



Sheviocck Parish Council

The Bill Warren Room, Sheviocck Memorial Hall, Crafhole, 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 12th of April 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. 2 Members of the public: Mr J Candy; Mr P Whitehead of Peter Whitehead planning.

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, from parishioner. Re: Dog on harbour beach. It was agreed to ask the dog warden to visit during the time reported. Cllr Brooks offered to visit if enforcement officer unavailable at this time. It was noted that the signage states Easter Sunday until October the 1st. The dog ban is 24/7 during this time, however Finnygook beach is dog friendly all year, owners to keep dogs under control and clear up after them.
- An email request from a parishioner requesting a dog waste bin at the bottom of slip path/harbour beach. It was noted that the parish would have to fund both a new bin, installation, and subsequent collections. It was agreed that there were already ample bins provided at the top of the slip and along the front of Portwrinkle.
- The clerk reported that she had been asked by a parishioner for an update regarding proposed changes to Antony road junction and the circulatory system for HGVs. It was noted that Mr William Glassop, of Cormac had advised that an update was pending/imminent, but nothing received. It was agreed to chase, expressing the traffic issues within the parish, and noting that it is the main priority on the parish plan. **Clerk**
- A parishioner has asked if a dog/pet friendly weed killer be used around the cross and bus shelter. Clerk will seek advice from contractor.
- Bus shelter at the Cross, Crafhole. It was agreed that **Maintenance and Cllr Evans** would seek to temporarily reinforce the bus shelter, whilst an application for grant funding is submitted. **Clerk. Clerk** to obtain 3 quotes.

6. PLANNING.

- a) **PA21/02377** Whitsand Bay Hotel Finnygook Lane Portwrinkle PL11 3BU Variation of conditions 1, 2, 3, 5 and 10 in relation to planning permission PA16/07891 comprising amendments to Units 9-19 together with parking, access, and landscaping – Mr Jess Earle.

Mr P. Whitehead, of Peter Whitehead Planning joined to outline the above. After questions posed and on the understanding that this is in reference to a change of variations of conditions to the 3rd and final stage to the pre-granted development, Cllr Medway proposed, Cllr Evans seconded with all in favour to support this application with the following conditions:

That the visual impact of the colour scheme be considered, due to its prominent location within an Area of Great Landscape value, that a less intrusive colour is used.

That the construction and future development does not undermine the gold footpath number 637/4/2, which borders the site on the north eastern edge.

That a site access management plan is agreed, prior to work on this phase. Due to the single narrow Finnygook lane being the only access route in and out of Portwrinkle village/beach, aside from the narrow/steep donkey lane which is unsuitable for larger vehicles/buses. There is a regular bus service timetable to Portwrinkle, with few passing places suitable should one large vehicle meet another car. The Parish Council believes that the coming extended season will continue to be busy with both tourists and locals and this route well used, so extremely detrimental to both the wellbeing/safety/economy if this route is blocked. There had been an understanding that a temporary access road from the B3247 would be constructed to access this site during construction.

- b) To receive details of planning applications received after the agenda published. None
- c) To receive planning decisions from Cornwall Council. Some applications below are still pending decision at time of writing:

PA20/10819 Proposal: Rear extension and dormer to existing roof. Location: Seaview Cottage, Finnygook Lane, Portwrinkle PL11 3BP. Applicant: Mr and Mrs Stone. Pending

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

PA21/00004/NDP. Proposal submitted for Saltash Neighbourhood Development Plan. Pending

7. HIGHWAY MATTERS TO REPORT.

- a. **Cornwall Council proposed "Looe Valley Trail" on road cycle through Crafhole, Consultation.** Concerns were expressed regarding road safety, inadequacy of narrow road with limited passing areas, no agreed diversionary routes, plus ongoing major traffic issues/congestion on the B3247 especially through Crafhole. A promoted on -road cycle route would exasperate these ongoing issues and worsen emergency response times. Cllr Court agreed to apply to sit on the Looe Valley trail design panel, to highlight these issues. **Clerk** to forward details. Clerk submitted preliminary concerns to design team. It was agreed to contact Mr William Glassop of Cormac to highlight these concerns and help push for improvements, notably changes to HGV circulatory system and changes Antony road junction. **Clerk/Cllr Court.**
- b. **Safety slow signage, Portwrinkle.** Following Cormac's response, it was agreed to obtain the necessary quote for works from Cormac.

8. FOOTPATHS:

- a) **Finnygook lane permissive footpath project.** Cllr Evans reported the signage is now up and path officially open. Thanks were given to Mr P. Stone of Portwrinkle, for helping to erect sign, and to the greenkeeping staff, who transported the signage on site. Correspondence item 10a) was brought forward. Cllr Evans has spoken To Mrs Kennedy and will arrange site meeting to agree on a suitable location for memorial bench on pathway. It had been noted following correspondence that golfers receive a card showing health and safety guidelines regarding walkers using the footpaths. Cllr Brooks thanked Cllr Evans for repairing the signage following vandalism. It was noted that, unlike the Coastal path and link path PROWs, Finnygook way is a permissive footpath created by Sheviocck Parish Council, under contractual agreement at the discretion of Antony Estate, hence the required signage.
- b) **Footpath 9.** Cllr Evans proposed, Cllr Medway seconded with all in favour, to proceed with quote to reinstate footpath no 9 to original, more level, course, as a priority on parish plan and will incur more costs if delay. This was previously discussed/minuted prior to pandemic.
- c) Clerk is awaiting advice from Countryside Access Team regarding possible case of die ash back situated near footpath 9. Funding request for replacement style on footpath 9 and ongoing CC footpath signage repairs needed on parish network. Plus, date for works to be scheduled for footpath 1 and confirmation if catchfence is to be installed over footpath 12. **Clerk**

9. PLAY PARK AND OPEN SPACE –

- a. **Open Space -gym equipment/project** Cllr Jenkins reported that technical issues on the website have prevented her from completion of grant application, ongoing, **Cllr Jenkins.**

10. CORRESPONDENCE RECEIVED, not covered in the agenda.

- a) Email, Mrs G Kennedy re: Finnygook Walk, new permissive footpath memorial bench siting and walker's safety on PROW footpaths, Whitsand Bay Golf course. See agenda item 8a.
- b) Email. Catherine Thompson 29/03/2021. RE: Portwrinkle Public phone box. New BT Consultation Review - deadline 4th June 2021 Portwrinkle. It was agreed to file an objection to the removal of kiosk, due to both emergency and essential needs that can arise due to remote location, number of visitors and lack of mobile phone signal. **Clerk**
- c) Lissa Grigg, CC. email 23/03/2021 Tamar Bridge resurfacing Work April -September 2021. Noted.
- d) Email from parishioner Re: speed limit on Sheviocck lane and issues concerning parking opposite the play park/damage to wall/property. It was noted that triangular children at pay warning signs are in place. The mobile speed activation sign cannot be moved within the parish only between parishes. **Clerk** to respond to parishioner **Clerk** to insert note in Park notice board. Cllr Brooks has issued an email request to parents of preschool children.
- e) Email dated 19/03/2021, from parishioner regarding Tredis House barn/planning concerns. It was noted that since this email was received, the issues raised have either been resolved or in the process of being resolved. **Clerk** to respond to parishioner.
- f) Email from Mrs S Ford, requesting grass cut for play park. This was completed and regular cutting programme agreed following award of tender.
- g) Cornwall Council. Notice of persons nominated received. **Clerk** to place link on Parish website/boards. It was noted that the current 6 Parish Councillors were the only candidates nominated. There are 7 seats available. The seventh seat can be advertised for Co-option following the May meeting.

11. 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 9th of March 2021.

12. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item or in the Action Tracker. To complete staff appraisal for Maintenance person. **Clerk.** Revised emergency plan yet to be circulated/printed, **Clerk.**

13. TO RECEIVE RECOMMENDATIONS FOLLOWING CLERK'S APPRAISAL. Following the Clerk's appraisal be phone/email. Cllr Medway proposed, Cllr Evans seconded to increase the spinal pay bracket, taking into consideration number of years worked, to point agreed at meeting but not disclosed on minutes for staff privacy. **Cllr Medway**

14. FINANCE

a) Cllr Brooks proposed, Cllr Lester 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 Minus nest pension and Employee NIC

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

G Dyer, Enforcement Officer wage

G Dyer travel expenses Maker/Rame £19.80. Millbrook £9, total £28.80

Edf, Tredis defib box, vat £0.42 net £8.47 total £8.89

CALC Annual subscription for CALC/NALC services vat £53.79 net £309.97 total £363.76

Lynher Valley Partnership, Antony estate, annual rent for Open Space/Playpark £100.00

S Lester parish wage.

S Lester travel expenses. £2.70

DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT

Unity Bank, Service charge £18.00

BT Quarterly bill phone/internet business. Vat £40.86 net £204.30 total £245.16

Lloyds Bank, Clerk's credit card, see breakdown below: TOTAL £163.34.

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

Microsoft office £79.99

Torpoint Hardware items paint /brushes/rollers/maintenance reimbursed by Devo account on 30th of March net £66.96 vat£13.39 total £80.35.

ADDITIONAL PAYMENTS TAKEN TO REPORT (as approved via CLLR email circulation end of March and authorised as per the bank mandate, Cllr Evans omitted)

Derrington Locks. Finnygook Walk new footpath signage. Parts/labour fabrication of external footpath signs surrounds/posts, which had to match existing signage, plus installation on site x 2. Total £460.

