



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 meeting of Sheviocck Parish Council held on Monday the 17th of May 2021 at 7:08pm in the Kennedy Room, Sheviocck Memorial Hall, Craffhole.

Present: Councillors: Chair Cllr Steve Medway. Vice Chair Cllr W. Evans. Cllr P Brooks, Cllr L Jenkins. Cllr D Lester. Cllr Ian Court. Parish Clerk Mrs N. Gray. No members of the public were present.

- 1. APOLOGIES.** Cornwall Cllr K Ewert sent her apologies, as she was attending a meeting.
- 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).
 - Cllr Lester reported that Mrs J Bruyne wished to thank the Parish Council, for its efforts to secure the installation of two bollards outside of her property in Sheviocck, following repetitive vehicle damage to her property wall.
 - An email had been received from a parishioner inquiring about the possibility of electric car charging points in the parish. It was noted that the Parish Council does not own any property connected to an electrical supply. The car park ticket machine is solar powered. Should this change when upgrading the ticket machine in the future, the Parish Council would revisit. The technology for this is changing very rapidly. It was noted that the Emergency Climate change committee had asked the Memorial Hall committee. Cllr Brooks stated that she would raise it at the next Memorial Hall committee meeting.
 - An email request, from a previous employee of the Whitsand Bay Hotel, asked if a dinner could be organised in the Hotel for all past employees before it is sold. In response it was agreed that although it was a nice thought this was not within the power/remit of the Parish Council. The Hotel is privately owned.
- 6. PLANNING.**
 - a) None received.
 - b) To receive details of planning applications received after the agenda published. None
 - c) To receive planning decisions from Cornwall Council.

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. Pending.

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

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. Refused. In brief the proposal goes beyond the scope of section 73 and is not the same development as previously permitted. It was noted that following an email received from the planning officer detailing this reason, Sheviocck Parish Council agreed via mail circulation to agree with the planning officer's recommendation.

PA21/00004/NDP. Proposal submitted for Saltash Neighbourhood Development Plan. Pending
- 7. HIGHWAY MATTERS TO REPORT.**
 - a. **Traffic through Craffhole/Antony road junction.** Mr Adam O Neil, Cornwall Council's Principal Transport Officer has offered to host a virtual meeting to include members of Sheviocck Parish Council and Antony parish Council. **Clerk** to advise date once confirmed.
 - b. **Safety slow signage, Portwrinkle.** Cllr Medway brought forward correspondence item 10a) email re: Development of Portwrinkle and pedestrian safety. Cornwall Council/Cormac will assess if Portwrinkle fits the revised guidelines for establishing a 20mph speed limit zone, but there is no foreseeable funding available from Cornwall Council. In the interim the Parish Council is awaiting a quote from Cormac for installation of a Highways Slow pedestrian sign. It was additionally agreed to: Assess suitable areas/posts to which smaller "slow/pedestrians" signs could potentially be attached. **Cllr Medway;** To investigate erecting a barrier when restrictions allow to prevent exit onto the road from the ladies, to ensure greater visibility when crossing the road. **Clerk**
 - a) **Proposed road closure Whitsand Bay View. British Telecom 28th July.** It was agreed to ask if this could be reconsidered for off season, due to potential access/parking issues for residents.

Road closure intention notice. Location: B3247 between Polscoe and Lynher House
Timing: 9th August 2021 to 13th August 2021 (19:00 to 07:00 hours). Cornwall Council – to repair apparatus. To note.

