



SheviocK Parish Council

The Bill Warren Room, SheviocK Memorial Hall, Craffhole, 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 13th November 2023 at 7:00pm in the Kennedy Room, SheviocK Memorial Hall, Craffhole. Present: Councillors: Chair Cllr S Medway, Cllr I Court, Cllr D Lester, Cllr P Brooks, Cllr L Jenkins, Cllr P Stone. Cornwall Cllr K Ewert, Parish Clerk Mrs N. Gray. There was one member of the Public.

1. **APOLOGIES.** Vice Chair Cllr W Evans.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** Cllr Lester declared an interest in agenda item 15, due to appraisee being her husband. **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.
 - Cllr Ewert gave her monthly report. Please see link: <https://sheviocKpc.files.wordpress.com/2023/11/oct-23-update-1.pdf>
 - Cllr Kate distributed the speed report data from the SheviocK VSDU, taken from Eastbound traffic on the A374. Between Jan and October 2023, 557,808 observations were recorded. 35.09 % of which exceeded the 30-mph limit but was less than 40mph. 4.25 % exceed 40mph. Cllr Court questioned the readings, as they did not add up. **Cllr Ewert** will provide the data spread sheet so Cllr Court can better interpret the results. A request has been made to CC to monitor westbound speed. Once data received CC/Cllr Ewert and the Parish Council to decide on options/way forward i.e. extend gateway speed limits/additional signage to advise of reduction to 30mph speed limit approaching. **Cllr K Ewert/Clerk**
 - Mrs C. Lister (see also Item 11 Correspondence) raised speed safety concerns along A374, following many accidents over the years and more recently in Polbathic. She asked for a reduction to 50mph. It was agreed to: request a face-to-face meeting, in the New Year, with other Town/Parish councils along the A374; To discuss need for feasibility study with aim of reducing the speed limit to 50 mph to match the A38 from Trulefoot to Saltash. Data from the speed cameras to be used. **(Clerk)**
 - Poppies. A member of the public had wanted to pass on their praise for the poppy display within the parish this year. The Chair thanked Cllrs Brooks and Evans and all those in the parish who gave up their time to contribute towards the fabrication and decoration of the wooden poppies. It was agreed to collect in poppies towards the last week of November and hand to Cllr Brooks. **(All) Clerk & Maintenance.**
 - Request re: Memorial bench repair Portwrinkle, to replace missing bench. It was noted that the bench in question was already adopted and taken for repair by SheviocK Maintenance. It was agreed to offer the adoption of the already installed plastic bench at the Eastern end of the car park, by means of contribution toward the Parish defibrillators. **(Clerk to advise)**
6. **PLANNING.**
 - a) To receive details of planning applications received after the agenda published. **PA23/08949** Proposal Certificate of lawfulness for existing use: Confirmation of planning

use as residential. Trewin Coach House, Sheviock. Applicant Mr Usman Haq. Noted for December agenda.

PA23/08922 Proposal: Certificate of Lawful Development for an Existing Use of mobile home as permanent dwelling. Mobile Home at Trethill Farm, Trethill Lane, Crafhole. Applicant Miss Sarah Rundle. Noted for December agenda.

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).

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. Approved with conditions.

PA23/04107 Single-storey, front and rear extensions to dwelling. 24 Carew Close, Crafhole. Mr and Hopton. Approved with conditions.

d) Meeting with Antony Estate, primarily to discuss footpaths see item 8 D. Antony Estate were advised that as per the Rame NDP any new dwellings in Sheviock would need to contribute to the existing Playpark/Open Space or provide new area of Open Space in Sheviock.

7. HIGHWAYS MATTERS TO REPORT

a. Speed cushions through Crafhole terraces have been painted. Clerk/Cllr Ewert have requested for CC for Virtual meeting re: consultation of plans to improve traffic flow through Crafhole. Pending, imminent as also chased by William Glassup of CC Highways.

b. **A374 speed through Sheviock. Data received from VSDU cameras see Public participation. (Clerk/ Cllr Ewert)** to re- push for request for temporary mobile speed capture unit at the Eastern gateway into village (traffic from the East/ferry heading westbound).

c. **Closure Orders:**

B3247 Polscoe And Lynher House, Crafhole. 16th November 2023 to 16th November. 2023 (08:00 to 17:00 hours, weekdays only) Open Reach (will start after rush hour approx. 4 hours, try to accommodate buses when possible). **Clerk** to request better signage /diversions off the A374.

Sheviock Lane 27th November 2023 to 1st December 2023 (24 hours) SWW. Noted. **Cllr Brooks** to advise parents from Preschool.

8. FOOTPATHS

a) **Lady Well – Footpath number 5.** The Countryside Access Team have stated that the fallen trees have been removed and the footbridge has undergone temporary repair and is on the Capital funding List as a priority for next financial year. Offer of contribution noted.

b) **Sheviock Permissive footpath project.** Response from Glebe Land Agents. Still pending a response re permission and potential fees. **Clerk** to re-chase.

c) **Meeting with Antony Estate Re:** B3247 Crafhole East, Permissive footpath proposal. Mr W. Trennick from Antony Estate will talk to Mr A Welch Golf Director at Whitsand Bay Golf Course, concerning the land on the Southern side of the road. Sheviock PC would rather route traverse the Northern side of the road.

