



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

The Minutes of the meeting of SheviocK Parish Council held on Monday 12th February 2024 at 7:00pm in the Kennedy Room, SheviocK Memorial Hall, Craffthole.

Present: Councillors: Vice Chair Cllr W. Evans, Cllr P Brooks, Cllr I Court, Cllr D Lester, Cllr P Stone. Cllr L Jenkins. Cornwall Cllr K Ewert, Parish Clerk Mrs N. Gray. There were 4 members of the Public present.

1. **APOLOGIES.** Chair Cllr S Medway. In his absence, Vice Chair W. Evans chaired the meeting.
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. Please see Cornwall Councillor K Ewert's Monthly update on Parish website or click here. <https://sheviocKpc.files.wordpress.com/2024/02/jan-24-update-1.pdf>
 - Donkey's Halt, Planning application. Objections raised by emails from neighbouring residents sent to the Clerk and from members of the Public in attendance. In reference to: lack of detail within the "Coastal vulnerability assessment" recently submitted online to Cornwall Council – not covering the stability and ground structure of the actual site; large quantity of redacted information; threat to low neighbouring wall from turning vehicles; roof height and potentially misleading sizing or height of retaining wall.
 - Cllr Lester noted the date of the recently submitted Coastal Vulnerability Assessment (17/10/2023) as being prior to the application submitted and commented upon. The Clerk noted the detail on pg. 11 point 4, limitations of the report "not to be used for design and construction purposes." Cllr Stone noted the increase in accommodation/ number of vehicles and weight/strain placed on the site. (see item planning 6c for SheviocK Parish Council's comment). Also in response, Cornwall Cllr K Ewert said that she would discuss it directly with the Planning Officer highlighting the concerns raised and submit photos on behalf of Mr A Tinsley (due to difficulty uploading them on the Cornwall Council planning portal).
 - Cllr Ewert noted the new refuse and recycling collection roadshow, at Polbathic village Hall, 26th Feb 10-4pm. If you need to request a Seagull sack, rather than a wheelie bin please apply via the following link: <https://forms.cornwall.gov.uk/waste/containerchallenge> or phone Cornwall Council refuse and recycling: 0300 1234 141
6. **PLANNING.**
 - a) To receive details of planning applications received after the agenda published. **PA23/08856** Change of use of land to a mixed use for agricultural and educational purposes, including construction of a Traditional Roundhouse to give an alternative learning space alongside the adjoining skills heritage crafts classroom, with associated car parking. Reservoir Field, Horsepool Lane, SheviocK. Applicant Mr Robbie Ryder. Noted.
 - b) To resolve the Parish Council's response on the following planning applications received before the agenda was published:

PA24/00584 Repair of existing coach house set within curtilage grounds of Grade II listed Sconner House. Polbathic. Applicant Mr James Bobin. The Chair proposed, with all in favour, to support the application.

PA24/00585 Listed Building Consent for the proposed repair of existing coach house set within curtilage grounds of Grade II listed Sconner House. Polbathic. Applicant Mr James Bobin. The Chair proposed, with all in favour, to support this application.

PA23/09286 Listed Building Consent (retrospective) to clean out gutters - repair and paint, replace and repair slipped tiles (like for like) and remove modern stud wall to reopen original room. Location, Hawthorns, Georges Lane, Sheviock. Mrs Mary Fitz-Patrick. The Chair proposed, with all in favour, to support this application.

PA23/05369 Proposal: The construction of two new dwellinghouses and a minor addition to existing dwelling. Location 13 Burns View Craffthole. Applicant Mr M Redshaw. Following the site meeting on January the 19th and after discussion, the Chair proposed with all in favour to: further request an additional 3rd parking space per dwelling; Reiterate the importance of a construction management plan for this residential area; Request that any revised plans are published on the planning portal and open for consultation to consultees/neighbours, prior to any decisions being made. (Full comment can be viewed on the CC planning register).

c) To receive Cornwall Council's decisions on applications: (pending at time of writing).

PA23/08833: Two storey rear and two storey side extension, 1 West Lane, Craffthole. Applicants Mr And Mrs J And L Wilson. Approved with conditions.

PA23/08579 Replacement cabin for use as holiday accommodation and associated landscaping. Donkeys Halt, Donkey Lane, Portwrinkle. