



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 Monday 9th of October 2023 at 7:00pm in the Kennedy Room, Shevioc Memorial Hall, Crafhole.

Present: Councillors: Chair Cllr S Medway, Vice Chair Cllr W Evans; Cllr I Court, Cllr D Lester. Cllr P Brooks, Cllr L Jenkins, Cllr P Stone. Parish Clerk Mrs N. Gray.

1. **APOLOGIES.** Cornwall Cllr K 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.
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.
 - Gold footpath number 5, Ladywell. Cllr Evans reported concerns re: fallen trees (overhanging in two sections) and concern with badly deteriorated footbridge It was agreed to contact The Countryside Access Team at Cornwall Council direct, to stress the concerns for safety and chase up the initial report and funding request for the bridge. Also report both issues via the Cornwall Council online "report it" forms, highlighting the safety concern. **(Clerk)**
 - Damaged Car, Seafront car park, Portwrinkle. Mrs S Brain had reported that her car doors had been damaged whilst parked on Sunday 8th of October, nobody had left a note. If anyone has any information, please contact the Clerk.
 - Mr D Pengelly had informed the Chair that he had sited the new, recycled plastic Memorial Bench on Portwrinkle seafront to replace the original family Memorial Bench.
 - The Clerk reported that a parishioner had concerns following an incident with an aggressive Alsatian/German Shepherd style dog, which had attacked her dog on Portwrinkle beach. **Clerk** to advise the Dog enforcement Officer, however it is a police matter if the dog is acting in a dangerous and aggressive manner.
 - Cllr Stone reported an incident of blatant vandalism at the Whitsand Bay Hotel, on Saturday the 8th of October during the day. It was noted how promptly that the police had responded and managed to apprehend the suspects. **Clerk** to write a letter of thanks to the Local policing team, together with information regarding suspect Bike.
 - Cllr Brooks had been asked to note a Mother and Baby group/drop in café, being held on Mondays between 09 - 11:30, at St Mary's Church Shevioc.
 - Cornwall Cllr Kate Ewert had submitted her monthly update via email: <https://sheviocpc.files.wordpress.com/2023/10/sept-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:

PA23/07571 Construction of new detached gym/games room and creation of a new covered area over part of driveway. Variation to previous application PA23/00815 dated 18.04.2023 Former Tresorn, Crafhole. Mr. Jack Stephens. Cllr Medway proposed, Cllr Stone seconded with all in favour to support the application. **(Clerk)**

- PA23/04107** Single-storey, front and rear extensions to dwelling. 24 Carew Close, Crafhole. Mr and Hopton. Cllr Medway proposed, Cllr Evans seconded with all in favour to support this application. **(Clerk)**
- c) To receive Cornwall Council's decision on the following application(s).
PA23/05505 Demolish the three existing dwellings, build three new ones, and construct a new golf club house, with variation of condition 2 of decision PA13/04351 dated 16/12/2013. Location Westholme Finnygook Lane Portwrinkle. Applicant Terry Matthews Portwrinkle Developments and Hospitality Ltd. Approved with conditions.
- 7. HIGHWAYS MATTERS TO REPORT**
- a. Speed cushion Crafhole terraces. Clerk to request urgent removal of eastern speed cushion as promised, or interim white line warning markers to be painted, due to safety concerns for vehicles especially motorcyclists and cyclists who may be unaware of its presence. Also, to chase Highways regarding the promised Virtual meeting re: consultation of plans to improve traffic flow through Crafhole. **(Clerk/CC Ewert)**.
- b. **A374 speed through Shevioc.** **(Clerk/ Cllr Ewert)** to chase Highways regarding request for speed information from existing VSDU, plus request for temporary mobile speed capture unit at the Eastern gateway into village (traffic from the East/ferry).
- 8. FOOTPATHS**
- a) Lady Well – Footpath number 5, requested repair to footbridge. See Public Participation. **Clerk/ Cllr Ewert** to chase.
- a) Shevioc Permissive footpath project. Response from Glebe Land Agents. Pending notification of land agent with land rental fees. **Clerk** to chase. It was agreed that the route could be diverted dependant on response/costs.
- b) Meeting with Antony Estate re B3247 Crafhole East, Permissive footpath proposal and Shevioc Permissive footpath proposal. Date pending from Antony Estate **Clerk** to chase.
- 9. OPEN SPACE/PLAY PARK.**
- a) **Aeroskate grinding noise.** Green Schemes seeking advice from manufacturer - pending. **(clerk to re-chase).**
- 10. St MARY'S CEMETERY SHEVIOCK.** Transferral of Maintenance/repair to Cemetery Wall, Virtual meeting scheduled for Monday 30th October at 11:30. **Clerk** to seek update from PCC re: building control and updated quotes. **Cllr Medway** to obtain contact for cemetery advisor. **Cllr Stone** to obtain name of parish where a similar event has occurred. Clerk awaiting further advice from CALC and NALC inclusive of any similar incidences/solutions nationwide. **Clerk** to circulate any updated information prior to the meeting.
- 11. CORRESPONDENCE RECEIVED, not covered in the agenda.**
- **Torpoint Neighbourhood Plan Regulation 14 Pre-Submission Consultation.** Comments on the draft plan can be made online at: app.gocollaborate.co.uk/cornwall/torpoint-ndp. The plan is available to view at www.torpointplan.org.uk or by visiting the exhibition stand at Torpoint Library and Community Hub where hard copies are available. The Chair reported back from the Cluster meeting held on October 3rd. Noting a potential, year-round passenger ferry between Saltash, Torpoint, Stonehouse and the Barbican which was well received. A central Travel Hub for Torpoint and an electric bike hire point. He noted the need for improvements to transport and buses overall on the peninsula i.e., connecting buses. However, there are existing safety concerns for cyclists on the narrow busy roads. It was noted at the meeting that there had been no consultation thus far with the adjoining parishes in reference to electric bikes/Travel Hub. It was agreed to wait for the minutes from the meeting. Information had also been circulated outlining events and management at Mount Edgcumbe.
 - **Polling Districts and Polling Places Review, Cornwall Council until 6th Nov.** It was agreed to submit response as "happy with current district and Polling venue." **(Clerk)**
 - **CC Clean Air Strategy. Online meetings invite. WC Mon 16th Oct.** Cllr Stone to attend.
 - **St Germans Passenger count, volunteers required for hourly shifts WC Mon 16th Oct** email: office@railholiday.co.uk **Sloways**. Noted
 - **Slow Ways national walking routes, website. Help to get routes verified and surveyed.** It was noted that All PROWs are listed on the Cornwall Council definitive map.