Re: Hedge Polscoe Hill. Mr Trennick agreed to ask Mr Robbie Ryder to continue with his offer to cut back/relay hedge to improve visibility. **RE:** Georges Lane Pond flooding. Mr Trennick to organise dredging of pond and clearance of blocked pipe/debris to prevent further flooding of road and garden. (**Clerk** to send reminders)

9. OPEN SPACE/PLAY PARK.

a) **Aeroskate grinding noise.** Green Schemes have advised that the manufacturer state this noise is ok and to monitor. **Cllr Medway and Maintenance** to record and compile technical report then push for replacement/under warranty. (**Clerk**)

10. St MARY'S CEMETERY SHEVIOCK. Summary of Actions agreed at the Virtual meeting held on Monday 30th October:

- CC Jon Mitchell shares the results from the survey undertaken.
- Jenny Bushrod shares the PCC's current survey/costings.
- CC Rebecca Mabelle and Jon Mitchell draw up a timeline demonstrating what steps are needed and when, on a non-prejudicial basis.
- Clarity is needed regarding retrospective damage issues/liability and if there would be a potential insurance claim from the Kings own assessors and insurance engineers.

- SPC Clerk to arrange a virtual follow up meeting in 3 months' time, although events may move more quickly between Cornwall Council and the Diocese. (Now set for 7th Feb 1-2pm 2024)
 - Closure and transferral of maintenance remains on hold, whilst all parties can work together to find a solution.
 - All parties are included in all agreements.
- 11. CORRESPONDENCE RECEIVED, not covered in the agenda.**
- Cornwall Council, Dog exclusion Order. Crafhole Playpark is now included on CCs Order. Awaiting signage from CC.
 - Mrs C Lister. Request for speed limit reduction from 60mph to 50mph for A374, following accident. Agenda item 4 Public participation.
 - Community Levelling Up Grant Programme. Info event Liskeard Town Hall Nov 9th 2pm. Clerk noted that she has provisionally completed an expression of interest form for grant towards the Digital bus time display unit(s). Awaiting further costings/feasibility. **(Clerk Cllr Court)**.
 - Mrs K Taylor. Request for annual parking permits to be considered, Portwrinkle. After discussion it was agreed that: The Clerk should obtain advice from CC, to check if this is permitted in a Public Car Park. If so, then PC to reconsider when re-tarmacking car park, subject to consultation/feasibility. **Clerk** to email Mrs Taylor the contact details for Mr Earle/Portwrinkle Holidays and Whitsand Bay golf course.
Resident's Winter Parking Permit for Portwrinkle Car Park: Available from the Clerk, cost £5. Contact Clerk for details.
- 12. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED.**
- Minutes of the Parish Council meeting held on Monday the 9th of October 2023**
Cllr Medway proposed with all in favour to approve the minutes as being true and correct.
- 13. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES.**
- CLOSURE OF CRAFTHOLE POST OFFICE. Outreach Post Office facility.** Response received from Laura Tarling - External Affairs Manager, Post Office, rejecting a second review for outreach provision following the closure at Downterry and ability to provide time slotted room at Memorial Hall, plus willingness of outreach provider and other factors. Mrs Tarling noted that Downterry Post office facility has relocated within Downterry. There are also Outreach services in, St Germans, Millbrook and Kingsand. The Clerk noted that she had forwarded to All Cllrs, a letter from Mrs B Earnshaw which was sent to the Post Office. **Ongoing.** Cllr Court noted that the Community Shop AGM is to be held on 8th Dec in the Memorial Hall from 7pm-9pm.
- 14. PORTWRINKLE CAR PARK TICKET MACHINE.**
- a) **Just Park Mobile payment system.** App ready to go live, and signage ready to be installed. Cornwall Council has set up login details for enforcement team. Pending their confirmation that they are ready to enforce. **Maintenance** to install sign once Clerk receives the go ahead (imminent).
- 15. STAFF APPRAISALS. Maintenance:** Mr S Lester. Cllr Lester declared an interest and therefore did not join discussion. It was agreed with All in favour to approve the Clerk's recommendations. **Cleaner:** Mrs F Jackson. It was agreed with all in favour to approve the Clerk's recommendation. **(Clerk to advise both).**
- 16. FINANCE**
- a) Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the payments listed below for November 2023.
- b) Cllr Brooks signed the reconciled Unity bank statements from October 2023.
- c) Consideration of Parish Precept budget for April 1st, 2023-March 31st, 2024. As per the Clerk's draft budget, it was agreed to limit any rise in precept to the minimum required, as reserves had been accrued and allocated for Parish Plan projects, Open Space, defibrillators, and Asset replacement. Grant funding for the Rame 3G all-weather pitch could be allocated from part of CIL money to prevent a rise in the Precept. After discussion it was proposed by Cllr Medway, seconded by Cllr Brooks, with All in favour to allocate £2000 from the CIL grant money towards the Rame 3G all-weather pitch, as this new infrastructure facility would benefit all children within the parish as well all

parishioners who play sport. It would be a valued asset. **Clerk** to inform TTC. Further CIL money could be allocated towards ongoing Parish Plan projects footpaths and digital real time displays - dependant on feasibility.

