



Sheviack Parish Council

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

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

The Minutes of the meeting of Sheviack Parish Council held on Monday the 13th of September 2021 at 7:00pm in the Kennedy Room, Sheviack Memorial Hall, Craffhole.

Present: Councillors: Chair Cllr Steve Medway. Vice Chair Cllr W. Evans, Cllr P Brooks, Cllr D Lester. Cllr Ian Court, Cllr L Jenkins. Parish Clerk Mrs N. Gray. Cornwall Councillor Mrs K Ewert. One member of the public was present.

1. APOLOGIES. None

2. CASUAL VACANCIES. CO-OPTION OF COUNCILLOR. Following the advertised vacancy and interview, it was resolved unanimously to approve the Co-Option of Mr Paul Stone from Portwrinkle as Parish Councillor. Mr Stone signed the declaration of Acceptance of Office.

3. 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

4. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS. None

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

- A Member of the Public raised concerns re: **overnight parking of campervans/mobile homes**, against regulations, in Portwrinkle car park. Issues raised: The unsuitable emptying of toilet waste units within the toilets which left waste on the floor and surrounds, that staff have had to clean; The lengthy and inappropriate filling of water tanks from the wash hand basins when trying to close the toilets; The disposal of waste units over the cliff edge; Verbal abuse received by a member of the cleaning staff when closing the toilets, plus physical abuse directed to himself. He thanked Cllr Medway and Cllr Lester for their actions leading up to and since that event, including the signage and closing of the public toilets brought forward to 6pm - to prevent abuse and protect staff members. He asked for: Better worded signage at the car park; A correction to the general websites used by campervans recommending Portwrinkle to camp overnight. A letter to be issued to every campervan/mobile home parking in the car park advising them of no overnight parking. In response it was agreed: To contact Cornwall Council to update their website listing Cornwall Council Carparks with no overnight parking to include Portwrinkle and relevant ones devolved to Local Councils. (**Clerk and Cornwall Councillor K Ewert** to action); To Request Parking Enforcement Officer visits after 6pm (**Clerk**). signage has already been placed at the toilets. **Cllr P Stone** offered his support to the cleaning staff if felt needed for lock up. The parishioner agreed to forward the website details that recommend Portwrinkle for overnight campervans to the Clerk. **Clerk** will then contact them with the correct information.
- Email/correspondence received from parishioners thanking the Parish Council for their efforts for the Finnygook Walk Footpath opening/Memorial Totem and Parish Party Picnic.
- Cornwall Cllr for the Rame Peninsula & St Germans, Kate Ewert, made her enquiries/summary of actions taken so far, as follows:

Division wide

Secured funding for a pilot scheme in Tideford which will see the installation of both real time air quality monitors on the roads, plus air quality monitors in the worst effected properties and air filtration systems installed in those properties as well.

Looe Valley Cycle way – Will be attending the meeting on Friday 24th where the project lead will speak about where the project is and what it means for our communities. **Cllr Ian Court** will attend from *Sheviack PC*.

Hot foam weed killer – Millbrook PC had a demo last week of a hot foam system that is incredibly effective at killing weeds off. It is an expensive system, costing £500 per day to hire, but there is a possibility of several PCs joining together to purchase one for a total cost of £20k. We intend to discuss this at the next Rame Cluster meeting. *Initial thoughts were that too costly for needs of parish.*

Rame Neighbourhood development plan – one of the parishes has requested that this is updated next year, which will be 5 years after adoption. *Initial view is that it is before necessary, very costly and a time demanding undertaking that is subject to consultation across the 5 parishes rather than just one, however a review of each parish should be considered.*

County Hall

Enhanced measures ref our Covid-19 numbers means extra resources for communication and vaccination efforts. While we continue to have very high numbers in this area, we also have one of the highest vaccination rates in the County, 1st doses at 86.4% and 2nd at 75.1%. For the younger age group, 18-29s, this is at 1st dose – 79.9% and 2nd at 66.9%. **Clerk** to place provided guidance signs on notice boards.

