



### *SheviocK Parish Council*

The Bill Warren Room, SheviocK Memorial Hall, Craffhole, Torpoint, Cornwall, PL11 3DG

Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: [sheviocKpc@btinternet.com](mailto:sheviocKpc@btinternet.com)

## **The Minutes of the Virtual Zoom meeting of SheviocK Parish Council held on Monday the 8th of February 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.

### **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). Cllr. Evans declared, what could be viewed as, a non-pecuniary interest during agenda item 4. Re: Flowerbed funding at the cross, therefore did not participate in the vote.

### **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).

- Mrs Andrea Evans and Mrs J Bates have kindly volunteered to maintain the **Flowerbed at the cross**: Although not Parish Council land but it is a focal feature at the crossroads in need of attention. It is a Memorial bed for Mrs Hoskins, usually maintained by their family and parishioners. It was due to be attended by Mrs Hoskin's son who had planned to visit the parish prior to Lockdown but unable to do so. Cllr Medway reported that Mr Hoskins had just donated a cheque of £15 towards it, made payable to the Parish Council. It was proposed by Cllr Medway, seconded by Cllr Brooks with all in favour (Cllr Evans declared a non-pecuniary interest) to: Allocate a sum of up to £100 (inclusive of the £15 donation) towards initial digging out/refilling of compost /materials - to be allocated from some of the surplus Devolution flowerbed budget, therefore not effecting the Parish precept (not funded by parishioners). Work to commence as soon as restrictions are lifted. **Cllr Medway/Andrea Evans** to submit a call for certain plant donations in the Parish Newsletter. **Cllr Medway** to contact Mr Hoskins to advise. **Clerk** to contact CC re/ one off removal of waste. Thanks were given to Mrs Evans and Mrs Bates.
- Cllr Evans had received a concern that despite signage and pleas on Facebook, walkers on the Coastal path had been leaving the gate open between the Golf course and the Cliff path, to the East, which can cause Sarah Rundle's sheep to escape/dogs to enter off their leads. Although not Parish Council land or managed footpath, it was agreed that the **Clerk** write to relevant parties to ask for basic spring closing mechanism to be installed. **Cllr Medway** to insert reminder to close gate in next Newsletter.
- A small tree has fallen on the RH verge, before the bend, at the bottom of SheviocK Lane. **Clerk** to request Antony Estate to remove.

### **6. PLANNING.**

#### **a) To receive notice and RESOLVE Parish Council's response to new planning applications received before the agenda finalised:**

**PA20/11367** Construction of one dwelling without compliance of Condition 10 of PA20/07129 dated 1st October 2020. Non-material amendment to E2/06/01798/FUL to add condition to decision notice. The Beach House, Finnygook Lane, Portwrinkle Torpoint Cornwall PL11 3BP. Cllr Medway proposed, Cllr Jenkins seconded with all in favour to submit the following response: The dwelling is due to be built within an "Area of Great landscape value" and a County wildlife site. The Parish Council will only support this application **if**:

It is compliant with Policy 5 of the Rame NDP General development (design, visual impact and biodiversity).

It does not undermine the stability and sustainability of the gold footpath, no 12, access to Finnygook beach. (There have been recent logged landslips across this).

That the property/building work does not undermine the stability of the cliff and safety of the beach users directly below. This is a coastal erosion zone.

On the condition that Policy 1 of the Rame NDP, primary residence clause is applied, if this is classified as a new application/new dwelling although this is unclear as filed as a complete change of design plans.

**PA21/00004/NDP.** Proposal submitted for Saltash Neighbourhood Development Plan. Cllr Medway proposed, Cllr Brooks seconded with all in favour to support this application.

