



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

The Minutes of the meeting of Shevioc Parish Council held on Wednesday the 10th of July 2023 at 7:00pm in the Kennedy Room, Shevioc Memorial Hall, Crafhole.

Present: Councillors: Chair Cllr S Medway, Cllr I Court, Cllr D Lester. Cllr P Brooks, Cllr L Jenkins, Cllr P Stone. Parish Clerk Mrs N. Gray. Torpoint Town Mayor Cllr Gary Davis, Torpoint Town Council Cllr Christine Goodman. There were two members of the Public Present

1. **APOLOGIES.** Cornwall Councillor Kate Ewert. 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.
 - Reports from parishioners re: **antisocial behaviour Portwrinkle Harbour.** A butchered carcase/animal parts and numerous blue disposable gloves were discovered on the Harbour slipway, along with a box of bagged parts beside the bin, which had been attacked by Seagulls. It has been reported to Cornwall Council. **Cllr Medway** will erect a sign regarding the removal of rubbish/ take food waste home or put in bin. Littering is an enforceable offence.
 - Items 13, Crafhole Post Office was brought forward (see item 13)
 - **Torpoint and Rame Peninsula 9v9 3G Multi Use Floodlit Pitch.** The Mayor of Torpoint Cllr G Davis, together with Torpoint Town Cllr Christine Goodman (also representing Torpoint & Rame Active Community Network) came to provide further information and to 1) Seek a letter of support from the Council. 2) To ask for a Shevioc Parish Councillor to volunteer as an ambassador to encourage community engagement/ host fundraising event. 3) To advise of future request for grant consideration under S137. The facility would be located on Torpoint Community College grounds, for use by the College (and other local schools) during term time, and by the local community on evenings (until 9pm), weekends and during the holiday periods. The College is now taking the lead with this initiative, in collaboration with Torpoint Town Council, Plymouth YMCA, Torpoint and Rame Active Community Network and Cornwall FA working with local football clubs. £250,000 has been secured from local stakeholders but to obtain match funding grants, it is necessary to show the community backs, needs and supports this project, Funds are also needed for the future maintenance of the site and to hopefully reduce the loan that the school has to pay back to TTC. Cllr Medway proposed with all in favour to: Write a letter of support. (Clerk to submit to TTC by September); Consider an S137 grant in October/November for 24-25 budget. Cllr Brooks, as chair of the Memorial hall, suggested that the hall could be used for community engagement/consultation.
 - Cornwall Cllr Kate Ewert had submitted her monthly update via email: <https://sheviocpc.files.wordpress.com/2023/07/kate-ewert-june-23-update-1.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: None.
 - c) To receive Cornwall Council's decision on the following application(s). None.
- 7. HIGHWAYS MATTERS TO REPORT**
- a. Any items to report: Pothole has emerged near to recently repaired utilities. East Crafhole B3247.
Manhole repaired on A374 near forestry site.
Pending: White lines to be painted Sheviock; speed survey request response and speed results through Sheviock.
 - b. **Traffic Through Crafhole.** Pending virtual meeting, between SPC and Highways scheduled approx. late July.
 - c. **Sheep wandering on road. Cllr Brooks** to contact Miss S Rundell to help compile list of sheep farm/contacts within the parish for future use (to reunite with flock).
- 8. FOOTPATHS**
- a) Lady Well – Footpath number 5, Pending response for requested repair to footbridge following SPC's offer of funding towards repair (if helped to speed the process). **Clerk** to chase response from Countryside Access Team/Cormac. It was noted that a small series of water catchment style basins have been created close to this path.
 - b) Sheviock Permissive path: Clerk has obtained the contact for the land Management company. **Clerk** to speak with Cllr Evans to aid compilation of suggested route map.
 - c) Crafhole Permissive footpath request. Crafhole to Trethill alongside sections of B3247 Top East Crafhole. This would aid connectivity and increase safety for road users and pedestrians - who currently walk on the busy B3427. **Clerk** to initially write to Antony Estate to ascertain land ownership.
 - d) Tredis View section of circular path, scheduled to be cut extra wide.
- 9. OPEN SPACE/PLAY PARK.**
- a) **Aeroskate grinding noise.** Green Schemes to advise regarding repair to bearings. **Clerk**
 - b) Cllr Brooks has trimmed entrance hedging.
 - c) **Clerk** to request short cut for Open space/playpark.
- 10. DOG RESTRICTIONS, Harbour and Hoodny Beach. Dog Ban in place 10-6pm July 1st-August 31st.** Cornwall Council have installed sign on path, although not adequate if approaching from lower beach. Cllr Medway proposed, Cllr Lester seconded with all in favour to purchase 2 additional signs. **(Clerk). Maintenance** to install once received.
- 11. CLOSURE OF CRAFTHOLE POST OFFICE.** Representatives from Crafhole Community Shop, Mrs L Vickery and Mrs B Earnshaw have made many efforts to try to secure Post Office provision for the community but to no avail. Cllr D Lester stated that she had approached the outreach provider, who is unable to take on any further work. It was agreed, with all in favour to: issue letters to the Post Office and others already contacted, in support of the provision of this invaluable service, citing the distance and inability to access nearest provider by Public Transport. **(Clerk)**
- 12. DARK SKIES INITIATIVE, CORNWALL COUNCIL.** As no objections received, Cllr Medway proposed, Cllr Lester seconded with all in favour to: volunteer Sheviock Parish, for an earlier summer commencement of the Cornwall wide streetlight turn off, due to start in Autumn, between the hours of Midnight to 5am. **(Clerk)**
- 13. ST MARY'S CHURCH CEMETERY. TRANSFERRAL OF MAINTENANCE PENDING CLOSURE OF CEMETERY. MAJOR COSTS/REPAIR WORK TO RETAINING WALL.** Site meeting confirmed for July 24th 11am. **Clerk** to gather/compile Master Checklist of concerns raised/to cover and circulate to Cllrs prior to meeting. **Clerk** to chase attendance confirmation with Cornwall Council Representative, via Cllr K Ewert.
- 14. CORRESPONDENCE RECEIVED, not covered in the agenda.**
- **Mr N Davies: Mobile home.** Portwrinkle Car park. Response already issued. See also agenda item 17.
 - **Mrs J Manning: Mobile home.** Portwrinkle car park. Response already issued. See also agenda item 17.
 - **Mr Ben B: B3247 permissive footpath proposal,** see agenda item 8c.
 - **Will Quince Minister of State DJSC. Re: registering AEDs on the Circuit nationwide.** (Completed in Parish already). No others in parish with Defib.