Cornwall Housing

Ongoing issues with Cornwall Housing, the most serious of issues seem to have been dealt with, but other issues seem to be being left – i.e., overgrown gardens, hedges and general grounds maintenance. Cllr Ewert is escalating these issues now.

*Seasonal Dog ban and /Dogs on Leads PSPO Portwrinkle. It was agreed that **Cllr Ewert** will contact Mr K. Bradier of Cornwall Council regarding clarification of timings for the future season's Dog ban and Dogs on leads PSPO, following Cornwall Council's admin error in reference to CCs 2021- 2024 PSPO. With special emphasis on the seasonal 24/7 timings remaining the same as initially submitted, as per the original Parish consultation. New signage to be ordered and placed once CC have verified next season's dog ban times.*

6. PLANNING.

a) Applications received before the agenda was finalised.

PA21/08283. Proposal: Renovation and extension of Thanckes House. Location Thanckes House Finnygook Lane Portwrinkle. Applicant: No Comment.

PA21/07254. Proposal Listed Building Consent for alteration, repair, maintenance and enhancement to existing two storey dwelling house. Location Smugglers Cottage, Finnygook Lane, Portwrinkle PL11 3BP Applicant Amanda Couper. It was noted that this had been approved with Conditions by CC prior to the meeting.

PA21/07352 Proposal Listed Building Consent for proposed garden room. Location Smugglers Cottage Finnygook Lane Portwrinkle PL11 3BP. Applicant Amanda Couper It was noted that this had been approved with Conditions by CC, although parishioners' concerns had been included on the Portal for the planning officer.

b) To report planning applications after the agenda was finalised. None.

c) To receive planning decisions from Cornwall Council.

PA21/06154 Proposal Variation of condition 2 of decision PA18/08862 dated 5th November 2018 Loft conversation and amendment of existing driveway to accommodate more vehicles. Parking Location 47 Whitsand Bay View Portwrinkle Torpoint Cornwall. Applicant Mr Robin Carton. Approved with conditions.

7. HIGHWAY MATTERS TO REPORT.

a. **Traffic through Crafhole/Antony Road junction.** Following the Rame Cluster meeting, Mr Adam O'Neil of CC will provide an update once proposals for Antony and Crafhole have been developed further, then local consultation will be undertaken. Clerk to inform Mr O'Neil of CC highways and Mr Glassup of Cormac, re the ongoing further damage to add to the list: Damage/cracking to Post office wall. Water mains leak, both issues adjacent to speeds bumps which provide further evidence for a request to change their design/ongoing issues caused by the weight/amount of traffic passing through these pinch points.

Clerk

b. **Safety slow signage, Portwrinkle.** Mr W Glassup, Highways and Environment Manager Cormac, has requested that CC install and fund the slow pedestrians in road sign. Pending update. CC proposals for determining new 20mph speed zones within Cornwall is going to the Scrutiny committee.

c. **Mobile Speed Activation Camera, north bound carriage, Crafhole, prior to Memorial Hall.**

Gateway scheme commenced on 7th July and will rotate every 8 weeks. Crafhole is 5th out of 10 locations sharing unit, to arrive approx. Easter 2022.

d. **Speed Activation Camera** now installed and working on the Eastbound Carriage way of the A374 at gateway to Sheviock.

8. FOOTPATHS:

a) A parishioner has requested a footpath along the East bound carriage of the B3247, from Crafhole to Trethill lane. It was agreed that Cllr Evans would investigate this, although there is a walking route connection via the coastal path and footpath 5.

9. PLAY PARK AND OPEN SPACE –

a. **Open Space -gym equipment/project** Cllr Jenkins will submit grant by the next meeting. Cllr Brooks submitted H&S reports to the Clerk. Cllr Brooks trimmed the brambles, **Clerk** to ask contractor to monitor hedge growth/cut. Cllr Brooks reported that the Mole is in lower corner.

