



### *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](mailto:sheviocckpc@btinternet.com)

## **The Minutes of the meeting of Sheviocck Parish Council held on Monday the 18<sup>th</sup> of October 2021 at 7:00pm in the Kennedy Room, Sheviocck Memorial Hall, Crafhole.**

**Present: Councillors:** Chair Cllr Steve Medway., Cllr P Brooks, Cllr D Lester. Cllr Ian Court, Cllr L Jenkins, Cllr P Stone. Parish Clerk Mrs N. Gray.

- 1. APOLOGIES.** Vice Chair Cllr W. Evans; Cornwall Councillor Mrs K Ewert.
- 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).
  - A Member of the Public has asked via email, if the recent SWW water leak at Crafhole terraces, has been reported to Highways. Also, if the application for the route alongside/through the Finnygook Inn is progressing to be a listed as a PROW on the definitive map. It was agreed to respond to these items under Highway's agenda item 7a and Footpaths agenda item 8.
  - The Clerk had circulated Cornwall Councillor Ewert's report, all items covered in the agenda: Portwrinkle Dog Orders, Looe valley trail proposals, Cornwall Housing, Saltash leisure centre consultation.
- 6. PLANNING.**
  - a) **Applications received before the agenda was finalised.**  
**PA21/0330(4&5).** Tredis House Sheviocck Torpoint Cornwall PL11 3ER Proposal: Listed Building Consent and Planning application for proposed building of 2 'off the shelf' domestic reading rooms and also 1 direct replacement of the rotten pergola over the pond. Cllr Medway proposed, Cllr Brookes seconded with all in favour to support the application.
  - b) To report planning applications after the agenda was finalised. None.
  - c) To receive planning decisions from Cornwall Council. **PA21/08283.** Proposal: Renovation and extension of Thanckes House. Location Thanckes House Finnygook Lane Portwrinkle. Pending
- 7. HIGHWAY MATTERS TO REPORT.**
  - a. **Traffic through Crafhole/Antony Road junction.** The Clerk reported that she has sent an update email/photos to: Mr Adam O'Neil of CC Highways; Mrs Kate Dixon & Mr William Glassupp of Cormac; Cornwall Councillor Kate Ewert and Cornwall Gateway representative Catherine Thompson. Listing the further damage to underground utilities/road closure disruption and water leak - caused primarily from HGVs, especially over the speed bumps; the consistent damage to a property wall, resulting in the owners having to remove it; the crack on the Post Office wall adjacent to pinch point/speed bump; Together with the mini roundabout faded markings; major deterioration of the virtual pavement; verge encroachment opposite Lynher house - reducing width of road/access; Reiterating the urgent continued request for a redesign of the speed bumps and removal of signage which directs all traffic (HGVs) off the A374 and through Crafhole for the Rame Peninsula. Cornwall Council will consult parishioners on proposals, date to be set once scrutinised by Aecom. **Clerk** to make further request via Cornwall Highways and SWW for better signage regarding Diversions, to include where appropriate "No through traffic (westbound/Rame Peninsula)" or "No through traffic Eastbound (Downderry)".
  - b. **Safety slow signage, Portwrinkle.** The new sign is in situ, at the gateway to Portwrinkle. Clerk to convey thanks to Mr W Glassup, Highways and Environment Manager Cormac, and Cornwall Council.
  - c. **Looe Valley Trail.** Cllr Court gave feedback following the meeting headed by Aecom: Alexis Field and Cornwall Cllr Ewert. It was agreed to invite them to a PC meeting, to obtain answers to major concerns previously raised for the proposed Cremyll to Looe section through Crafhole, for Confident cyclists. Cllr Court to contact with list of issues the PC has previously raised to be addressed and questions posed including the proposed estimated volume of users/ demographic/if rest stops affect limited resident parking.
- 8. FOOTPATHS:**
  - a) Finnygook walk. It was agreed to clear area for new Bench. **Clerk** to contact Mr D Leonard. Handrails pending along second from bottom stairway section. **Cllrs Court and Stone** offered to help with the installation of the bench, if required (TBC with Mrs G Kennedy/Mrs R Dunn during half Term)
  - b) Finnygook Inn. PROW. Following the ease of Covid restrictions and resumption of local business, Cllr Medway to speak to Erika and Neil Ling of the Finnygook, regarding access signage on the gates. It was

agreed to reconvene the push for the filed application, for the PROW to be listed on the Definitive map.  
**Clerk.**

