



### *Shevioc Parish Council*

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

Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: [sheviocpc@btinternet.com](mailto:sheviocpc@btinternet.com)

## **The Minutes of the meeting of Shevioc Parish Council held on Monday the 10<sup>th</sup> of October 2022 at 7:00pm in the Kennedy Room, Shevioc Memorial Hall, Crafhole.**

**Present: Councillors:** Chair Cllr S Medway, Cllr W Evans, Cllr P Stone, Cllr P Brooks, Cllr I Court, Cllr L Jenkins. Parish Clerk Mrs N. Gray. There were no members of the public present.

1. **APOLOGIES.** Cllr D Lester, Cornwall Cllr Kate Ewert.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** none. **GIFTS** (*All gifts and hospitality received that could be seen by the public as likely to influence a Councillor's judgement*). None. Other Gifts received: Mr and Mrs J & L McGuinness Donation of £85 towards the Parish Defibrillators.
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.
  - Cornwall Cllr K Ewert monthly report for September 2022, see parish website link: <https://sheviocpc.files.wordpress.com/2022/10/kate-ewert-augsept-update-1.pdf>
  - A parishioner has suggested the need for a Parish "buddy" style warning system, using technology of to advise parishioners of potential hazards/highways issues/emergencies/closures etc. To work with/alongside the Emergency Plan. It was discussed and agreed to research potential ideas and place as an agenda item for November. **Clerk**
  - Residents from Portwrinkle had commented on the deterioration of the steps/potential hazards on Finnygook Walk. **Cllr Stone** agreed to attempt to repair the minor issues. **Clerk** to continue to seek contractor for handrail installation. It was noted that the bottom steps are due to be replaced by contractor, in November.
  - The Clerk read aloud a letter from a parishioner regarding potential mobility difficulties if redirecting exit route from ladies' toilets via gents. With an alternative suggestion of spring-loaded gate. See agenda item 7b.
  - A representative of the Methodist Chapel has approached Cllr Brooks regarding the possibility of chapel school room becoming a Community Warm Hub. It was agreed to request/await further information from the chapel to also include who would be covering the heating (potential costs) and preparation/tidying of room. **Cllr Brooks** to ask. It was also noted that Torpoint Library is now a Community Warm Hub.
6. **PLANNING.**
  - a) **Applications received before the agenda was finalised.**

**PA22/08164** Installation of first floor external balcony. 30 Whitsand Bay View Portwrinkle Cornwall PL11 3DB. Applicant Mr Karl Hancock. Cllr Brooks proposed, Cllr Evans seconded with all in favour to support this application.

**PA22/07583.** 11 Whitsand Bay View Portwrinkle Cornwall PL11 3DB. Single-storey side extension and loft conversion. Ms J Develin. Cllr Jenkins proposed, Cllr Brooks seconded with all in favour to support this application.
  - b) To receive planning decisions from Cornwall Council

**PA22/04642 External timber shed and hardscaping. Finnygook Lane, Portwrinkle. Applicant Mr Stone.** Approved with conditions.