17. D-DAY 80th ANNIVERSARY, 6th JUNE 2024. (Clerk) to remain an agenda item.

18. UPDATES FROM OTHER GROUPS- if not covered in the agenda –**Flower Beds**

Subgroup Cllr Stone. Clerk to ask Mr D Leonard for 2nd quote to remove 2 x Pampas grass from Flower beds, Portwrinkle, as too big and blocking signage and hydrangea plants. Cllr Stone has asked Tom Cox for a quote. **Cllr Stone** volunteered to cut lower branches of Phoenix palm on western flower bed. **Play Park and Open Space (Cllr Brooks/Jenkins.** See agenda item 9; **Tree Warden (Cllr Lester).** Nothing to report. **Defibrillators.** Clerk awaiting delivery of two new, external climate control cabinets, to replace those in Portwrinkle. **RPPTUG (Cllr Court).** Following meeting with CC on Tuesday the 7th Nov to discuss timetables. The 3pm bus leaving Plymouth should now travel through Sheviok and Crafhole. There will be no new service between Millbrook and St Germans. **Parish Environment and Climate Change Plan Committee. (Cllr Stone) No meeting,** however awaiting minutes from CC regarding CC Climate change policies. **Devolution: Car Park & Toilets.** Maintenance to change remaining batteries in Toilet Lights. **(see also 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 Confirm Parish Precept and Budget. Christmas Tree

20. ANY OTHER BUSINESS. Parish Christmas Tree: Cllr Evans to approach potential sponsors. (Christmas Meal – funded by attendees) Cllr Medway to look into venue/menu.

21. DATE OF NEXT PARISH COUNCIL MEETING: 7pm, Monday 11th of December.

The Chair declared the meeting closed at 21:19

Nancy Gray, Parish Clerk, Clerk's Office, Sheviok 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.

PARISH PRECEPT ACCOUNT

Nov 2023 Parish Payments to raise/authorise and DD & payments taken and incoming to report from October 2023				
Pay who	For What/Description	Vat	net	Total
Sheviok Memorial Hall	Rent for Office			£63.50
Nancy Gray	Clerk's parish wage			
Gary Dyer	Enforcement wage			
Gary Dyer	Spray paint			£5.96
s.Lester	Parish Maintenance wage			
S. Lester	Expenses mileage			£1.80
P Brooks	expenses poppies	£21.32	£106.60	£127.92
P Brooks	expenses varnish for poppies	£4.33	£21.26	£25.99
N Gray	Clerk's expenses			£5.00
EDF	Tredis defib unit (October did not receive in time for Oct meeting	£0.45	£9.09	£9.54
EDF	Tredis defib unit Nov	£0.47	£9.43	£9.90
ASG security	Annual maintenance fee. Alarm office.	£8.20	£40.98	£49.18
First Rescue Training and Supplies Ltd	Defib Warehouse 2 x external heated/coolant cabinets for Portwrinkle AEDs	£194.87	£974.33	£1,169.20
INTERNAL TRANSFER	£30000 to new Unity parish precept savings account pending- should have completed on opening as agreed on application but has not. Therefore to be transferred from parish precept account.			£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>			£37.92
	<i>set monthly card fee</i>			£3.00
	Amazon Inkjet Epson	£4.68	£23.40	£28.08
	Amazon Laminat pouches	£0.44	£2.20	£2.64
	ANNA vat filing admin cost . Net £3.5, vat £0.70.	£0.70	£3.50	£4.20
Nest Pensions	Staff pension			
INCOMING				£0.00

DEVOLUTION ACCOUNT

2023 Devolution Nov Payments to raise/authorise and DD & payments taken and incoming to report from Oct 2023				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Nancy Gray	Expenses Devolution. 3 x bleach for Toilets as none in delivery	£0.65	£3.25	£3.90
Frances Jackson	Cleaning wage			
S Lester	Maintenance wage devo			
Natasha Wilson	Cleaning services			£120.00
Cornwall Council	Parking SLA Not received			£0.00
SWW	Portwrinkle Toilets. Water and sewerage			£223.36
Bunzl	Toilet roll/cleaning product	£14.35	£71.74	£86.09
Direct Debits/Payments to report	None			£0.00
INCOMING to report				
Mr C Hoskins	£25 donation towards flower beds at Cross. Original Cheque lost in Post/Unity not processed and confirmed not received. See May/June minutes. Mr Hoskins donated by online bank payment this time.			25.00
Ticket machine revenue	Deposited into Unity devolution account . Cash deposit			1,427.20
Just Park credit received	credit 16th/10/2023. I have questioned this as we are not live yet.			4.36
King	2 x winter parking permits via online bank payment . More tickets sold will show in bank next months report.			£10.00