## **9. PLAY PARK AND OPEN SPACE**

- a) **Open Space -gym equipment/project.** Following discussion, it was proposed with all in favour to allocate circa £5000 from the accrued ringfenced reserves (£2500 playpark & Open space, £2500 from Parish plan projects) as well as submit bid for £10,000 National lottery grant, for the Open space gym equipment project to include adult gym equipment, games table and shelter. Design should consider possibility of future raised bed/dwarf fruit tree from the Community climate change committee. **Clerk and Cllr Jenkins** to price items for approval and submit bid. Cllr Brooks submitted H&S reports to the Clerk. **Clerk** to ask contractor to trim hedge growth at gate.

## **10. AUTUMN PARISH CLEAN UP. REPORT FROM THE DAY.**

It was agreed that it had been a successful day, despite the harsh weather. Thanks was/is conveyed to all those that helped or played their own part on the day. **Cllr Brooks and Cllr Medway** agreed to look at cutting back vegetation along the seafront opposite benches at the SWW pump station and sea wall, where safe to do/time/weather permits, using non power tools. CC do not have budget.

## **11. CORRESPONDENCE RECEIVED, not covered in the agenda.**

- a) Email 30<sup>th</sup> Sep: Minutes from Cornwall Gateway Climate Change Working Group 16th September, inaugural meeting. This has been circulated. **Clerk** to forward Cllr Jenkin's contact details to the existing Committee members to reconvene the group. Cllr Brooks mentioned that the Memorial Hall committee had been directed to Mr and Mrs Lloynes regarding information on electrical charging points.
- b) CCLT Seminar, 20 October 2021, community led housing information, event flyer. Noted
- c) CALC training schedule for October 2021. Noted, to await further dates.
- d) Mr K Bradier, Cornwall Council, email response 28<sup>th</sup> Sep. re: Cornwall Council's Seasonal restrictions for dogs on beaches, PSPO, informal review to start being looked at by the Council's Neighbourhoods Overview and Scrutiny Committee in January 2022. Due to changes to the revised seasonal timings of the Cornwall Council PSPO, the Portwrinkle Dog orders are on hold/under review for the summer 2022 season. **Clerk** to request further information from Cornwall Council in January, when it initiates its review. **Clerk** to investigate deterrent body cam wear, for Enforcement Officer.
- e) Email from parishioner 4/10/2021 re: section of hedgerow not trimmed during farm hedgerow cut, end of West Lane/opposite Sydenham House. **Clerk** to make request to Antony Estate to cut back lower part of Shevioc Lane and sectioned missed opposite Sydenham House.
- f) Email circulated 26th/08/2021. Email 21/09/2021 Community Gateway. Cornwall Housing Strategy - informal consultation online "Let's Talk Homes" <https://letstalk.cornwall.gov.uk/housing-strategy>. All parishioners are actively encouraged to complete this online. Following request from Cornwall Council via Cllr Ewert it was noted that at least one property is believed to be in breach of its right to buy Covenant. Potential new housing allocation is listed within the Rame NDP for Shevioc Parish. Clerk to inform Cllr Ewert.
- g) Email 12/10/2021. Queens Platinum Jubilee beacon, proposed 2<sup>nd</sup> June 9:15 pm. It was agreed to sign up to the list for further information. **Clerk.** Cllr Stone noted his concern regarding the lighting of beacons, which is in direct conflict with Cornwall Council's stance on climate change. **Clerk** to place as an ongoing agenda item.
- h) Email circulated 10/10/2021 Leisure consultation Cornwall. Link. <https://letstalk.cornwall.gov.uk/leisure>. Parishioners encouraged to complete on-line. **Clerk** to submit opposition to closure on behalf of the Parish Council.

## **11. MINUTES**

The Minutes of the Parish Council meeting held on Monday the 13<sup>th</sup> of September 2021 were approved as a true record with two items to add: Item 5 Public participation, the parishioner requested deterrent CCTV signage for Portwrinkle Car Park. Item 9, **Clerk/Maintenance.** Open Space. It was agreed to place "nearest defibrillator" signage on the Notice board. **Clerk** to action.

