



Sheviocck Parish Council

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

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

The Minutes of the Virtual Zoom meeting of Sheviocck Parish Council held on Monday the 9th of March 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 part.

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).

- **Email, Mrs J De Bruyne, Swallow cottage:** reoccurring damage to boundary wall, from lorries/farm vehicles turning at the junction of Georges lane/A374. **Clerk** to write to Highways, to request possibility of bollard or other assistance/advice.
- **Flowerbed at the cross:** Mrs A Evans has enquired re: vegetation waste collection/removal. **Clerk** to contact CC re/one off removal of waste/Dumpy bags. Mrs Evans asked if there were any plants that Mr Hoskins had wished to keep. Cllr Medway advised that there were not.
- **Golf Course/damage to fencing.** Cllr Evans had received a concern that the Golf course team had placed a mound of earth on its land, directly behind the gate at Burns View, to deter walkers from climbing over the gate and trespassing across the golf course. However, this has caused a separate issue, as walkers are now, instead, climbing over and inadvertently damaging the fencing nearby.
It was noted that this is private property, with no public footpath access. The Golf Course has placed a sign. It was also noted that the concerned parishioner has already informed and raised this concern with the Golf Course.
- Cllr Medway had received an anonymous letter, reporting a breach of current Covid regulations. It was noted that this is not within the Power of the Parish Council. However, all members of the public can report concerns directly to the Police via the national reporting form, at <https://www.police.uk/>. The Clerk has placed a link on the Parish website regarding how to contact the police if not an Emergency, and an information poster on all Parish Council notice boards. See Correspondence item 11a).

6. PLANNING.

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

PA20/10819 Proposal: Rear extension and dormer to existing roof. Location: Seaview Cottage, Finnygook Lane, Portwrinkle PL11 3BP. Applicant: Mr And Mrs Stone. Cllr Medway proposed, Cllr Evans seconded with all in favour to support this application. **Clerk** to submit to CC.

b) To receive details of planning applications received after the agenda published. The Clerk reported that CC have given preapplication advice to Mrs L Hinton re: Tredossel Farm, to remove Pole Barn and replace with a single dwelling. Advising that current plans would probably not be approved primarily due to its location not meeting planning laws/local plans.

c) To receive planning decisions from Cornwall Council. Some applications below are still pending decision at time of writing:

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: Pending

d) PA21/00004/NDP. Proposal submitted for Saltash Neighbourhood Development Plan. Location Saltash Parish Council Cornwall: Pending

7. HIGHWAY MATTERS TO REPORT.

- a. **A374 resurfacing/patchwork, in Parish.** Delays expected Traffic light/convoy system in operation DATES 8/03 FOR FIVE DAYS
- b. **Permanent VSA (Vehicle speed activation sign) Sheviocck A374** on Eastbound carriageway at Gateway to Sheviocck, received approval from Highways but awaiting confirmation from SSE.
- c. **Mobile VSA (Vehicle speed activation sign) Craffhole:** Bid successful, to be temporarily erected outside the Memorial Hall, on Northbound carriageway, to deter speeding vehicles

passing Memorial hall/Tredis view before leaving the village. Dates to be confirmed. To be shared on rota basis with several other parishes. Managed by Highways.

- d. **Portwrinkle:** parish funded, "slow pedestrians in road" sign, awaiting final approval of sign image/advice from Highways. All outstanding issues have been raised/ongoing.

- e. **Antony Road Junction improvements:** Update pending from CC/Highways.

- f. **All outstanding issues:** have been raised/ongoing.

8. FOOTPATHS:

- a) **Finnygook lane permissive footpath project.** Cllr Evans reported the signage is in fabrication, which he plans to erect hopefully by the end of March, Cllr Medway offered to assist.
- b) **New Dog Bin, bottom of Tredis View circular footpath at crossroads.** The direct Debit has been set up. Awaiting confirmation from Biffa for first collection date, so can remove "not in use" sign. **Clerk** to re-chase Biffa.
- c) **Footpath 9,** Possible case of Ash Die Back, waiting advice from Countryside access Team and contractor. Awaiting revised quote for reinstatement of path to original level ground. **Clerk**
- d) **All outstanding issues:** raised with Countryside access team re: re-opening date/schedule for works to resurface footpath 1; possible catch fence for footpath 12; varied replacement signage/funding. Response pending

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

- a) Update: Gates, and part of woodwork/walls now painted, ongoing. It was agreed that Maintenance treat patches on ceiling and then paint the floor, once staff have finished the interior walls etc. **Clerk** to purchase second tin of specialist wall paint. Floor paint already in stock -with maintenance.
- b) Toilets to reopen at some point between March 29th and by April 12th Pending staff vaccination and completion of works. **Clerk** to place on website when opening date confirmed/following completion of risk assessment.