Due to length of time trying to obtain quotes from Antony estate and suppliers delaying installation/opening of path, Cllr Evans was later permitted to quote for this work, which had to match existing signage, as previously agreed and minuted, to enable the project to move forward.

HMRC Cumbernauld. Employee payee tax

INCOMING

Nancy Gray. Reimbursement for erroneous charge £3.99

Maker and Rame Parish Council. Reimbursement of dog enforcement services £1,009.42

INCOMING INTERNAL TRANSFERS

Transfer from Devolution account to reimburse payments made on Parish Credit card - as listed on additional payments to report from Devolution account (see further below) £80.35, £10, £57.06 plus seasonal bin £397 taken incorrectly from parish account. Total received £544.41.

DEVOLUTION

Nancy Gray, Clerk's wage

S Lester Devo wage

S Lester Devo expenses Tool station. Floor Paint, masonry, & roller sleeve vat£12.59 net £62.92 t£75.51

SWW Portwrinkle toilets water/sewage £168.27

Julia Bradley cleaning wage.

Julia expenses £7.00

Cornwall Council Non-domestic business rates 21/22 Portwrinkle Public toilets £935.63

Frances Jackson cleaning wage.

DIRECT DEBITS TO REPORT

Unity Bank Service charge £18.00

OUTGOING ADDITIONAL PAYMENT AND OUTGOING INTERNAL TRANSFERS TO REPORT FROM END OF MARCH 2021 approved via email circulation and authorised as per bank mandate.

HMRC VAT of 43.95

INTERNAL TRANSFERS TO REPORT: Transfer from Devolution account to reimburse payments made on Parish Credit card as listed on additional INTERNAL TRANSFERS Parish account. (see further above) £80.35, £10, £57.06 plus seasonal bin £397 taken incorrectly from parish account. Total received £544.41. (All these items were previously approved authorised and minuted at separate meetings, transfer required only to reimburse Parish account.

INCOMING to report from March

Cornwall Council, Toilet grant 2020-2021 as per devolution agreement £722.54.

Ticket machine revenue £219.70

Mr C Hoskin. Flowerbed donation cheque £25.00

To note Mrs G Kennedy donation for flowerbed at Cross, not banked yet so will appear in May minutes/incoming for April.

b) The Clerk circulated a summary of the end of year Parish precept account. Clerk will finish collating end of year accounts for both Parish Precept and Devolution accounts and circulate to report at May meeting and send to internal auditor. Pre audited accounts and will be placed on Parish website once completed. To summarise Parish Precept Account budget.

There was underspend in many areas of the budget, especially the Parish plan projects, Open space and capital expenditure due to projects being delayed due to covid, or work completed by volunteers. In other areas planned accrual of funds was intended i.e., £500. Open space to also accrue £500 for future ongoing projects/asset replacement. In conclusion, the Parish Council net income was £24,753.05 and its net spend £20,073.49. Surplus to accrue/carry forward for ring fenced sums for already planned projects and defibrillators/asset replacement/bus shelter/gym equipment at Open Space= £4,679.56.

Devolution account. This will be fully reported and published on parish website once completed; however, despite the lockdowns reducing revenue to the car park, this was recouped once restrictions eased, due to increase in visitors. Additional funds were spent on increase to cleaning schedule, cleaning products, and PPE. However, revenue receipts outweighed payments, to aid accrual of planned ring-fenced sums for asset replacements/upgrade/repairs.

- c) Cllr Jenkins proposed, Cllr Lester seconded to approve Liz Taggart from CL Finances as the internal auditor.

7. UPDATES FROM OTHER GROUPS –Flower Beds Subgroup. Thanks were given to Mrs J Bates and Mrs A. Evans, for their efforts regarding the flowerbeds at the Cross. It was also noted to thank the family of children who had helped to sieve out the thread weeds. **Coastal Communities.** Cllr Jenkins – nothing to report/no meeting. **Play Park and Open Space** (Cllr Brooks/Jenkins) see agenda item 9; **Tree Warden (Cllr Lester)** nothing to report; **Defibrillators (Cllr Lester/Clerk)** External defib box. SWW Pump station Portwrinkle has had temp repair to hinge socket, all working well. Will replace external box prior to winter if not before, to monitor. **Clerk Gateway Community Network:** Nothing to report **RPPTUG** No meeting. **Torpoint Library:** Now open. Click and collect service still available. **Parish Environment and climate change Plan committee:** Nothing to report. **Devolution any matters arising:** Public toilets reopened April 7th. 1 person/family group in at a time. Increase covid cleaning schedule/procedures remain. Thanks were given to the considerable effort of the staff who repainted the toilet walls, floors, and woodwork during lockdown.

8. ITEMS FOR INCLUSION IN FUTURE MEETINGS.

9. DATE OF NEXT Parish Council Meeting April MAY 17th TBC
The chair closed the meeting at 21:09