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

**c) To receive planning decisions from Cornwall Council.**

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

## **7. HIGHWAY MATTERS TO REPORT.**

- a. **Finnygook lane Portwrinkle. To receive response from Highways re: Portwrinkle safety proposals and list of outstanding highways issues.** CC provisionally approved, parish funded, slow pedestrians in road sign. **Clerk** to submit image of sign required for CC's final approval. Cornwall's 20 mph speed limit policy is being written by CC. Requests will have to meet criteria still being established. All outstanding issues have been raised and feedback circulated, some awaiting funding from CC, others to be maintained on Parish Highways waiting list and/or prioritised on Parish Plan either for future CC funding, Gateway highways scheme funding and/or Parish Plan funding. Antony road junction update imminent from CC. **Clerk** to respond to Mr Glossop of Highways re queries raised his response.

## **8. FOOTPATHS:**

- a) **Finnygook lane permissive footpath project. Cllr Evans** reported that he has now obtained the wood for the signage, which needs drying. He plans to fabricate signs by end of March. He will contact Mrs G. Kennedy re: Memorial bench placement. The 400 Daffodil bulbs planted, are now emerging. Chippings have been delivered and need spreading at bottom steps. **Cllr Court** offered to help.
- b) **Footpath 9, Gold path.** Dogs can now pass style, at top section of path. **Clerk** to contact Countryside Access team re: replacement style for top section. 3 x Ash trees have fallen. Possible ash die back. **Clerk** to contact/report to CC/landowner. **Clerk** to obtain quote re removal of fallen trees. **Clerk** also to obtain updated quote for clearance of path, to original path line as priority on parish plan. Funding requests from Countryside access team not being met and issue worsening.

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

- a) It was agreed to: keep the toilets closed and review at the March meeting; to paint the gates and doors, as well as interior of the toilets. **Clerk** to advise staff members of safety precautions/additional COVID-19 safety precautions to take. Urinal flush now repaired. **Clerk**

## **10. PLAY PARK AND OPEN SPACE –**

- a. **Open Space -gym equipment/project. Cllr Jenkins** reported that the Awards for all grant application should be ready to sign off, at March meeting. It was agreed that **Cllr Jenkins** would also apply for SW water grant funding.
- b. **Table in Open space has been moved near fence. Cllr Medway and Evans** have agreed to re-site. **The 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>
- c. **Mole has returned –** to monitor.

## **11. CORRESPONDENCE RECEIVED,**

- a) **Email Jan 23<sup>rd</sup> Cubert Parish Council. Affordable Housing Cascades and Percentages.** Concern to note.
- b) **Email Mr Cadwallader re: publicity drive for possible resumption of National Express coach services in Cornwall after lockdown restrictions.** RPTUG can place update in next Parish Newsletter.
- c) **Cornwall Area of Outstanding Natural Beauty. A Monumental Improvement Community Survey**  
<https://letstalk.cornwall.gov.uk/cornwall-aonb-monumental-improvements> . Noted
- d) **Cornwall Council live public COVID-19 briefing via Facebook- next 29th January, 2pm** (Clerk circulated prior to the date) <https://www.facebook.com/events/143079764208983/>
- e) **Polling station. Pre- election COVID-19 H&S questionnaire. Mr M Snowling will complete.** Parish Council elections due to take place May the 6<sup>th</sup>, further details to be obtained and publicly advertised in the parish in due course. **Clerk**

## **12. FINANCE**

- a) **Receive details of cheques and payments to be approved.** Cllr Medway proposed, Cllr Jenkins seconded with all in favour to approve the finances as reported below.

### **Parish Precept account**

### **OUTGOING**

Sheviok Memorial Hall Rent Clerk's office £62.85.

Nancy Gray Clerk's parish wage

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

G Dyer, enforcement wage.

G Dyer travel expenses to reclaim to Maker Rame in Jan £19.80. Plus, travel expenses to Millbrook for Nov, Dec, Jan = £27. Total £46.80

G Dyer Marker paint x 2 (reclaim £12.19 from Millbrook) £24.38.

Edf. Tredis defib box. Vat £0.45 net £9.00 total £9.45

Viking Direct. Office supplies (ink/ paper/folders/plastic wallets/pens/paperclips/stamps/envelopes etc delivery protection plus £3.3 two invoices combined inv. 493544 and 793544 vat£31.46net £161.92Total £196.72

S Lester parish wage.