- **Letter of Chief Executive, Citizen's Advice Bureau, Cornwall. Letter of thanks for grant.** Noted
 - **The Liskeard, Looe & Cornwall Gateway CAP. Community Capacity Fund application request. Torpoint Scout Group.** It was agreed with All in favour to support the application. (Clerk)
 - **Cornwall and Isles of Scilly, Integrated Health Care System. Have your say:** <https://letstalk.cornwall.gov.uk/integratedcarestrategy> Noted
15. **MINUTES.** Sheviocck Parish Council meeting held on Wednesday the 21st of June 2023. Cllr Medway proposed with all in favour (who attended the meeting) to approve the minutes as being true and correct.
16. **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.
17. **PORTWRINKLE CAR PARK TICKET MACHINE.**
- a) **Just Park Mobile payment system. Almost finalised.** Awaiting amendments to contract. Once signed and returned installation can commence, subject to the signal strength verification by Just Park.
 - b) **Mobile homes/camping overnight.** Clerk to seek further advice re: future amendment to Car Park Order re: tariffs and inclusion of additional mobile home prohibition subject to time limits. Currently no camping or overnight sleeping in vehicle within the order.
18. **BDO LLP CONFLICT OF INTEREST DECLARATION FORM.** All Cllrs/the Chair confirmed there were no conflicts of interests with external auditors BDO LLP. **(clerk to send declaration Form to BDO LLP).**
19. **FINANCE**
- a) Cllr Medway proposed, Cllr Jenkins seconded with all in favour to approve the payments listed below for July 2023.
 - a) Cllr Lester signed the reconciled bank statements from June 2023
 - b) Cllr Brooks advised that the £121.45 proceeds, taken from the sale of cakes and teas/coffees during the Parish Coronation Celebration, had been donated towards the parish defibrillators by the Memorial Hall Committee. **(Clerk to bank)**
20. **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 9; **Tree Warden (Cllr Lester).** Nothing to report; **Defibrillators.** The Clerk had to change the batteries in the Jolly Roger AED, despite replacement earlier this year. **Clerk** to order second spare. **Clerk** to order new external defib unit for Jolly Roger. Batteries to be changed at Finnygook Pub (October, **Clerk**); **RPPTUG (Cllr Court).** The Clerk confirmed that the RPPTUG are responsible for the maintenance of the noticeboard board. If a new board is needed, they could request for consideration under power s137; **Parish Environment and Climate Change Plan Committee (Cllr Stone)** nothing to report; **Devolution: Car Park & Toilets (see item 17).** 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.
21. **ALL ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Mid Term budget review.
22. **DATE OF NEXT PARISH COUNCIL MEETING:** 7pm, Monday 11th of September 2023
The Chair declared the meeting closed at 20:59.
 Nancy Gray, Parish Clerk, Clerk's Office, Sheviocck Memorial Hall, Crafhole, PL11 3DG
 Telephone: 01503 232996 Email: sheviocckpc@btinternet.com
- 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