- b) **Any items to report.** It was noted that the Tredis View speed sign and the Polscoe hill warning triangle sign had both been rectified.
- 8. FOOTPATHS:**
- a) **Finnygook walk permissive footpath memorial plaques.** Cllr Evans reported that he is fabricating a totem/board for the plaques. Two potential sites were discussed, one of which could be suggested to Mrs G Kennedy as a potential site for the memorial bench if she were happy with the location. **Cllr Evans** will show Mrs Kennedy. It was agreed to set a provisional date of August the 7th for the official opening ceremony, subject to availability of a representative from the Carew family and restrictions allowing. To be followed by a Parish party in the Open Space/playpark. **Clerk** to set as agenda item for June and contact Antony Estate.
- b) **Footpath 9.** The Clerk reported that work will be undertaken to reroute this path to its original line on the 10th of June.
- 9. PLAY PARK AND OPEN SPACE –**
- a. **Open Space -gym equipment/project** Cllr Jenkins reported that the technical issues on the grant funding website have prevented her from completion of completing the grant. However she has been assured that the application is “next on their list” to be resolved.
- b. **Cllr Brooks** to text Cllr Jenkins when completing a weekly health and safety check, to show her what is required.
- c. **The second swing** will be reinstalled once restrictions lift/June 21st TBC.
- 10. CORRESPONDENCE RECEIVED, not covered in the agenda.**
- a) **Email 6/05/2021 Development of Portwrinkle and access** (see item 7b)
- b) **Catherine Thompson, Cornwall Council. Pop up campsite information.** To note
- c) **Email. Mr C. Hoskins. Letter of thanks regarding the Flowerbed at the Cross.** Noted. Cllr Lester can donate some potted agapanthus, should the volunteers wish to incorporate within the scheme.
- d) **Donation received, £60 Mrs G. Kennedy for the Flowerbed.** Thanks to be noted.
- e) **CALC. Councillor Vacancy Co-option process following Election period.** It was agreed to place an advert for the vacancy of volunteer Parish Councillor to be filled by co-option. Clerk to advise electoral services and place advert on boards/website.
- f) **Cornwall Council. Enforcement SLA 2021/22.** This was approved by email circulation and is now in force. Sheviocck Parish Council has its own agreement/contract.
- g) **Email of appreciation re: upkeep of Portwrinkle toilets and flowerbeds.** Both staff and volunteers to be thanked for their efforts.
- h) **Email, Antony estate re: the proposed kayaking and paddle boarding water sports operation, Portwrinkle Western beach (aka Hoodny cove).** It was noted this is the responsibility of both the Harbour authority and Antony estate as not Parish Council land. Following comments received by parishioners it was agreed that although the Parish Council do not oppose this business, it would write to Antony Estate noting the desire to ensure that the organiser is aware of Harbour health and safety, Motorised boats need to follow a specific line to avoid the many concealed rocks and find it increasingly difficult to navigate around other users, due to the amount of novice paddle boarders/swimmers. **Clerk**
- 11. 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 Annual Parish Meeting Monday April 12th and the minutes of the virtual Parish Council meeting held on Monday April the 12th 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.
- Bus shelter weeds. Cllr Evans offered to tackle the weeds around the bus shelter in Crafthole. **Clerk** to make insurance enquiries regarding public liability of fabricated bus shelters. Clerk to obtain 3 quotes, grant application pending.
- 13. Code of Conduct 2021.** Cllr Evans proposed, Cllr Brooks seconded, with all in favour to adopt the updated code of conduct as advised by CALC but to amend the part that states “to declare all gifts received over £50” to read, “to declare any gift received.” **Clerk** to update website.
- 14. SEASONAL BIN.** Cllr Brooks proposed, Cllr Lester seconded to approve summer placement of seasonal wheelie bin, Portwrinkle.
- 15. FINANCE**
- a) Cllr Brooks proposed, Cllr Lester seconded with all in favour to approve the finances as reported below.
- Parish Precept account**
- OUTGOING**
- Sheviocck Memorial Hall, Rent Clerk's office £62.85
Nancy Gray Parish wage, plus 8 hours overtime, minus clerk's nest pension contribution.
Nancy Gray Clerk's parish expenses, mileage: £6.93
G Dyer Enforcement wage
G Dyer travel expenses to reclaim from Maker Rame Parish £39.60
EDF Tredis defib box, £6.77 gross (9.53 outstanding from missed payment) vat£0.32 net £6.45 Total £16.30
BHIB Annual Council Insurance premium, £478.94
D Leonard, grass/footpath cutting contractor inv 162 £30.00
D Leonard, Grass cutting inv 161 £270.00
Torpoint Town Council Library grant under power s137, £ 8.41 x75 = £630.75
S Lester parish maintenance wage
S Lester travel expenses 6 miles@ 45p/mile £2.70
- DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT**

Nest pension payment from Feb (cleared April 1st) (clerk's contribution share is taken from wage at the time.