10. CORRESPONDENCE RECEIVED, not covered in the agenda.

a) Mr K Bradier, Cornwall Council, email re: Seasonal PSPO Harbour Beach, path and slipway. See item number 4/5 Cllr Ewert Dog Enforcement.

b) Email circulated 26th/08/2021. Free wheeler Blog. **Clerk** to write letter of support for call for unified bus timetables and route maps for Cornwall Bus services.

c) Email 25/08/2021 via Calc from Bude and Stratton Town Council. Calling for support for Town and Parish Councils to pass a similar housing resolution and lobby government and CC for a call for action and policy changes, regarding the need for affordable local housing.

Cllr Medway proposed, Cllr Evans seconded with all in favour to support the following motion.

This Council recognises that a housing emergency exists in Sheviock parish and the County and Calls upon the government to:

- End the loophole that permits owners of second homes and holiday lets to avoid paying both Council tax and Business rates; To allow a multiplier of council tax which is passed to local communities and scrutiny of the principle of registering houses as businesses.

- Allow Cornwall Council to charge a levy for second homes and holiday lets in Cornwall and ringfence the money for the provision of social/council housing in Cornwall.
 - Change the planning regulations to require a change of use application for properties to be used as second homes and holiday lets rather than residential use.
 - Introduce regulation of properties used for holiday lets which permits local authorities to set limits on percentage of properties available for let.
 - Introduce safeguards for renters, so they cannot be evicted with only 2 months notice for no good reason and ensure they are offered secure and humane tenancy agreements.
 - Enforce covenants on ex council houses that prohibit the use of the property for anything other than the residential use of local people.
 - Additions to our housing stock be delivered to high sustainable living standards and offered with secure and humane tenancy agreements.
- d) Looe Valley trail route, virtual meeting Fri 24th Sep, 9am virtual meeting invite. Cllr Ian Court will attend. **Clerk** to advise Catherine Thompson CC.
- e) Community Gateway. Cornwall Climate change and environmental sustainability. Cllr Jenkins will attend future meetings, nobody available to attend meeting on the 16th. Clerk to advise Catherine Thompson CC
- f) Cornwall Council, Cornwall's Local Transport Plan. CC transport Planning and strategy team, welcome comments from Town and Parish Councils on how they should update the strategy before formal consultation in October. <https://www.cornwall.gov.uk/connectingcornwall>. **Cllrs** to look through and submit comments direct.
- g) Cornwall Councillor Kate Ewert, email re: Queen's Platinum Jubilee Wildflower, blue, red, and white planting scheme. **Cllr Medway** to submit call to action for parishioners, in the newsletter, to attempt the red, white and blue colour scheme where possible, for the Platinum Jubilee. Public Toilet flowerpots can also incorporate colour scheme. **Clerk** to advise staff.
- h) Email from parishioner re: overgrown footway connecting Whitsand Bay View and Finnygook lane seafront near Calor gas tanks. Highways have now investigated and scheduled a cut withing 3 weeks. Clerk to obtain their schedule for this.
- i) Email from Cabinet member for the Environment and Climate change: Campaign to ban the sale of environmentally damaging body boards. **Cllr Medway** to place note in Newsletter.
- j) Email from parishioner re: Query/concern, New Pole next to bus shelter Portwrinkle seafront. This has been confirmed by CC as the bus stop signage pole and necessary timetable. **Clerk** to organise clean/wash of bus shelter.
- It was noted that the Parish Autumn Clean takes place on Sat the 25th of Sep. **Clerk** to place notice on boards. **Clerk** to add Spring and autumn cleans to annual agenda items.

11. MINUTES

The Minutes of the Parish Council meeting held on Monday the 14th of May 2021 were approved as a true record.

