



### SheviocK Parish Council

The Bill Warren Room, SheviocK Memorial Hall, Craffthole, Torpoint, Cornwall, PL11 3DG  
Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: [sheviocKpc@btinternet.com](mailto:sheviocKpc@btinternet.com)

## The Minutes of the meeting of SheviocK Parish Council held on Wednesday the 10<sup>th</sup> of May 2023 at 7:15pm in the Kennedy Room, SheviocK Memorial Hall, Craffthole.

**Present: Councillors:** Chair Cllr S Medway, Cllr P Brooks, Cllr I Court, Cllr L Jenkins, Cllr D Lester, Cllr P Stone. Parish Clerk Mrs N. Gray. There were two members of the public present.

1. **APOLOGIES.** Vice Chair W Evans.
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.
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 L Geary: Advised that the Post Office (not shop) will shut permanently on June the 30<sup>th</sup>. There is a directors meeting of the Community shop scheduled, they are talking direct to the Post Office/Royal Mail as would need both premises and a Post office service provider to move forward. A questionnaire went out with the Newsletter – box for replies in the shop. In response, Cllr Lester has spoken to the Menheniot outreach Post Office provider, however, he is unable to take on any further commitments. She advised that the Post Office should be contacting premises/local business to see if they could offer their service.
  - Mr L Geary. Difficulty in accessing Finnygook beach from the Western/ Harbour end. In response it was noted that this is not an official footpath and is on Antony Estate Land. The main access is the PROW no.12 to the East, adjacent to the Jolly Roger. This PROW (no.12) is awaiting the installation of a catchfence by Cornwall Council although not imminent due to lack of funding.
  - Mr L Geary had found (May 8<sup>th</sup>) and removed 35 Hypodermic insulin needles grouped on Hoodny cove beach at the far western end. He has advised Environmental Health and is attempting to dispose of the needles safely although exceedingly difficult. He has erected a temporary sign. In response it was noted that a further smaller number had been found and removed adjacent to the harbour wall - also on Hoodny cove. The majority had caps on. The Clerk has contacted Cornwall Council who will treat as "Fly tipping" but will only investigate CC land (the path leading to Harbour beach/Hoodny Cove). The Landowner - Antony estate has also been advised. The Clerk has emailed all local Parish Councils to advise. It was agreed that the **Clerk** would recontact Antony estate to ask them to sweep the beach and advise they use a sharps box. **Cllr Medway** will replace temporary warning signage, although this is a matter for the landowners. **Cllr Brooks** will ask her contact if they can dispose of the needles, found by Mr Geary, in their sharps box. It was noted that for Public Safety it was not advised to pick up needles.

C Cllr K Ewert monthly update, please view on parish website or via link:

<https://sheviocKpc.files.wordpress.com/2023/05/kate-ewert-april-23-update.pdf>

## 6. PLANNING.

- a) To receive details of planning applications received after the agenda published. None
- b) To resolve the Parish Council's response on the following planning applications received before the agenda was published:  
**PA23/02684** Proposed conversion of creamery to ancillary building for elderly parent without compliance with condition 3 of decision notice PA15/01982 dated 22/04/2015 - Willow Tree, The Annexe B3247 Between Polscoe And Lynher House, Crafhole, Cornwall. After discussion Cllr Medway proposed, Cllr Lester seconded with all in favour to support this application.
- c) To receive Cornwall Council's decisions on the following planning applications:  
**PA23/01008** Proposal Construction of one dwelling without compliance with condition 10 of decision notice E2/06/01798/FUL dated 26.07.07 Location The Beach House Finnygook Lane Portwrinkle Torpoint. Pending.