- c) **PA22/05215 Auberge, Georges Lane, SheviocK. Works to Trees.** No TRO order made  
**PA22/05942** Extension of pathway to graveyard, to provide level access to external disabled user toilet including formation of disabled access ramp to western gateway entrance. New low level pathway lighting. St Marys Church SheviocK Cornwall PL11 3EH. Approved
- 7. PORTWRINKLE CAR PARK & TOILETS**
- a) Ticket machine mobile coverage for card payments: Signal testing is being rescheduled date TBA via Flowbird. **(Clerk)**
- b) Portwrinkle Public conveniences addition of safety feature at exit of Ladies' toilets. After discussion it was noted that there is currently no disabled toilet/access within the Public Toilets. The Parish Council did not wish to further hinder access to less able users or people with pushchairs. It was agreed to:
- Paint a white line at the exit of ladies to highlight the boundary with the road. **(Maintenance)**
  - Further cut back hedging at entrance to improve visibility. **(Clerk/Contractor)**
  - Erect sign highlighting to road users the concealed exit/pedestrians. **(Clerk)**
- It was also noted that the original planning permission for the café (now Jolly Roger) included external access to disabled toilet, for public use. It was therefore agreed to write to both Mr Earle and the lease holders in reference to the reopening of the Toilet facilities. **Clerk**
- c) It was agreed to continue to advertise for an Additional cleaning contractor required for Holiday/staff sickness.
- d) It was agreed to purchase PIR lighting for the toilet facilities. **Cllr Medway** to research and give details to Clerk to purchase. **Clerk** to advise staff members/cleaners.
- 8. BENCH ADOPTION.** There is no further room for additional benches in Portwrinkle. It was agreed unanimously that future requests for bench/ memorial plaque installations would be on the condition that: the cost would cover the purchase of a new recycled plastic bench (to the remit of the Parish Council) to replace an older wooden style bench and for this new bench to be donated to the Parish. The older bench then used for spares to repair existing wooden benches. The applicant would also need to purchase and install the memorial plaque. It was noted that there is a Memorial Totem located on the Finnygook walk footpath. Memorial plaques can be purchased and sited upon this by applying to the Parish Council. Proceeds of which go towards upkeep of Totem and footpath. **(Clerk to advise applicant)**
- 9. SEASONAL BBQ BIN.** Cornwall Council are unable to provide as there is no suitable location.
- 10. HIGHWAYS MATTERS TO REPORT**
- a. **Traffic Through Crafhole**, to receive any updates (pending at time of writing) of proposed plans, inclusive of dates/method for public consultation. No updates given. **Clerk** to request via Cllr Ewert.
- b. **Crafhole, Mobile VSA Camera:** This is now in place, near the Memorial Hall, for 8 weeks on a rotation basis with five further parishes. It flashes a warning/ reminder if travelling over 20mph. **Clerk** to ask Highways if activations are counted and recorded.
- c. **Rame Cluster meeting 17th October 6pm.** A review of the Rame NDP is on the agenda, at the request of another Parish. It was agreed that the current NDP lasts until 2030. If minor amendments were to be made in the interim, then it would be cost dependant.
- d. **Community Network Highways Scheme 2.0 expressions of interest for years 2 and 3.** It was agreed to bid for a permanent VSA sign to be sited outside the Memorial Hall to slow traffic. **(Clerk)**
- e. **Any items to report.** The bottom of Donkey Lane has been resurfaced; plus, the potholes filled in SheviocK Lane.
- 11. FOOTPATHS:**
- a) **Footpaths 1 and 12: Updates on works pending.** None, due to Cornwall Council to budget priorities.  
**Finnygook Walk.** Contractor to replace losteeps in November. (See item 4)

- b) **WCA 561 Definitive map application. Finnygook.** Owner currently in discussion with Cornwall Council regarding its decision to add to definitive map. Cornwall Council to further advise, regarding potential appeal to secretary of state.
  - c) **Any matters to report.**
    - **Ladywell, footpath 5.** Clerk to report footbridge deterioration, to The Countryside Access Team. **Cllr Evans** to provide photo of bridge in current state.
    - Request from Parishioner regarding the previously discussed potential permissive footpath parallel to the A374 Eastbound from Shevioc lane to Footpath 5 /Ladywell. This had previously been discussed with Antony Estate, who were planning a change of use to erect stock fencing. **Clerk** to enquire if this was still planned.
    - **Footpath 9.** Style at top field. It was noted to be narrow yet usable.
    - See also agenda item 5, point 3 of Public Participation.
- 12. OPEN SPACE/PLAY PARK.**
- a) Gym Equipment repair update. Under warranty, repair to be scheduled by Fresh Air and Fitness. **(Clerk)**
  - b) Movement/wobble to button bouncer. **Maintenance** to infill.
  - c) Aeroskate: grinding noise. **Maintenance** to inspect. **(Clerk)** to seek advice from Green Schemes.
  - d) Wooden play equipment. **Maintenance** to inspect stability.
- 13. CORRESPONDENCE RECEIVED, not covered in the agenda.** To consider and RESOLVE Council's response to correspondence received. **All**
- a) **Cornwall Council PSPO** – Current Restriction of dogs on beaches in Cornwall due to end April 2023. Consultation. To resolve Parish Council's response. Members of the public can complete consultation direct on <https://letstalk.gov.uk/dogsonbeaches2022> due to close 22 November 2022. It was noted that following email circulation, the Clerk has submitted the Parish Council's response in reference to Portwrinkle and the current lack of seasonal dog restrictions - due to CC's oversight. This has been received and acknowledged.
  - b) CALC: Planning training and refresher courses. Noted. **Clerk** to ask if corresponding slides could be provided.
  - c) Cornwall Council / Sustainable Warmth grant. Notice on most boards (where room) since beginning of October
  - d) CALC Avian (bird) Flu. Poster on Portwrinkle notice board since mid-September.
  - e) Email via Catherine Thomson, Gateway. RE: University of Portsmouth Coastal Storm risks in Cornwall. Online survey. Survey now closed.
  - f) Let Cornwall decide. View of Shevioc Parish on a MAYOR OF CORNWALL. Cllr Evans proposed, Cllr Medway seconded, with all in favour to 1. Pass a MOTION calling on Cornwall Council to conduct a referendum. 2. Recommend to all your local Cornwall Councillors that they should let the people decide whether there is a Mayor. **Clerk** to contact Cornwall Council and Cornwall Cllr Kate Ewert.
  - g) Public Transport Survey Rame Peninsula area. Email noting their thanks with the survey. **Clerk** to ask Mr A Cousins if the initial report provided can be publicised on the Parish Website.
  - h) Cornwall Council survey: Safer Cornwall – Residents invited to Have Your Say Survey. <https://safercornwall.co.uk/residents-invited-to-have-their-say-on-crime-and-anti-social-behaviour/> This was noted. **Cllrs** can submit response individually. **Cllr Medway** to forward email/contact to clerk regarding receipt of Parish Crime figures
  - i) Email from Transport Officer, Plymouth City Council. RE: Freight Strategy: addressing the challenges, opportunities, and priorities for the Southwest to 2050. Summary report can be viewed at <https://www.peninsulatransport.org.uk/wp-content/uploads/2022/07/Freight-Strategy-for-the-South-West-Summary-Report.pdf> Noted
  - j) Email Mr J Rickard re: Critical Call centre, Cornwall Fire service. Request to support petition to stop out-sourcing of Critical Call Center <https://chnq.it/zRWmwPvv> It was agreed that **Councillors** should sign petition individually. Parishioners can sign petition via the link above.
  - k) Landscape Character Assessment. Invitation. **Cllr Stone** to attend.