10. PLAY PARK AND OPEN SPACE –

- a. **Open Space -gym equipment/project.** Cllr Jenkins reported that she is part way through the SWW grant funding application, but they did not part fund projects, so possibly able to just ask for one single and separate element for Open space. She is near completion for the "Awards for All grant but needs to finalise a few questions with the **CLERK**.
- b. H & S bimonthly checks. **Clerk** to pass extra copies of checklists, to Cllr Brooks and Jenkins. **Cllr Brooks** to advise **Cllr Jenkins**, in advance of dates in the school holidays to perform this duty.
- c. Mole – ongoing to monitor.

11. CORRESPONDENCE RECEIVED,

- a) **Email, Feb 23 Police campaign re:** Available and appropriate ways of contacting the police, including breach of COVID-19 restrictions. Clerk has placed on notice boards and website. see Agenda item 4, final item under Public participation.
- b) **Email. Feb 10th CC. Planning News for Local Councils and Agents - February 2021,** to note.
- c) **CALC email Fri 5th Feb. Road map for elections and Road map out of lockdown.** Clerk to place notice of elections on boards March 22, covering how to apply for the role of a Parish Councillor. **Clerk** to place roadmap out of lockdown, on website and boards. Virtual meetings/preparations for return to physical meetings from May the 10th – currently being contested by CALC.

12. FINANCE

- a) **Receive details of cheques and payments to be approved.** Cllr Lester proposed, Cllr Court seconded with all in favour to approve the finances as reported below. **Clerk** to contact Unity bank, via secure messaging, regarding Cllr Evans/difficulties with online authorisation. **Cllrs Medway and Cllr Brooks** to sign statements/Clerk's ledger reconciliation at office/Hall. **Clerk** to arrange/provide.

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. Invoice sent to Maker & Rame and Millbrook Parish Councils. £28.80

Edf, Tredis defib box. Vat £0.45 net £9.00 Total £9.45

Jolly Roger, Seasonal summer, beach users, wheelie bin. 1 x bin 10th July to 29th Sep. Plus Peak season second bin 8th Aug -7 Sep. £397.00

C.A.F Electrical invoice no. 0953. Diagnostics, repairs to Tredis and diagnostics then installation of new cabinet at Memorial hall. Combined charge for materials, dates, and labour £500.

Tindle Newspapers Ltd. Cost for advertisement placed in the Cornish Times, re: Grass cutting tender vat £16.40 net £82.00 total £98.40.

S Lester Parish wage, Maintenance

S. Lester travel expenses. £1.80

DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT

Nest. Clerk's nest pension

Lloyds Bank. Clerk's credit card (see breakdown below): £537.95.

Clerk's credit card, £3 set monthly fee. £3.00

The Defib pad. New external defib cabinet for Memorial Hall. Vat £85.00 Net £425.00 Total £510.00

Torpoint Hardware. Santex masonry paint for Portwrinkle Toilets. Vat £4.16 Net £20.79 £24.95

INCOMING

DEVOLUTION

Nancy Gray. Clerk's wage share for Devo

S Lester. Maintenance wage.

Flowbird city LTD. Annual Maintenance contract for Ticket machine, 2021-2022 vat £104.10 Net £520.48
Total £624.58

Julia Bradley, cleaning wage.

Frances Jackson cleaning wage.

DIRECT DEBITS. None

INCOMING

Ticket machine revenue £464.60

Flower bed donation. This was an incorrectly banked cheque that was actually for the Sheviocck Parish Newsletter for £15.00 but later debited from account -£15.00.

Actual flower bed donation cheque from Mr C Hoskins for £25, has been banked and will show on March statement/incoming which is reported in April.