## 7. HIGHWAYS MATTERS TO REPORT

- a. **Traffic Through Crafhole. Update following Virtual meeting with Cornwall Highways.** Unfortunately, the road widening at the Eastern gateway is deemed financially unfeasible, however the meeting had been productive. Designs for improvements will be finalised very soon by Cornwall Council and will go out to wider consultation for residents in the village.
- b. **Update Polscoe hill, hedging on bend.** The tenant has kindly offered to remove willow growth, and once nesting season is over, cut back vegetation/hedging to improve visibility on bend and create new hedge further back.
- c. Damaged Bollard. Horsepool lane at Crossroads, **Clerk** to advise highways.

## 8. FOOTPATHS

- a) Sheviock permissive footpath. Antony Estate to provide the PC with contact details of Landowner (Glebe, Diocese of Truro). **Clerk** to then request permission for permissive path across field, to connect Sheviock Lane to the bottom of Footpath 5 (Ladywell).
- b) All footpaths are currently in progress of being cut, along with brambles in Badgers Lane (footpath 4). **Clerk** to ask Contractor to lower the cut and recut car park beds plus request ad hoc cut of footway adjacent to Public Toilets Portwrinkle and Calor gas storage.
- c) **Cllr Stone** offered to cut back hawthorn branch falling across Finnygook walk footpath.

## 9. OPEN SPACE/PLAY PARK.

- a) Temporary fencing to be removed 26<sup>th</sup> May, Green Schemes to confirm date.
- b) A New Coronation Apple Tree has been planted, donated by the Memorial Hall. Cllr Stone picked Eli Hamlyn's name from the hat, to officially complete the planting - as a child from the parish. **Clerk** to advise/organise.
- c) **Clerk to** ask contractor to lower the cut of the grass.
- d) It was agreed to tie back/secure the two water butts. **Maintenance** to complete.
- e) The button seesaw needs reinforcing again, due to ground movement. **(Maintenance).**
- f) **Cllr Brooks** offered to weed the Flower beds.

## 10. CORRESPONDENCE RECEIVED. To consider and RESOLVE Council's response.

- **Email, Mrs J Bushrod. Re: APPLICATION TO THE MINISTRY OF JUSTICE TO CLOSE FOR BURIALS. St Mary's Church Sheviock. Sheviock Parish Council's objection to closure.** It was noted that the Parish Council's objection to no further room for burials was incorrect. However, it was also noted that the objection regarding the transference of maintenance still applied on both the grounds that the cemetery was not yet closed and due to the known repairs required/costs involved. (Please also see below)
- **Response Lambeth Palace: RE: transference of Maintenance, St Mary's cemetery.** To contact the Diocese of Truro due to devolved power. It was agreed to resend the letter but addressed to both the local archdeacon and the diocesan Bishop. Also, to request a face-to-face meeting with the Cornwall Council Portfolio holder/Mr Jon Mitchell, together with the Diocese of Truro, preferably on site/locally so that all can view the repairs required. **Clerk** to ask **Cllr Kate Ewert** to help organise. It was agreed to inform Cornwall Council in writing of the intention to transfer maintenance to them - should the cemetery be closed and if Church opts to transfer it to the Parish Council. **(Clerk)**