## **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 Emergency Action plan:** Cllr Stone noted to raise the "risk level" of cliff fall/landside at Portwrinkle to "likely," due to the landslide at the far end of Finnygook beach. **Clerk** to add, prior to print/circulation and contact the countryside access team re: obtaining date for the catch fence for footpath 12 leading to the beach.

## **13. FINANCE**

- a) The following payments for October were approved via email circulation via three Councillors inclusive of the Chair, due to the postponement of the October meeting. See below.
- b) Cllr Brooks signed the reconciled bank statements for September 2021.
- c) Cllr Medway proposed, and Cllr Brooks seconded with all in favour to approve Direct Debit arrangement for quarterly VAT Payments. Cllrs Medway and Brooks signed the direct debit mandate.
- d) External Auditor's report for financial year April 1st, 2020-March 31st, 2021. This was circulated via email and published on the Parish Council website for all to view alongside the Audited Accounting statements and Annual Governance Statement. The notice of the conclusion of audit was placed earlier on the Parish notice board.
- e) To receive Mid- term budget review. The Clerk had circulated the budgeted accounts year to date with comparisons and notes via email, prior to the meeting. In brief it was noted that, £17,474 net has been spent from the parish precept account between April 1<sup>st</sup>, 2021 – Sep 30, 2021. The account is due to be reimbursed £5000 from a Cornwall Council grant towards Craffhole bus shelter. The Clerk will also reclaim the Enforcement officer's wage/costs from Maker Rame Parish, prior to the end of the financial year. The annual precept budget is on track, with predicted overspend on defibrillator headed budget, however this is covered by the ringfenced defibrillator reserves. Total income received up until Sep 30<sup>th</sup>

from precept and grants totals £21,736.59. Footpath LMP grant and Amenity grass cutting grant are due to be received later in the financial year. The separate Devolution Account which covers the car park/Toilets/Portwrinkle flowerbeds and adhoc areas has received £15,800 net car park revenue plus reimbursed Toilet tax from previous 2 years totalling £1871.26. So far expenditure has been £8650 net. This is on track to come in on budget with probable reserves as planned towards new ticket machine, eventual car park resurfacing and repairs/maintenance and upgrades of Public Toilets. This budget does not affect or receive income from the parish precepted budget, Parishioners do not pay costs towards it.

#### Parish Precept Account OUTGOING

| Pay who                        | For What/Description  | Vat    | net     | Total          |
|--------------------------------|---|--------|---------|----------------|
| Sheviok Memorial Hall          | Rent Clerk's office   |        |         | <b>£62.85</b>  |
| Nancy Gray                     | Clerks parish wage minus Employee's Nest pension contribution                                     |        |         |                |
| Nancy Gray                     | Clerk's parish expenses   |        |         | <b>£4.50</b>   |
| G Dyer                         | 8 Maker/Rame and Sheviok Enforcement wage.  |        |         |                |
| G Dyer                         | travel expenses (charge to Maker Rame) . 11 miles (for each return trip) x 8 journeys @45 p £39.6 |        |         | <b>£39.60</b>  |
| Mr G Dyer                      | Expenses. Red marker/spray paint x 2  |        |         | <b>£13.26</b>  |
| Edf                            | Tredis defib  | £0.33  | £6.67   | <b>£7.00</b>   |
| Millbrook Parish Council       | Inv 13. Rame NDP website annual fee 5th share of cost.  | £3.33  | £16.67  | <b>£20.00</b>  |
| PKF Little John                | External Audit fees CO0129 Sheviok.   | £40.00 | £200.00 | <b>£240.00</b> |
| HMRC                           | VAT payments £630.11 plus £66.90  |        |         | <b>£697.01</b> |
| HMRC Gov.                      | Employers payee ref 475PX003672652206   |        |         |                |
| <b>Direct Debits to report</b> | <b>DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT</b>  |        |         |                |
| Unity Bank                     | Service charge  |        |         | £18.00         |
| BT                             | Business internet/phone (1st Sep - Nov 30)  | £42.54 | £212.70 | £255.24        |
| Lloyds Bank                    | Clerk's credit card, see breakdown below:   |        |         | <b>£3.00</b>   |
|                                | <i>Clerk's credit card, £3 set monthly fee</i>  |        |         | <i>£3.00</i>   |
| <b>INCOMING</b>                |   |        |         |                |
| Cornwall Council               | Precept second half and CCT Grant   |        |         | £10,647.26     |

