



SheviocK Parish Council

The Bill Warren Room, SheviocK Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG

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

The Minutes of the meeting of SheviocK Parish Council held on Monday the 14th March 2022 at 7:00pm in the Kennedy Room, SheviocK Memorial Hall, Crafhole.

Present: Councillors: Chair Cllr Steve Medway, Cllr D Lester, Cllr P Brooks, Cllr L Jenkins, Cllr I Court. Cllr P Stone. Cornwall Councillor Kate Ewert. Parish Clerk Mrs N. Gray. There was 1 member of the public present.

1. **APOLOGIES.** Cllr W Evans.
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.
 - Mr J Cameron raised his concern for the faded "dragon's teeth" line paint, at the gateway into Crafhole from Downderry. Also for general degrading traffic signage. The Clerk stated that Highways have traffic signage inspection/replacement on an inspection timetable. Cllr Medway stated that the Dragons teeth would be repainted during the Spring Clean. Cllr Medway thanked Mr J Cameron for clearing fallen trees across footpath.
 - Prior to the meeting, a Parishioner had highlighted a possible vacancy for the Crafhole Co-Ordinator within the Parish Emergency Plan, due to a change of residence. **Cllr Medway** to check with Mr I Scott.
 - Debris/rubble on Ladywell Lane, footpath no. 5. Concerns had been raised to the Chair, prior to the meeting, regarding structural integrity and debris spoil from new decking, which backs onto footpath no.5. **Clerk** to contact the Countryside Access Team to assess.
 - **Cornwall Cllr K Ewert, monthly update.**
 - **Cut to Public bus services:** She would be holding a meeting with Cornwall Transport plus the Chair of The RPPTUG e: the severe cuts to the bus services within the parish and Rame Peninsula. She would highlight the need for an early morning bus to Portwrinkle, amongst others, to allow staff to open/clean Public Toilets see agenda item 8.
 - **Mobile homes Portwrinkle Car park.** She confirmed that the Community Police Team would add Portwrinkle to its early morning visits to check for overnight sleeping in Mobile homes on the Seafront.
 - **Traffic through Crafhole issue:** The Feasibility study has now been completed for Millbrook; it recommends a restriction to heavier HGVs i.e. articulated lorries. This could see a reduction of larger HGVs permitted to access the Rame Peninsula and as a result a reduction of Larger HGVs through Crafhole.
 - The initial plan has been drawn regarding widening of road at entrance to Crafhole East, to improve the line of vision of oncoming traffic. This also includes items at the lower end near to the Crossroads, regarding improvements to bank/parking and yellow lines. However it is still subject to change, as consent from landowners is to be confirmed, subject to this, it can then be presented to the PC/Public for consultation, hopefully within weeks. See also Agenda item 9b, re: speed bumps.
6. **PLANNING.**
 - a) **Applications received before the agenda was finalised.**
 - PA22/01603** Proposal Listed Building Consent for the creation of a refuse bin storage area within the grounds of the existing house, adjacent to the site entrance from A374. Location Trewin House SheviocK Cornwall PL11 3EW. Applicant Changmei Lu. It was agreed, with All in favour, to support this application. **(Clerk)**
 - PA22/00676** Loft conversion including raised roof 21 Whitsand Bay View Portwrinkle PL11 3DB applicants Mr and Mrs Fox. It was agreed, with All in favour, to support this application. **(Clerk)**
 - b) To receive details of planning applications received after the agenda published. None.
 - c) To receive planning decisions from Cornwall Council.
 - PA22/00653** Proposal Works to trees covered by a Tree Preservation Order (TPO), Sconnerway Polbathic, Mr Mankowitz.
 - Appeal Notification PA20/11367** The Beach House, Portwrinkle. Planning Application refused by Cornwall Council. Pending
 - PA21/11762** Construction of two storey side extension. Conversion of existing garage to

form a new bedroom. Applicant Miss E Dorrian. 29 Whitsand Bay View Portwrinkle Torpoint Cornwall. Approved with conditions, inclusive of obscure glazing to balconies.

PA22/00233 Certificate of Lawfulness for existing use as holiday accommodation | Donkeys Halt Donkey Lane Portwrinkle PL11 3BP. Approved.