S Lester travel expenses £2.70

**DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT**

Lloyds Bank, Clerk's credit card, see breakdown below: £91.99.

Clerk's credit card, £3 credit card monthly fee. charged twice Clerk querying £6.00.

WordPress (website annual fee) Annual subscription for internet security £85.00

SAS Pyres. For parts to repair external defib cabinets/shipping. Agreed previously and minuted under finance at November meeting 2020. Delay in payment due to Unity Bank. £219.44

Unity Bank. Foreign Transfer Fee (to pay French co. Pyres, for Defibrillator cabinet parts above). £24.00

**INCOMING £0.00** This only accounts for payments received and banked in January.

**DEVOLUTION**

Nancy Gray Clerk's wage share for Devo.

S Lester Maintenance Devo wage.

S Lester, expenses for toilet parts £11.38

Julia Bradley, cleaning wage

Frances Jackson, cleaning wage

**DIRECT DEBITS.** None

**INCOMING**

Ticket machine revenue £481.00

Ticket machine revenue £433.90.

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

Cllr. Medway proposed, Cllr. Lester seconded with all in favour, to approve the Minutes of the virtual Parish Council meeting, held on Monday 11<sup>th</sup> of January 2021.

**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. None.

**16. ANNUAL REVIEW OF POLICIES PROCEDURES, FININCIAL REGULATIONS AND FINANCIAL RISK ASSESMENT/ SCHEDULE:** A few minor items still pending. **Cllr Jenkins** checking Equality Act. Final drafts to be circulated prior to approval at March meeting.

**17. REVIEW OF PARISH PLAN.** Clerk has circulated revised draft plan to include more current, ongoing, and future projects. **All Councillors** to consider priority projects prior to resolving priorities at March meeting.

**18. PARISH EMERGENCY ACTION PLAN.** Cllr Court presented the updated draft. **Clerk** to contact alternate resident in Tredossel, re: New Communication cascade system vacancy in Tredossel. An alternate name for Crafhole cascade system is also required. **Cllr Court** to finalise, prior to approval in March for electronic redistribution/updates.

**19. GRASS CUTTING CONTRACT.** Cllr Evans proposed. Cllr Medway seconded with all in favour to:

- Approve the revised Grass cutting contract.
- Place advert in the Cornish Times and on Parish noticeboards/website regarding how to bid for the contract. **Clerk** to action. Parish Newsletter not distributed in time for inclusion.
- Approve the sub-committee, of Cllr Medway and Cllr Evans, to go through tenders received after deadline of March 5<sup>th</sup>, prior to advising The Parish Council of their recommendations on March 8<sup>th</sup> meeting, at which point the Parish Council will resolve who to award the tender to.

**20. UPDATES FROM OTHER GROUPS –Flower Beds Subgroup.** None; **Play Park and Open Space** (Cllr Brooks/Jenkins) see agenda item 10; **Tree Warden (Cllr Lester)** nothing to report; **Defibrillators (Cllr Lester/Clerk)** New external Rotaid Led heated plus cabinet, for the Memorial Hall, has been installed. **Clerk** to register for warranty; to now register with SW Ambulance services online/advise volunteers; to organise the 3-year electrical inspections. The establishment of a Parish Defibrillator fundraising /additional volunteer group has been added to the Parish Plan. **Cllr Medway** to insert request in Newsletter. **Gateway Community Network (Cllr Lester)** next meeting Weds 10<sup>th</sup> Feb. **RPPTUG (Cllr Court)** no meeting; **Torpoint Library:** Click and collect service available; **Parish Environment and climate change Plan committee:** Nothing to report. **Devolution any matters arising.** Cllr Medway and Evans repaired the ticket machine, **Clerk** to order new ticket roll.

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

**22. DATE OF NEXT** Parish Council Meeting March 8<sup>th</sup>, 2021

The chair closed the meeting at 20:18

**A copy of these minutes can be viewed on the Parish website at [www.sheviocckparish.org.uk](http://www.sheviocckparish.org.uk)**