July 2023 Parish Payments to raise/authorise and DD & payments taken and incoming to report from June 2023				
Pay who	For What/Description	Vat	net	Total
Nancy Gray	Clerk's parish wage			
Gary Dyer	Dog littering Enforcement PSPO hours			
S. Lester	Expenses mileage			£1.80
EDF	Tredis Defib unit.	£0.44	£8.80	£9.24
N Gray	Clerk's expenses travel, notice boards			£4.50
Torpoint Town Council	Library services/community hub grant under power s137			£690.00
Direct Debits to report	DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT			
Lloyds Bank	Parish credit card total. Broken down as detailed below			£114.50
	set fee			£3.00
	HMRC Staff payee. Forced to pay by CC as Direct debit not set up (their fault) despite submitting all forms twice in last 6 months.			
	Torpoint Hardware. 2 x box of disposable gloves cleaning staff. To be reimbursed by devolution account at the end of the financial year.			£21.90
BT	BT Quarterly bill cloud voice and broadband. Being disputed/rectified as taken too much contract (£89 plus vat per month)	£458.44	£91.68	£550.12
Service Charge Unity bank	set fee on account			£18.00
Nest Pensions	Clerk's pension (employees contribution taken direct from wages at the time)			
	Awaiting direction from Memorial Hall committee and Parish Council for depositing coffee and tea money takings from Coronation event £121.45. Postponed at last meeting due to absence of Cllrs Evans and Brooks (Memorial Hall representatives) to confirm allocation i.e. parish defibs? Or other non Parish Council charity or towards Memorial Hall funds. (This was approved at the above meeting to be donated fully towards the parish defibs. Clerk to deposit			
INCOMING				£0.00

DEVOLUTION ACCOUNT

2023 Devolution July Payments to raise/authorise and DD & payments taken and incoming to report from June 2023				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	Cleaning wage			
S Lester	Maintenance wage			
Natasha Wilson	Cleaning services			£120.00
Cornwall Council	Parking Enforcment Services SLA ref 8100389215 June enforcemeny			£57.33
Direct Debits/Payments to report				£0.00
Service Charge	Unity bank set fee on account			£18.00
Manual Credit Handling Charge	Unity Bank, follwing cash deposits via Girobank			£12.60
INCOMING to report				
Ticket machine revenue				1,035.60
Ticket machine revenue				1,420.30
Ticket machine revenue				1,188.75
Ticket machine revenue				£683.50
Interest	Devolution deposit account			£320.21