- 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. **Parish Party Picnic and Footpath Opening ceremony Sat 8th Aug.** The Clerk reported that a sum of £66.27 had been raised towards the parish defibrillators during the Footpath Opening ceremony/Parish Party on Aug the 8th. (To be Reported under Finance banked in September at October meeting). Cllr Medway thanked: Cllr Brooks primarily for her effort selling refreshments; The Memorial Hall committee for donating the free use of the hall for the event; The Clerk for organising the H&S/details; Cllr Lester for creating the Drapes, Cllr Evans for fabrication of the memorial Totem; The Friday night boys for the music; Cllr P Stone and Mrs R Dunn for presenting the parish garden competition awards plus Cllr L Jenkins and all who helped set up/clear away. It had been a successful and much needed community event.

Parish Emergency Action plan: Cllr P Stone agreed to fill Portwrinkle vacancy within communication cascade system. **Clerk** can now update and issue electronic copies to all on cascade system and organise printing.

- 13. CRAFTHOLE BUS SHELTER AT CROSS.** Awaiting imminent installation, after which point **Clerk** can claim the grant award from CC.

14. FINANCE

- The following payments were approved in August by Councillor email circulation and Direct debits/incoming payments reported from July. See below
- Cllr Medway proposed, Cllr Court seconded, with all in favour, to approve the finances of payments to be approved for September and direct debits to be reported from August. See below.
- Cllr Brooks checked and signed the reconciled bank statements for August 2021. **Clerk** to contact Unity bank re: online banking access difficulty/signatory Cllr Evans.
- Review of toilet cleaning schedule and costs. It was agreed, due to Cornwall's enhanced Covid level, to maintain current enhanced cleaning schedule, where feasible for staff, and to cover additional staff expenses. It was agreed that the additional income from the car park was predicted to cover the extra costs this year including the seasonal bin(s) up until end of September. As a result there had not been an issue with rubbish this season, as seen elsewhere, aside from several beach parties choosing to not clear up. It was agreed to review this schedule each month, subject to levels of visitors/usage. Also to review the car park tariffs in financial year 2022-23.

Parish Precept account

OUTGOING

August 2021 Parish Payments authorised, plus DD & payments taken and incoming to report from July.

Sheviack Memorial Hall Rent Clerk's office £62.85

Nancy Gray Clerks parish wage minus Nest pension contribution.

Nancy Gray Clerk's parish expenses £8.51

G Dyer, Enforcement wage.

G Dyer travel expenses, to be reimbursed by Maker Rame) £39.60

Edf Tredis defib Net £6.90 Vat £0.35 Total £7.25

Autocross Euroshel Ltd Crafhole bus shelter removal and installation, Vat £1,047.00 Net £5,235.00 Total £6,282.00

S Lester, Maintenance Parish wage

S Lester travel expenses £2.70

DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT from July

Nest includes employers' contribution and employee's contribution -taken from wage

Lloyds Bank, Clerk's credit card, see breakdown below: £506.98

Clerk's credit card, set monthly fee £3.00

St Johns Ambulance. Child pedipadz deb electrodes x 6 Vat £79.20 Net £396.00 Total £475.20

123 Reg Parish Website. Annual fee Vat£4.80 Net £23.98 Toatl £28.78

INCOMING: None Incoming to report from August

DEVOLUTION ACCOUNT

OUTGOING

2021 Devolution payments authorised in August and Direct Debits/incoming receipts to report from July

Nancy Gray Clerks Devolution wage

S Lester Maintenance Devo wage

S Lester Devo expenses, toilet cistern, chain pull Vat £5.96 net£29.80 Total £35.76

Julia Bradley cleaning wage

Julia expenses £7.09

SWW Public Toilets water and sewerage, Water £276.87 Sewerage total 443.27. T£720.14

Frances Jackson Cleaning wage.

Bunzl Cleaning supplies and products. Inv 07330475 Vat £29.08 Net £145.39 Total £174.47

Direct Debits to report July

Unity Bank Manual cash handling fee March-May 5th £10.00

Unity Bank Service charge £18.00

INCOMING to report from July

Ticket machine revenue £1,660.45

Ticket machine revenue £1,470.00

Ticket machine revenue £1,587.75

Ticket machine revenue £968.10

Cornwall Council, Toilet Rates Tax reimbursement of past 2 years payments £1,871.26

PARISH PRECEPT ACCOUNT

Sep 2021 Parish Payments to raise/authorise and DD & payments taken plus incoming to report from Aug

Sheviack Memorial Hall Rent Clerk's office £62.85

Nancy Gray Clerks parish wage minus Employee's Nest pension contribution.