- **Mr L. Geary. Email re: Dogs on beaches, seasonal ban.** The Chair had referred him to April's minutes.
- **L Lidistone, Tamar Toll Action Group re: request for second letter of support for their campaign to government abolish the Tamar tolls.** Noted, with concern for the future of the ferry should this progress, if the bridge is government funded.
- **Cornwall Council, re: Changes to the rubbish and recycling collection times.** Households should receive a letter from CC shortly regarding food waste collections. Residents are advised to keep putting bins/recycling out as normal, but collections may be delayed.
- **Tamar Crossings. RE: Plym Ferry Refit 29<sup>th</sup> April to Mid- June.** Noted
- **Forest for Cornwall, free Landmark tree.** Cllr Stone suggested Finnygook walk footpath. Clerk to contact Antony Estate for permission. **Clerk/Cllr Stone** to apply for tree if permission granted.
- **Duchy Health Charity Cost of Living Crisis Fund - administered by Cornwall Community Foundation for Charities and community organisations.** Clerk to request poster for boards.
- **Inaugural meeting of the Liskeard & Looe and Cornwall Gateway CAP - 6 June 2023, Cllr Jenkins** to attend.
- **Email from Post Office LTD. Advising of the Closure of Crafhole Post Office (not Community shop) Friday 30 June 2023 at 13.00.** See Public Participation.
- 11. **MINUTES.** Minutes of the Parish Council meeting held on Wednesday the 12<sup>th</sup> of April 2023. It was noted that the minutes incorrectly read "March" the 12<sup>th</sup> instead of April. Subject to the correction above, Cllr Medway proposed with all in favour to approve the minutes as being true and correct.
- 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. None
- 13. **THE CORONATION OF KING CHARLES III. CORONATION PARISH CELEBRATION**
  - a) The Chair thanked the Memorial Hall Committee, and all involved for their hard work and donations of delicious cakes. It had been a very enjoyable occasion. The Clerk reported that £121.45 had been raised on cakes/teas and coffee donations. The remaining takings have yet to be reported from the food/bar. Once collated donations can be resolved and allocated together with the Memorial Hall Committee and reported at the June meeting. Coronation Teddy bear Key rings were given to the children of the parish who attended the event. **Clerk** to issue to the remaining children of the parish or they can be collected from the Clerk's office. Cllr Stone picked Brodie Moyle's name from the hat – as the chosen child from the parish to finalise the planting of the Coronation Cherry tree in the hall grounds, as donated by the Memorial Hall committee. **Cllr Brooks** to organise (see also agenda item 9b).
- 14. **PARISH RISK ASSESMENT.** All actions completed; the Chair signed off the Annual Financial/Parish Risk assessment.
- 15. **PORTWRINKLE CAR PARK TICKET MACHINE.** Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve "Just Park" to provide mobile parking payment option for Portwrinkle Car park, subject to testing. **(Clerk to organise)**
- 16. **FINANCE**
  - a) Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the payments listed below for May 2023.
  - a) Cllr Brooks signed the reconciled, April, bank statements.
  - b) Cllr Medway proposed with All in Favour to approve the Annual Parish Insurance quote. (see list of payments below)
  - c) Library grant donation under S137. Pending membership figures from CC/Torpoint. To resolve at June meeting.
  - d) Parish Audit update. Clerk collating for internal auditor in Plymouth, to report all at the June meeting, prior to sending to External Auditors.
- 17. **UPDATES FROM OTHER GROUPS-** if not covered in the agenda –**Flower Beds Subgroup Cllr Stone** to submit expenses for new plants for Portwrinkle Beds. **Cllr Evans** to give update on his return re: Crafhole Cross flower bed; **Play Park and Open Space.** Covered earlier in minutes (**Cllr Brooks/Jenkins**); **Tree Warden (Cllr Lester)** Nothing to report; **Defibrillators.** All Batteries changed except at Finnygook Pub

(October). Tredis defib taken to an emergency but not used/returned. RPPTUG (**Cllr Court**) A questionnaire regarding Rame Public Transport has been issued across the Rame. Box for completed questionnaires in Crafhole shop. It was agreed that a poster and a second box could be placed in the Foyer of the Memorial Hall. Public Transport Meeting to be held in Memorial Hall June 19<sup>th</sup>. (**Cllr Court**); **Parish Environment and Climate Change Plan Committee (Cllr Stone)** nothing to report; **Devolution: Car Park/Toilets (Cllr Medway)** See agenda item 15. Also, Clerk continuing to advertise for self-employed ad hoc cleaner(s) for back up, in case of illness, unavailability of current cleaning team. Parking permit would be provided.

