the meeting. **All Cllrs** to circulate any draft amendments, prior to approval at February's meeting.

17. REVIEW OF PARISH PLAN. It was preliminary agreed to additionally add: Under Highways, the 20mph speed limit reduction to Portwrinkle; Under community involvement, defibrillator running cost fund raising; Flowerbed volunteer group. **Clerk** to draft and circulate for further ideas further to possible approval at February meeting.

18. PARISH EMERGENCY ACTION PLAN. Due to the level of COVID 19 alert, it was agreed to reinstate the Community Emergency Action Plan, namely the volunteer/Assistance to those shielding, scheme. **Clerk** to circulate email to all on cascade system, previous volunteers and update the website Coronavirus page.

<https://sheviockparish.org.uk/corona-virus>

Cllr Court volunteered to review the plan/commence update, prior to approval at February meeting.

Clerk to forward details and hard copy of Plan to **Cllr Court**.

19. GRASS CUTTING CONTRACT. Clerk to make draft amendments, including a revised 2-year contract term, which would be subject to Parish Council review after 1 year (this should reduce costs of advertising/work and help budget forecasts. Council to resolve to approve at February meeting, to then put out to tender. **Clerk**

20. UPDATES FROM OTHER GROUPS –Flower Beds Subgroup. Cllr Evans reported that Mr Paul stone will discuss with Mrs J. Wilkinson. Some weeding had taken place by volunteers. **Coastal Communities Group** (C Jenkins) nothing to report; **Play Park and Open Space** (Cllr Brooks/Jenkins) see agenda item 10; **Tree Warden (Cllr Lester)** nothing to report; **Defibrillators (Cllr Lester/Clerk)** Tredis Defibrillator cabinet has now been repaired. It was proposed by Cllr Lester, seconded by Cllr Evans to approve the purchase of a new external cabinet for the Memorial Hall and replace all cabinets overtime/when needed, with a more robust style to withstand the Cornish weather, due to growing costs of repairs/time to source parts from France, expired warranties. Clerk provided 1 quote inclusive of grant for £425 plus vat/warranty and in process of receiving second/advice from SW ambulance service, **Clerk** to circulate for approval for purchase ASAP; **Gateway Community Network (Cllr Lester)** next meeting scheduled for mid-February; **RPPTUG (Cllr TBC)** no meeting; **Torpoint Library:** Cllr Brooks volunteered to return books to Torpoint library for those unable to currently do so, Please leave -labelled for her attention - in external foyer of Memorial hall; **Parish Environment and climate change Plan committee:** Nothing to report. **Devolution any matters arising** -see item 9.

21. All ITEMS FOR INCLUSION IN FUTURE MEETINGS. To resolve to approve and sign off: Parish Plan, policies procedures, Financial regulations, and Financial risk assessment and Emergency Action Plan.

22. DATE OF NEXT Parish Council Meeting Feb 8th, 2021

The chair closed the meeting at 20:05

A copy of these minutes can be viewed on the Parish website at www.sheviockparish.org.uk