Nancy Gray Clerk's parish expenses £4.50

G Dyer Enforcement wage

G Dyer travel expenses (charge to Maker Rame). £39.6

Edf. Tredis defibrillator. Vat £0.35 Net £6.90 Total £7.25

Mr W Evans. Supply and installation of Memorial Totem/board, Finnygook footpath. Costs of materials only, no charge for labour. £180.00

Dean Leonard Inv 244 parish amenity cuts July August £450.00

Dean Leonard Invoices 245 footpath cuts July August £350.00

Dean Leonard Inv 246 (part paid by devolution account) Total adhoc work £200.

S Lester, Maintenance Parish wage

S Lester expenses travel expenses. £2.70

HMRC Gov. Employers payee

DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT from August

ICO Information Commissioner annual fee £35.00

Nest Pension contribution, includes employee's contribution - taken from wage

Lloyds Bank Clerk's credit card, see breakdown below: Total £543.51

Clerk's credit card, £3 set monthly fee

Amazon PPE £40.17

Amazon PPE £49.39

Recycled Plastics UK, Bench for Finnygook Footpath Vat £75.16 Net £375.79 Total £450.95

INCOMING

Mrs G Kennedy Flowerbed Donation £60.00

Mrs G Kennedy bench donation £375.79

DEVOLUTION ACCOUNT Payments to authorise in Sep and Direct Debits/incoming receipts to report from August 2021

Nancy Gray Clerk's devo wage share

S Lester Maintenance devo wage.
 S Lester Devo expenses, non- drinking water signage Vat £0.65 Net £3.23 Total £3.88
 Julia Bradley cleaning wage
 Julia expenses cleaning products £11.98
 Cornwall Council Parking Enforcement SLA services for August inv 8100172252 £48.00
 Cornwall Council Parking Enforcement SLA services for July inv 8100166753 £36.00
 Frances Jackson cleaning wage.
 Dean Leonard Inv 246 (part paid by Parish account) adhoc cut Devolution areas £70.00
 Bunzl Cleaning supplies and products. Inv 07331859 Vat £31.59 Net £157.93 Total £189.52
 Direct Debits to report NONE
INCOMING to report from Aug

Ticket machine revenue	£1,759.60
Ticket machine revenue	£1,432.65
Ticket machine revenue	£1,605.60

- 15. UPDATES FROM OTHER GROUPS –Flower Beds Subgroup (Cllr Evans).** Cllr P Stone has laid further stone mulch to prevent weeds. **Coastal Communities Group (Jenkins)** No meeting. **Play Park and Open Space.** see agenda item 10. **Tree Warden. (Cllr Lester)** Nothing to report. **Defibrillators (Cllr Jenkins/Clerk) Cllr Evans** to swap the new child electrode pads at the Finnygook. **Gateway Community Network.** A reported a rise in calls to police i.e. 999 calls up by 9%. If non- urgent, advised to report online, as can be logged instantaneously, rather than lengthy wait on phone. Please still report crime including antisocial behaviour, so that police have the figures/evidence that help to warrant a patrol. Issues caused over the gateway network by the overnight parking of Campervans. Cllr Lester asked Catherine Thompson of CC to provide information to **Clerk. RPPTUG** (Cllr Court) see agenda item 11b. **Torpoint Library (Cllr Brooks)** Nothing to report. **Parish Environment and climate change Plan committee,** no members present; **Devolution –** see finance item e.

16. ALL ITEMS FOR INCLUSION IN FUTURE MEETINGS.

- Annual Budget review. Christmas party.

17. DATE OF NEXT Parish Council Meeting, Mon October 11th the, 2021

The Chair closed the meeting at 20:40

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.sheviocparish.org.uk.