#### DEVOLUTION ACCOUNT OUTGOING

| Pay who  | For what/Description   | Vat     | Net       | Total            |
|--|--|---------|-----------|------------------|
| Nancy Gray   | Devolution Clerk's wage  |         |           |                  |
| Nancy Gray   | Travel Expenses  |         |           | <b>£0.00</b>     |
| S Lester   | Maintenance wage   |         |           |                  |
| S Lester   | Devo expenses, Travel £2.70, Paint for bench £14.99  | £0.65   | £3.23     | <b>£17.69</b>    |
| Julia Bradley  | cleaning wage/travel   |         |           |                  |
| Julia Bradley expenses                                     | Cleaning products and flowers for display £8.20.   |         |           | <b>£8.20</b>     |
| Nagels UK Ltd  | Stelio Parking Ticket machine tickets rolls /printed/ minimum order. Invoice 241265. Approved for advance order via the Chair. | £205.00 | £1,025.00 | <b>£1,230.00</b> |
| Cornwall Council   | Parking Enforcement SLA services for September.  |         |           | <b>£62.40</b>    |
| Seasonal Bin(s) agreement. Jolly Roger                     | 1 x bin May 10th to Sep 30th. Plus additional July Aug Sep (peak)  |         |           | <b>£787.87</b>   |
| Frances Jackson  | cleaning wage.   |         |           |                  |
| <b>Direct Debits and payments to report from September</b> |  |         |           | £0.00            |
| <b>Unity Bank service charge</b>                           | Manual Credit Handling charge 11/06/21 -19/08/21   |         |           | £54.00           |
| <b>Unity Bank service charge</b>                           | Service charge   |         |           | £18.00           |
| <b>INCOMING to report from Sep</b>                         |  |         |           |                  |
| Ticket machine revenue                                     |  |         |           | £1,098.20        |
| Ticket machine revenue                                     |  |         |           | £1,798.00        |
| Ticket machine revenue                                     |  |         |           | £1,285.50        |

**14. UPDATES FROM OTHER GROUPS –Flower Beds Subgroup (Cllr Evans).** Nothing to report. **Play Park and Open Space.** see agenda item 9. **Tree Warden. (Cllr Lester)** Nothing to report. **Defibrillators (Cllr Jenkins/Clerk)** nothing to report. **Gateway Community Network.** Meeting scheduled Cllr Lester to attend. **RPPTUG** (Cllr Court) Real Time digital displays are to be resubmitted for grant bid via CC/Plymouth City Bus. Request for funds towards the survey costs re: St Germans/Rame

integrated transport system was opposed, due to the estimated cost deemed as excessive. Meeting scheduled for October, **Cllr Court** to attend. Details of mobile app for accessing current live bus times, to be laminated and displayed at bus stops. **Clerk. Torpoint Library (Cllr Brooks)** Nothing to report.

**Parish Environment and climate change Plan committee**, see agenda item 11a), **Devolution. It was agreed to** revert to the Daily Winter schedule for the Toilets. **Clerk** to advise staff. Spacing Lines to be repainted at the Car- park. **Maintenance**

**15. CHRISTMAS MEAL.** Cllr Medway to organise for potential dates of 22 or 29<sup>th</sup> Jan 2022.

**16. ALL ITEMS FOR INCLUSION IN FUTURE MEETINGS.**

- To consider budget for Parish precept 2022, to be set at the December meeting. Queen's Platinum Jubilee to be a standing item.

**17. DATE OF NEXT** Parish Council Meeting, Mon Nov 8th, 2021

**The Chair closed the meeting at 21:32**

**Nancy Gray, Parish Clerk**

**Clerk's Office, Sheviock Memorial Hall, Crafhole, PL11 3DG**

**Telephone: 01503 232996 Email: [sheviockpc@btinternet.com](mailto:sheviockpc@btinternet.com)**

**NB. A draft copy of the minutes of the previous Parish Council meetings are posted on the Parish website – [www.sheviockparish.org.uk](http://www.sheviockparish.org.uk).**