<https://www.cornwall.gov.uk/environment/countryside/public-rights-of-way-mapping/> .

All footpaths, inclusive of permissive footpaths are listed on the Sheviock parish website.

- **CLOSURE OF CRAFTHOLE POST OFFICE. Outreach Post Office facility.** Clerk awaiting response from Laura Tarling External Affairs Manager, Post Office. Requesting second review for outreach provision, due to Post Office closure at Downterry and other items as listed in previous minutes. (pending).
- **Email. Mrs R Davies. Request for information regarding bridleways in Parish.** Noted. There are no Bridleways currently in the Parish. Directed to owner of local Livery for route information. All the county's PROWs and Bridleways can be viewed on Cornwall Council's interactive map. <https://www.cornwall.gov.uk/environment/countryside/public-rights-of-way-mapping/>
- Response received. Mr P Blake. **Plastic used on crops**, to the east of Crafhole is biodegradable.
- 12. **MINUTES.** Sheviock Parish Council meeting held on the 11th of September 2023. Cllr Medway proposed with all in favour (except Cllr Evans who was not at previous meeting) to approve the minutes as being true and correct.
- 13. **TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES.** None/covered on the agenda.
- 14. **PORTWRINKLE CAR PARK TICKET MACHINE.**
 - a) **Just Park Mobile payment system.** App ready to go live and signage ready to be installed. Still awaiting Cornwall Council to set up login details for enforcement team. Pending. **Maintenance** to install sign once Clerk receives the go ahead.
- 15. **STAFF APPRAISALS. Dog Enforcement Officer.** All agreed with the Clerk's recommendation: to raise pay scale point within the range of NALC Guidelines for role, (Backdated from April 2023) and in appreciation of his efforts. The Parish Council wanted to thank Mr Dyer for his much- valued and beneficial work in a difficult role. Following the **Clerk's appraisal**, it was agreed to follow the Chair's recommendation to increase the pay point in line with NALC guidelines for role and appreciation of Clerk's excellent work. Maintenance and cleaner's appraisal Pending (**Clerk**). The Clerk advised that any additional funds required could be taken from additional bank interest this financial year.
- 16. **FINANCE**
 - a) Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the payments listed below for October 2023.
 - b) Cllr Brooks signed the reconciled Unity bank statements from September 2023.
 - c) Lloyds Bank Treasury Account. Cllrs Medway, Lester, Brooks and Court completed their applications for online banking as signatories. 3 signatories are required on this account to authorise any payments, as opposed to 2, so that the Clerk can be a 3rd signatory to enable setting up payments and transfers. (**Clerk** to send off applications)
 - d) New Parish Precept, Savings account Unity. This is now open and viewable alongside all Unity accounts. As per the existing bank mandate, all pre-existing Unity signatories (Cllrs Medway, Brooks, Lester and Evans) are enabled. 2 signatories must authorise payments, with the Clerk enabled to set up/view payments.
 - e) Conclusion of External Audit. External Auditor's report for financial year April 1st, 2023- March 31st, 2023, concluded that all is "in accordance with proper practices with no items found". Notice of Conclusion of Audit published on notice boards and website. The Audited Accounting statements & Annual Governance statement has been published on the parish website.
 - f) It was agreed to authorise up to £150 for the purchase of Remembrance day wooden Poppies, paint and varnish for the parish, funds to be allocated from the non-precept, devolution flowerbed budget. Poppies to be decorated on the 21st of October from 11:30 onwards at the Annual Heritage day 10-4pm, St Mary's Church Sheviock.
- 17. **D-DAY 80th ANNIVERSARY, 6th JUNE 2023.** Mr M Biles has started gathering items for the Beacon Lighting. To remain an agenda item. (**Clerk**)
- 18. **UPDATES FROM OTHER GROUPS-** if not covered in the agenda –**Flower Beds Subgroup Cllr Stone.** See finance item 16f. **Play Park and Open Space (Cllr Brooks/Jenkins.** See agenda item 9; **Tree Warden (Cllr Lester).** Nothing to report. **Defibrillators. Clerk** to source and purchase new External cabinets with fans (AVIVIA