7. PORTWRINKLE CAR PARK,

- a) **Parish Council Car Park, prevention of Overnight Parking of Campervans, running of generators and wastewater disposal.** The continuation of the evening closure of the Public Toilets was agreed, subject to the availability of staff and volunteers. Mr J Cameron and Cllr P Stone both volunteered to help assist with the evening lock up. **Clerk** to draw up Safety Guidelines, cut keys and collate numbers/timetable and distribute. **Clerk** to place onto boards; an advert for a paid part time cleaning person; plus a request for volunteer key holders. CCTV Camera now purchased, to be installed outside public toilets (**Maintenance**). Cllr Stone noted the Cornwall Council illegal parking registration reporting site https://secure.cornwall.gov.uk/form/auto/roads_rtp_contact_form or reports can be emailed to parkingenforcement@cornwall.gov.uk.
- b) **Parking Enforcement SLA with Cornwall Council.** It was agreed to renew the contract for the continuation of paid visits in summer and winter, as well as the statutory core visits, plus a request for two additional early morning visits to Portwrinkle Car Park - to confront and ticket campers sleeping overnight in their vehicles. This could then be reviewed to assess effectiveness. **Clerk** to respond to CC Enforcement.
- c) The Clerk had circulated Cornwall Council's response of "seek legal advice" in reference to a proposed complete ban of Mobile homes from Portwrinkle Car Park. Clerk to source new additional signage regarding no overnight sleeping in vehicles, for which the current Car Park order covers, and circulate for approval.
- d) **New Ticket machine.** This has been ordered. Due to inadequate mobile coverage and no Parish Council owned buildings with phone connection and electricity in the vicinity, payment will remain via coin only. The mobile signal has 4G coverage, but the tests proved it was still not strong enough to process card payments, however the new machine can be easily programmed to accept alternative payment methods once the signal improves, as it is equipped to take card payments. Once this happens tariffs may need to be reviewed/increased to cover additional transaction charges.
- e) **Installation of road safety barriers at Public Toilets.** Maintenance to install new barrier/ plus 2 x handrails for steps. **Clerk** to discuss with **Maintenance**.

8. SEVERE CUTS TO LOCAL BUS SERVICES.

- a) In agreement with the Parish Council, Cllr Court has issued response to Cornwall Council, opposing cuts and supporting the amendments as suggested by the Chair of the RPPTUG Clerk also submitted email highlighting the need for the continuation of services, especially that of the early morning bus service to Portwrinkle, without which would affect the ability for staff to Open/Clean the Public Toilets, plus the ability for all to connect to other services.
- b) All parishioners encouraged to complete the Survey for Combined Public Transport across the Rame Peninsula/St Germans. <https://sgrug.onlinesurveys.ac.uk/transport-users-survey-go> submissions will be entered into a Prize draw – prizes/further details shown on site above. Posters on boards. Flyer up around parish. **Clerk** to place on parish website.

9. HIGHWAY MATTERS TO REPORT.

- a. **Traffic through Craffhole.** Awaiting design plan/ consultation, see also item 6, Cllr Ewert's report. And Highways scheme below.
- b. **Highways Scheme Funding.** Clerk has submitted bid application for redesign of existing speed bumps to cushioned speed bumps through Craffhole narrows, plus slow signage on road surface of Finnygook lane, at the gateway to Portwrinkle. Awaiting imminent decision from Cornwall Council.
- c. **Broken bollard Horsepool lane.** Clerk to report.

10. FOOTPATHS

- a) **Finnygook walk** quote being finalised. Pending
- b) **Footpaths 1 & 12. Pending response/dates from** Countryside access Team, regarding the works to reopen footpath 1 this financial year as promised, plus the installation of a Catchfence above footpath 12 to Finnygook beach.
- c) **WCA 561 Definitive Map Modification Order, Finnygook Inn.** All user statements received and acknowledged, decision now pending from Cornwall Council.
- d) **Footpath 8/ fallen trees.** Clerk to report /send images to the Countryside Access Team.