- l) Email Millbrook Parish Council. SANDY STEVENS Millbrook Skatepark Project Crowd funding requests <https://www.crowdfunder.co.uk/p/millbrook-skatepark#start>. After discussion for and against, it was agreed that this facility would be used, as per previous years, to benefit the wellbeing of approx. 15 children plus future children from the parish. Therefore, a formula using the s137 allocation of £8.82 per person would be used. A total of £132.30 to be taken from the general reserves and/or grant funding budget.
- 14. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED.**  
Minutes of the Parish Council meeting held Monday 11/07/2022. Cllr Medway proposed, Cllr Brooks seconded with all in favour of approving the minutes as a True record.
- 15. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES**, which are not covered by an agenda item or in the Action tracker. None
- 16. FINANCE**
- a) The following payments were approved in August and September by Councillor email circulation and Direct debits/incoming payments reported from July/August. See below. Cllr Medway proposed, Cllr Brooks seconded, with all in favour, to approve the payments for October and direct debits to be reported from September – see below
  - b) To receive reconciled bank statements. Cllr Brooks signed the reconciled September Bank statements.
  - c) It was agreed to award wage increment as recommended following appraisal to Maintenance person.
  - d) HMRC Payee overpayment. Clerk has advised HMRC awaiting response.
  - e) External Auditor's report for financial year April 1st, 2021-March 31st 2022. This was circulated via email to all Cllrs 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 had been placed earlier on the Parish notice board. No items to report from the Audit.
- 17. UPDATES FROM OTHER GROUPS-** if not covered in the agenda –**Flower Beds Subgroup (Cllr Stone)** Nothing to report; **Play Park and Open Space (Cllr Brooks/Jenkins)** see agenda item 12; **Tree Warden (Cllr Lester)** Nothing to report; **Defibrillators, (Cllr Jenkins/Clerk)** It was agreed to purchase spare batteries. It was also agreed, using ring fences reserves, to purchase a new external heated storage box of same design for the Jolly Roger defibrillator, **Clerk** to advise Guardian and perform additional check of current box. See also donations provided as per agenda items 2 and 16; **Gateway Community Network (Cllr Lester)** Clerk to submit Highways scheme bid see agenda item 10d. **RPPTUG (Cllr Court)** AGM on Thursday the 27<sup>th</sup> of October, at 2pm in Torpoint Council Chambers. Examples of specific problems currently faced by timetable welcomed – such as: poor connections; issues faced by school children; **Torpoint Library**, Cllr Brooks advised that meetings had now ceased. **Parish Environment and Climate Change Plan Committee (Cllr Jenkins)** Nothing to report; **Devolution: Car Park/Toilets**, see agenda item
- 18. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Car park tariff review. Budget report. Parish communication system.
- 19. ANNUAL PARISH MEETING.** Date set from 7pm November 14<sup>th</sup> in Memorial Hall.
- 20. DATE OF NEXT** Parish Council Meeting, November 14<sup>th</sup>, 2022, following the Parish meeting which starts at 7pm.