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

Following correction to read: **£25** rather than **£15** donation cheque, received from Mr C Hoskins ref agenda item 4, flowerbeds; Cllr. Medway proposed, Cllr. Jenkins seconded with all in favour, to approve the Minutes of the virtual Parish Council meeting, held on Monday 8th of February 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. **Clerk** to update action Tracker.

15. ANNUAL REVIEW OF POLICIES PROCEDURES. FININCIAL REGULATIONS AND FINANCIAL RISK ASSESSMENT/ SCHEDULE: Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the annual review of polices/procedures as well as Financial regulations and the Financial Risk assessment schedule. **Clerk** to update website. **Clerk** to obtain fire safety certificate dates for Methodist chapel, and complete Maintenance person's Annual Review prior to March 31st. **Cllr Medway** to complete Clerk's Annual review prior to March 31st. Both reviews can be conducted remotely/by phone due to restrictions.

16. REVIEW OF PARISH PLAN. Cllr Medway proposed, Cllr Brooks seconded with all in favour to allocate the top 5 priorities as:

1. Antony road Junction/improvement of Traffic through Crafhole/Parish.
2. Development of the Open space
3. Footpath No.9 reinstatement to original level ground, at top section.
4. Replacement bus Shelter at the Cross.
5. Defibrillators – Establish a community defibrillator group, primarily to help with fundraising for replacement cabinets/ongoing costs. **Clerk to publish Plan on website.**

17. PARISH EMERGENCY ACTION PLAN. Cllr Court circulated the updated Plan. Cllr. Medway thanked him for his efforts. Cllr Court proposed, Cllr Evans seconded to approve the updated Plan and circulate the electronic version to those listed on cascade system. Also, to print revised copy and circulate. **Clerk** to organise. **Clerk** to update parish website with revised copy - omitting contact/personal data details. Alternate co-ordinator vacancy, for Crafhole, yet to be filled, name and details can be advised to all later if/when position filled.

18. ANNUAL PARISH MEETING. It was agreed to host a virtual zoom meeting. April 12th at 7pm prior to the Parish Council meeting. Members of the Parish are invited to raise items regarding the parish, under Public participation. **Clerk**

19. UPDATES FROM OTHER GROUPS –Flower Beds Subgroup. Nothing to report. **Coastal Communities.** Cllr Jenkins – **nothing to report/no meeting.** Cllr Medway and Jenkins to review if this is continuing/ Contact Torpoint Town Council; **Play Park and Open Space** (Cllr Brooks/Jenkins) see agenda item 10; **Tree Warden (Cllr Lester)** nothing to report; **Defibrillators (Cllr Lester/Clerk)** Clerk checked and found no red flashing warning light at Portwrinkle defibs, as reported to Chair. Mrs C Tinsley to check again (night of meeting) Action list ongoing. **Gateway Community Network:** Cllr Lester reported that crime is down 7%, 13 new police officers are operational. Of the 101 covid breaches reported, 65 were from the gateway area. Highways VSA see item 7. **RPPTUG** Update email from Mr Cadwallader: Possible meeting in June or September; Concerns remain regarding the lack of National express coach services in Cornwall; Possible alternate source of partial grant funding for bus shelter from CC, Mr Cadwallader will forward information. **Torpoint Library:** Click and collect service available; **Parish Environment and climate change Plan committee:** Nothing to report. **Devolution any matters arising:** **Clerk** to order new ticket roll.

20. CLOSED SESSION: Pursuant to the Public Bodies (Admissions to Meetings) Act 1960 members of the press and public were excluded from the next item on the agenda and asked to leave the meeting. The Parish Council moved into Closed Session, proposed by Cllr Medway, seconded by Cllr Brooks.

Grass Cutting Tenders. Two Tenders had been received. After comparison Cllr Medway Proposed, Cllr Evans seconded with all in favour to award the grass cutting contract 2021-2023 to Mr Dean Leonard. Due to best value. **Clerk** to advise all parties.

21. ITEMS FOR INCLUSION IN FUTURE MEETINGS. End of year 2020-21 accounts, update prior to Audit completion.

22. DATE OF NEXT Parish Council Meeting April 12th

The chair closed the meeting at 20:25

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