11. PLAY PARK AND OPEN SPACE. QE2 Platinum Jubilee Open Space project

- a) **Gym equipment:** Adult Gym equipment has now been installed; Thanks was given to Cllr Jenkins for her work to obtain the grant funding and the Clerk for organising the installation. Maintenance kit to be kept in office. **Clerk** to add Gym equipment to H&S checklist.
- b) **Fruit Trees/orchard.** Thanks was also given to Cllrs Stone and Court for planting the 6 x fruit trees within the Open Space
- c) **Raised beds:** pending receipt of wood. Spoil earth by hedge inside Open Space can be used **Cllrs Brooks/Evans.**

- 12. DOG ENFORCEMENT, PARISH DOG ORDER UPDATE:** Cornwall Council have postponed the review of its Seasonal Dog Order until 2024. Cornwall Council erroneously failed to "pick up" and continue the inclusion of Shevioc Parish Council's Dog Order/Seasonal beach ban within its 4-year Dog Order not listing it on the documentation (despite it not being withdrawn by Shevioc parish Council) as a result there is no enforceable Dog ban on the Harbour beach for the coming Season. Shevioc Parish Council to express its frustration and disappointment via **Cllr Ewert** to Cornwall Council and to ask again, why it cannot simply be added to the existing order at a cost to CC, as it was an admin error on their part. The

Parish Council have been led to believe that it could be added this year, with the possibility of having to change the 24/7 seasonal ban to a time specific seasonal ban to match that of Cornwall Council beaches, following the review that was due to take place from January 2022. Maintenance to remove signage where feasible. It was agreed to push for the Dog Order to be reinstated in 2024 if not before.

13. CORRESPONDENCE RECEIVED, not covered in the agenda.

- a) **Email from Torpoint & Rame Lions Mrs M Wooton, Environment Officer, re: Trees and Environmental themed projects i.e. litter picking/education events/repair café.** Clerk to respond with thanks, stating that the Parish Council would keep them in mind for future projects.
- b) **Grass cutting contract. To report the SLA received from CC for 2022/2023.** Noted to continue with.
- c) **Email: from Mr P Davies re: Funding request via Highway's Scheme to improve Grass bank opposite Smuggler's cottage, Lower Finnygook Lane, Portwrinkle.** The request was noted, as previously discussed, it is not Parish Council land but owned by CC and classified as a grass verge rather than a footway, with a paved footway on other side of the road. Sheviocck Parish Plan money is allocated to parish plan priorities, so although a positive suggestion, there are already a number of more urgent projects. The Highways funding Scheme bid has already been filed, for two separate priority projects (see agenda item 9b).
- d) **CALC email. Update Support for Ukraine.** Details now up on ¾ of the Parish noticeboards, listing sites to send donations.
- e) **Rame Green Guide, link to review survey.** <https://www.surveymonkey.co.uk/r/XCM836G> Clerk to place on Parish website.

14. MINUTES

Cllr Brooks proposed, Cllr Lester seconded with all in favour to approve the minutes of the Parish Council meeting held on Monday the 14th of February 2022 as a true record.

15. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which do not appear on the Action Tracker. None

16. PARISH SPRING CLEAN. Scheduled for March 19th. Poster on noticeboards and advert within Newsletter. Parishioners encouraged to do their own bit.

17. TO REVIEW POLICIES/PROCEDURES AND PARISH PLAN. Clerk to circulate list of designated policies to review and circulate prior to approval at the next meeting. Parish plan to be circulated for review of priorities for approval at the next meeting.

18. CLERK'S ANNUAL APPRAISAL. To be scheduled prior to next meeting. **Clerk/Cllr Medway**

19. FINANCE

- a) Cllr Medway proposed, Cllr Lester seconded with all in favour to approve the following payments for March 2022, see last page below.
- b) Cllr Brooks signed the reconciled bank statements for February 2022.
- c) **Cllr Medway** to review the Financial Regulations for approval at April Meeting. Clerk has reviewed and completed checklist on Parish Council Risk Assessment.

20. UPDATES FROM OTHER GROUPS – Flower Beds Subgroup. Cllr Stone has been maintaining the Portwrinkle Flower beds in unison with Mrs J Wilkinson. **Play Park and Open Space.** Wood Chippings, form the top of Finnygook Walk to be laid on the interior path leading from the main park entrance. **Cllr Medway. Clerk** to request grass contractor to cut grass on a shorter setting. see also agenda item 11. **Tree Warden. (Cllr Lester)** Nothing to report. **Defibrillators (Cllr Jenkins/Clerk)** Clerk to replace the 5x adult pads by March 23rd. **Gateway Community Network. Cllr Lester** to attend meeting on Weds 16th March, see agenda item 9b). **RPPTUG.** Cllr, I Court, see agenda item 8. **Library (Cllr Brooks)** No meeting. **Parish Environment and Climate Change Plan Committee, Cllr Jenkins** to circulate Climate Emergency Plan examples, next committee meeting on the 24th of March. **Devolution: Covered agenda item 7.**

21. QUEEN'S PLATINUM JUBILEE. An extra bank holiday is scheduled for Thursday June 2nd and Friday June 4th. The beacon will be lit at 9:45 pm on Thursday the 2nd. **Cllrs Medway/Stone/Court** to source smokeless wood. **Cllr Brooks** volunteered to be a steward. **Clerk** to approach Torpoint Town Council re, health and safety format/beacon. **Clerk** to circulate previous job list and H&S template plan for Parish Picnic/ Footpath opening to be adapted. 2:30pm Fri 3rd June Official Opening of The Queen's Platinum Jubilee Open Space (next to Crafhole Play Park). **Cllr Jenkins** to cut ribbon, with all the princes and princesses (children) in their fancy dress. 3pm Hall party commences with Afternoon Tea (**Cllr Brooks** volunteered to run teas and coffees) parishioners bring their own picnic. Evening entertainment TBC, **Clerk** to approach Deviocck Singers, **Cllr Medway** to explore other options.

22. ANNUAL PARISH MEETING. It was agreed to postpone the meeting until July, as less on the agenda and possibly more parishioners able to attend in person.

23. ALL ITEMS FOR INCLUSION IN FUTURE MEETINGS: Queens Platinum Jubilee; to approve Financial Regulations. Approval of Policies, Procedures and Parish Plan.

24. CLOSED SESSION. Pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from the meeting and Council moved into Closed Session. Letter received from Mr K Waterfield. Mr Waterfield's concerns were discussed. Clerk to respond on behalf of Parish Council.

25. DATE OF NEXT PARISH COUNCIL MEETING, Mon April 11th, 2022.

The Chair closed the meeting at 20:58

Nancy Gray, Parish Clerk , Clerk's Office, Sheviocck Memorial Hall, Crafhole, PL11 3DG

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

PARISH PRECEPT ACCOUNT

March 2022 Parish Payments to raise/authorise and DD & payments taken and incoming to report from Feb 2022				
Pay who	For What/Description	Vat	net	Total
Shevioc Memorial Hall	Rent Clerk's office March			£62.85
Nancy Gray	Clerk's (Parish wage plus overtime of 5.1 hours, minus employees nest pension contribution).			
Nancy Gray	Clerk's parish expenses			£4.50
G Dyer	Shevioc Enforcement wage			
Fresh Air and Fitness	2nd/final instalment of Gym equipment/matting/installation for Open Space	£996.13	£4,980.65	£5,976.78
D Leonard	inv 129 Footpath cuts March			
D Leonard	inv 128 Feb cut Craithole Play park plus disabled path Open Space			
S Lester	Maintenance, travel expenses			£2.70
Plants Direct	6 x fruit trees, plus 6 x steaks/ties and delivery	£9.44	£197.20	£206.64
No Butts Bin Co.	NBB Recycled furniture. Double chess Activity Top Table with benches + 2 x games set pieces.	£610.00	£122.00	£732.00
Direct Debits to report	DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT			
Lloyds Bank	Clerk's credit card, see breakdown below:			£60.96
	Clerk's credit card, £3 set monthly fee			£3.00
	Amazon face masks net at £8.32 plus vat £1.66 = 9.98 Body cam enforcement officer(39.98 plus £8 vat = 47.98)	£9.66	£48.30	£57.96
INCOMING	Maker and Rame Parish Council. Reimbursement for Dog enforcement services plus cost/travel April 1st 2021-Dec 31sr 2022. cheque 0 00063			£1,024.90

DEVOLUTION ACCOUNT

2022 Devolution payments to authorise in March and Direct Debits/incoming receipts to report from Feb 2022				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Julia cleaning off shelf items	Cleaning items			£10.20
Julia Bradley	Cleaning wage			
Frances Jackson	cleaning wage.			
S Lester	Maintenance wage			
S Lester	Drain Cover 2.36 (net 1.97 vat t0.39). Surveillance camera for outside toilets total £10.49 net £8.74 vat £1.75	£2.14	£10.71	£12.84
Cornwall Council	SLA Parking enforcement, Portwrinkle Feb.			£36.60
Direct Debits and payments to report from Jan				£0.00
Incoming	Not banked due to machine fault. New Ticket machine ordered.			£0.00