has stopped including fans in units.) **Clerk** to change the batteries at Finnygook AED by end of October. **Clerk** to order second spare set of batteries; **RPPTUG (Cllr Court)**. Committee meeting held on Oct 5th. The 75 bus should now connect with the number 70 leaving Plymouth. There is no funding for Real Time Digital Display units. Solar was trialled but did not work well. Costings will be supplied by CC. New bus timetable published. Next meeting to cover what should be included in timetable. **Parish Environment and Climate Change Plan Committee. (Cllr Stone)** Nothing to report; **Devolution: Car Park & Toilets (see item 14).** **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. Advert placed also within the Public toilets and on Facebook. **(Clerk).**

19. All ITEMS FOR INCLUSION IN FUTURE MEETINGS. 2023-24 Parish Precept and Budget consideration.

20. DATE OF NEXT PARISH COUNCIL MEETING: 7pm, Monday 13th November 2023
The Chair declared the meeting closed at 20:39.

Nancy Gray, Parish Clerk, Clerk's Office, Sheviack Memorial Hall, Craithole, PL11 3DG

Telephone: 01503 232996 Email: sheviackpc@btinternet.com

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

PARISH PRECEPT ACCOUNT

Oct 2023 Parish Payments to raise/authorise and DD & payments taken and incoming to report from September 2023				
Pay who	For What/Description	Vat	net	Total
Sheviack Memorial Hall	Rent for Office			£63.50
Nancy Gray	Clerk's Parish Wage			
Gary Dyer	PSPO Enforcement officer's wage			
s.Lester	Parish Maintenance wage.			£13.46
S. Lester	Expenses mileage			£0.00
N Gray	Clerk's travel expenses plus £5 key cut for office for Chairman. Cllr S Medway			£9.50
BDO LLP	Annual External Audit fee	£42.00	£210.00	£252.00
INTERNAL TRANSFER	£30000 to new Unity parish precept savings account for better interest.			£30,000.00
Direct Debits to report	DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT			
Lloyds Bank	<i>Parish credit card total. Broken down as detailed below</i>			£3.00
	<i>set fee. No purchases.</i>			£3.00
Unity Bank	Set service banking account fee			£18.00
BT	quarterly bill	£61.51	£307.59	£369.10
Nest Pensions	Clerk's pension (employees contribution taken direct from wages at the time)			£55.98
INCOMING				
Cornwall Council	Second/final instalment of Precept			£11,301.94

DEVOLUTION ACCOUNT

2023 Devolution Oct Payments to raise/authorise and DD & payments taken and incoming to report from Sep 2023				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage. Plus additional backdated pay from April 1st due to delay in Appraisal/recommendations.			
Frances Jackson	Cleaner's wage			
S Lester	Devolution Maintenance hours none			£0.00
Natasha Wilson	Cleaning services			£120.00
Cornwall Council	Parking Enforcement Services SLA August			£82.00
Direct Debits/Payments to report	None			£0.00
Unity Bank	Service charge set bank account fee			£18.00
Unity	Manual Credit handling charge backdated			£40.80
INCOMING to report				
Unity Bank	Interest on devolution deposit account			388.35
Mr C Hoskins	To Note £25 donation towards flower beds at Cross. Cheque "lost in Post/ Unity not processed and confirmed not received See May/June minutes. I have advised Mr Hoskins who has kindly donated £25 by online transfer to appear in Next months banking.			
Ticket machine revenue	Deposited to new Lloyds bank account via Post Office			1,251.00
Ticket machine revenue	Deposited to new Lloyds bank account via Post Office			818.50
Ticket machine revenue	Deposited to new Lloyds bank account via Post Office.			£1,350.20