Nest Pension payment from March Processed April 8th

Lloyds Bank Clerk's credit card, see breakdown below: Total £56.35

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

Torpoint hardware £4.41 £22.05 £26.45

Torpoint hardware £4.48 £22.42 £26.90

INCOMING

Cornwall Council precept first half instalment (£10566.65) plus Council tax grant 1st half (£80.62).

DEVOLUTION ACCOUNT

OUTGOING

Nancy Gray, Clerk's devolution wage

S Lester, Maintenance Devolution wage

S Lester, Expenses: Float valve, 2x ball floats, wood £9.49

BTE services LTD, SW hygiene, annual contract for sanitary units' contract: vat £40.49 net £202.44 total £242.93

Julia Bradley, cleaning wage

Julia expenses £9.19

D Leonard. Invoice no.163 toilets and front flowerbeds

Bunzl 2 x deliveries Cleaning items/stock toilets inv 07324085 and inv 07324191 vat £35.48, net £177.41 total £212.89

Frances Jackson cleaning wage.

Mr P Stone (Volunteer for Portwrinkle flowerbeds). Expenses to cover purchase of Stone mulch for flowerbeds Portwrinkle, from Trago Mills. Vat £9.14 net £45.72 total £54.86

DIRECT DEBIT NONE £0.00

INCOMING to report from April

Mrs G Kennedy Cheque Donation for flowerbed £60.00

Ticket machine revenue £656.75

Ticket machine revenue £1,271.00

- b) Councillor Evans proposed, Cllr Court seconded with all in favour to approve the Torpoint Library grant 2021-22 under power S137 £630.75 as it was of great benefit to parishioners.
- c) Cllr Brooks proposed, Cllr Jenkins seconded with all in favour to approve the annual Council's insurance premium.
- d) Cllr Brooks signed the opening balance of the April 2021 Bank statements, to verify the bank reconciliation for March 31st, 2021.
- e) The Clerk reported that all accounts had been handed over to the internal accountant for the internal audit. **Clerk** to circulate internal auditors report prior to next meeting, to resolve to sign off the accounting and annual governance statement before submitting to external auditor.
- 16. UPDATES FROM OTHER GROUPS –Flower Beds Subgroup (Cllr Evans)** the Clerk reported that stone mulch has been laid on part of Portwrinkle beds; **Coastal Communities Group (Jenkins)** Nothing to report/no meeting; **Play Park and Open Space (Cllr Brooks/Jenkins)** Maintenance is resolving issue with inner gate, also see item 9; **Tree Warden. (Cllr Lester)** Ash trees have been felled in Sheviok due to ash die back disease; **Defibrillators (Cllr Lester/Clerk)** The Clerk reported that the delivery of the External defibrillator cabinet, for the Portwrinkle SWW pump station, has been delayed due to supply/Brexit. **Clerk** will organise installation on receipt. **Clerk**. It was agreed that the **Clerk** could purchase the replacement child defibrillator pads for all units; **Gateway Community Network (Cllr Lester)** nothing to report next meeting June. **RPPTUG (Cllr Court)** awaiting next meeting/AGM; **Torpoint Library (Cllr Brooks)** Library open 9:30-4pm weekdays. Parish Environment and climate change Plan committee, no members present; **Devolution** – the cleaning schedule remains twice daily, to be and agenda item for June.

17. ALL ITEMS FOR INCLUSION IN FUTURE MEETINGS.

- **The venue for future Parish Council meetings.** It was agreed that: due to good ventilation; accessibility /parking and increase in size of venue due to the Kennedy room installation; to check the availability of the Memorial hall for the June PC meeting and resolve the way forward for future meetings.
- **Footpath opening/Parish Party in Open space.**
- **Assessment of Toilet cleaning schedule.**
- **Audit for 2019-2020.**
- **Bus shelter Crafhole**

18. DATE OF NEXT Parish Council Meeting, Mon June 14th The Chair closed the meeting at 20:25

Nancy Gray, Parish Clerk

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NB. A draft copy of the minutes of the previous Parish Council meetings are posted on the Parish website – www.sheviokparish.org.uk