**The Chair declared the meeting closed at 9:20pm.**

**Nancy Gray, Parish Clerk, Clerk's Office, Sheviock 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.sheviockparish.org.uk](http://www.sheviockparish.org.uk).**

**PARISH PRECEPT ACCOUNT**

August 2022 Parish Payments to raise/authorise and DD & payments taken and incoming to report July 2022				
Pay who	For What/Description	Vat	net	Total
Shevioc Memorial Hall	Rent Clerk's office			£63.50
Nancy Gray	Clerk's parish wage (Gross wage devo and parish combined = 737.03 minus employee pension contribution and devo wage			
Nancy Gray	Clerk's parish expenses, notices x agenda/minutes.			£4.50
G Dyer	Shevioc Enforcement wage			
G Dyer	replacement cable for body camera, enforcement officer			£7.99
EDF	Tredis defib electricity	£0.38	£7.55	£7.93
S Lester	Expenses. Mileage			£3.60
CL Finance	Internal Auditors fee	£60.00	£300.00	£360.00
<b>Direct Debits to report</b>	<b>DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT</b>			
Lloyds Bank	<b>Clerk's credit card, see breakdown below:</b>			£125.82
	<i>Clerk's credit card, £3 set monthly fee</i>			£3.00
	<i>water butts x 2 for Open Space</i>	£17.50	£87.48	£104.98
	<i>Amazon purchase of disposable gloves/masks PPE to be reimbursed by devolution account see below. Total £17.84</i>			
	<i>gloves</i>	£2.00	£9.99	£11.99
	<i>masks</i>	£0.98	£4.87	£5.85
Nest	Nest pensions inclusive of employees contribution			£52.80
<b>INCOMING FROM JULY</b>				
<b>Cash deposit from Jubilee</b>	cash from ice creams/coffee/cakes and bar all banked via Torpoint post Office			£370.86
HMRC	Quarterly VAT refund			£1,579.00
September 2022 Parish Payments to raise/authorise and DD & payments taken and incoming to report August 2022				
Pay who	For What/Description	Vat	net	Total
Shevioc Memorial Hall	Rent Clerk's office			£63.50
Nancy Gray	Clerk's parish wage			
Nancy Gray	Clerk's parish expenses, notices x agenda			£2.25
G Dyer	Shevioc Enforcement wage			
EDF	Tredis defib electricity	£0.38	£7.55	£7.93
S Lester	Expenses. Mileage			£1.80
HMRC Shipley	Payee ref: 475px003672652303			£119.81
HMRC Shipley	Payee ref: XKA00000996209 P			£100.00
NO BUTTS BIN CO LTD	1 x Recycled bench order to replace bench Portwrinkle, includes fixtures.	£87.26	£436.32	£523.58
PKF Littlejohn LLP	External Auditor's fee	£60.00	£300.00	£360.00
S. Medway	Expenses for Open Space shelter purchase of guttering /down pipes/180.77 brackets etc			£180.77
Millbrook Parish Council	RAME NDP parish share for website fee			£10.20
Dean Leonard	Inv ref 239 CC Amenity areas June/July			£60.00
Dean Leonard	inv ref 238 Parish Amenity areas June/July plus one cut of park August			£420.00
Dean Leonard	inv ref 237 footpaths June/July			£350.00
<b>Direct Debits to report</b>	<b>DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT</b>			
Lloyds Bank	<b>Clerk's credit card, see breakdown below:</b>			£39.90
	<i>Clerk's credit card, £3 set monthly fee</i>			£3.00
	<i>Devolution to reimburse for purchases for Public conveniences Torpoint hardware gloves cleaning items</i>	£6.15	£30.75	£36.90
<b>ICO</b>	<i>Annual fee Data protection. Information commissioner's Office</i>			£35.00
Nest	Nest pensions includes employee contribution.			£51.59
<b>INCOMING FROM JULY</b>				
<b>Cash deposit from Jubilee</b>	£196.10 internal transfer from Devolution, to cover card payments taken by Bar at jubilee event (banked into devo account originally)			£196.10