**18. All ITEMS FOR INCLUSION IN FUTURE MEETINGS. To resolve Torpoint Library Grant. Parish Audit.**

**19. DATE OF NEXT** Parish Council Meeting, 7pm Weds June 21<sup>st</sup>.

**The Chair declared the meeting closed at 20:51**

**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**

| May 2023 Parish Payments to raise/authorise and DD & payments taken and incoming to report April 2023 |  |         |           |            |
|---|--|---------|-----------|------------|
| Pay who   | For What/Description   | Vat     | net       | Total      |
| Sheviock Memorial Hall  | Rent Clerk's office. £63.50  |         |           | £63.50     |
| Nancy Gray  | Clerk's parish wage  |         |           |            |
| Nancy Gray  | Clerk's parish expenses Travel re: Mins and Agendas plus defibs, plus postage of documents to Lambeth Palace and Truro Diocese.                                |         |           | £7.20      |
| G Dyer  | Sheviock Enforcement wage  |         |           |            |
| Severn C Products Limited.  | (school Bears) coronation teddy bear keyrings memorabilia for children in Parish   | £29.92  | £149.20   | £179.52    |
| SL Lester   | Expenses. Mileage 4  |         |           | £1.80      |
| D Holloway  | Wishy Washy, entertainment for Parish Coronation event £90 final payment, £50 deposit paid March 2023  |         |           | £90.00     |
| Green Schemes.  | Invoice 144 paid in March 2023 for aeroskate repair. However only paid the net amount £319.80 . This is the missing payment for VAT as gross total was £383.76 | £63.96  |           |            |
| Green Schemes.  | Inv 150 safer surface matting re- installation. Play park springer boat lxo climbing frame   | £521.40 | £2,607.00 | £3,128.40  |
| Green Schemes.  | Inv 151 supply and install of additional surface matting required to finish due to deterioration of old matting. Play park                                     | £174.00 | £870.00   | £1,044.00  |
| EDF   | Tredis defib   | £0.44   | £8.72     | £9.16      |
| CAB Cornwall  | PC under power S137  |         |           | £50.00     |
| BHIB LTD  | Councils Insurance. Annual cover £512 plus ins premium tax £61.54 plus admin fee £25   |         |           | £599.34    |
| <b>Direct Debits to report</b>  | <b>DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT</b>   |         |           |            |
| Lloyds Bank   | <i>Clerk's credit card, see breakdown below:</i>   |         |           | £47.40     |
|   | <i>Clerk's credit card, £3 set monthly fee</i>   |         |           | £3.00      |
|   | <i>Ink cartridges IJT.</i>   | £7.40   | £37.00    | £44.40     |
| Nest  | Pension  |         |           | £58.75     |
| <b>INCOMING</b>   |  |         |           |            |
| Cornwall Council  | first precept installment. No CTG element  |         |           | £11,301.95 |

**DEVOLUTION ACCOUNT**

| 2023 Devolution payments to authorise in May and Direct Debits/incoming receipts to report from April 2023 |   |     |     |         |
|--|---|-----|-----|---------|
| Pay who  | For what/Description  | Vat | Net | Total   |
| Nancy Gray   | Devolution Clerk's wage   |     |     |         |
| Frances Jackson  | 20 hours no hol taken   |     |     |         |
| S Lester   | Devo maintenance varied/Toilets   |     |     |         |
| Natasha Wilson   | Cleaning services   |     |     | £150.00 |
| South west water   |   |     |     | £199.97 |
| <b>Direct Debits/Payments to report</b>  |   |     |     |         |
| HMRC   | Vat Quarterly payment   |     |     | £486.30 |
| <b>INCOMING to report from October</b>   |   |     |     |         |
|  | Ticket machine revenue  |     |     | 486.00  |
|  | Stallard. Unkonwn payment received. Clerk contacted a previous vistor who purchased a parking permit - as possible incorrect payment/pending. |     |     | 220.00  |
| Internal transfer from Parish Account  | Ticket machine revenue. This was paid into the Parish Account in March temporarily, as we were awaiting the new Devolution deposit card.      |     |     | £156.80 |