October 2022 Parish Payments to raise/authorise and DD & payments taken and incoming to report August 2022				
Pay who	For What/Description	Vat	net	Total
Shevioc Memorial Hall	Rent Clerk's office			£63.50
Nancy Gray	Clerk's parish wage			
Nancy Gray	Clerk's parish expenses, notices x agenda			£2.25
G Dyer	Shevioc Enforcement wage			
S Lester wage	maintenance wage parish			
EDF	Tredis defib electricity	£0.37	£7.41	£7.78
S Lester	Expenses. Mileage			£1.35
Dean Leonard	Inv ref 249 CC Amenity areas Sep			£60.00
Dean Leonard	inv ref 248 Parish Amenity areas sep			£180.00
<b>Direct Debits to report</b>	<b>DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT</b>			
Lloyds Bank	<b>Clerk's credit card, see breakdown below:</b>			£40.82
	<i>Clerk's credit card, £3 set monthly fee</i>			£3.00
	PPE purchases to be reclaimed from devo account. For Aprons, Gloves and masks purchased via amazon gross £37.82. £3 monthly credit card fee.	£6.31	£31.51	£37.82
<b>BT</b>	<i>Business Internet and phone usage Clerk's office.</i>			£138.37
Nest	Nest pension includes employee contribution.			£51.59
Unity Bank	Bank service charge			£18.00
<b>INCOMING FROM September</b>				
<b>Cornwall Council</b>	Council tax grant and 2nd instalment of Parish Precept			£10,868.01
Claor Gas	Reimbursement for damage to storage bin unit adjacent to Calor Gas Portwrinkle			£59.99
Crafthole Flower Show	donation from Crafthole flower show committee towards Parish Defibrillators			£81.12

## DEVOLUTION ACCOUNT

2022 Devolution payments to authorise in August and Direct Debits/incoming receipts to report from July 2022				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Nancy Gray	Clerk's devolution expenses, travel 2.5 miles (various trips to Toilets make deliveries/meet new cleaner/unlock twice plus bin bags at 85p			£1.96
Cornwall Council	June Parking enforcement SLA			£36.60
Frances Jackson	Cleaning wage.			
S Lester	Maintenance wage devolution			
S Lester	Expenses reimbursement for 2 x traps			£8.60
N. Wilson	Cleaning services			£60.00
Bunzl	cleaning products and supplies(toilet roll soap etc)	£67.92	£339.66	£407.58
<b>Internal transfer to Parish account</b>	Transfer of £196.10 to parish for all card payments received below from Jubilee bar. See incoming Mr W Evans.			£196.10
<b>Direct Debits</b>	NONE			
<b>INCOMING to report from JULY</b>				
	Ticket machine revenue			1,600.75
	Ticket machine revenue			1,214.45
	Ticket machine revenue			542.20
Mr W Evans	Deposit of all card payments received from Jubilee bar			196.10

2022 Devolution payments to authorise in September and Direct Debits/incoming receipts to report from August 2022				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Nancy Gray	Clerk's devolution expenses, travel 2.5 miles (various trips to Toilets make deliveries/meet new cleaner/unlock twice plus bin bags at 85p			£1.96
Cornwall Council	July Parking enforcement SLA			£36.60
Frances Jackson	Cleaning wage.			
S Lester	Maintenance wage devolution			
N. Wilson	Cleaning services			£130.00
SWW	Public Toilets water/Sewerage			£276.49
Cornwall Council	August Parking enforcement (increased visits over Summer Hol)ref			£102.60
<b>Direct Debits</b>	NONE			
<b>Internal transfer to report</b>	(authorised in August). £196.10 to parish account. To cover card payments received at Jubilee event bar. Donated to parish but banked into devo account originally			£196.10
<b>INCOMING to report from August</b>				
	Ticket machine revenue			1,287.20
	Ticket machine revenue			1,764.95
	Ticket machine revenue			1,048.90
	Ticket machine revenue			1,274.00

2022 Devolution payments to authorise in October and Direct Debits/incoming receipts to report from September2022				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Cornwall Council	July Parking enforcement SLA			<b>£36.60</b>
Frances Jackson	Cleaning wage.			
S Lester	Maintenance wage devolution			<b>£0.00</b>
N. Wilson	Cleaning services.			<b>£120.00</b>
<b>Direct Debits</b>	NONE			
<b>Unity Bank</b>	Banking Service charge			<b>£18.00</b>
<b>Unity Bank</b>	Manual Credit Handling fee			<b>£54.60</b>
<b>INCOMING to report from August</b>				
	Ticket machine revenue			<b>1,500.25</b>
	Ticket machine revenue			<b>1,857.15</b>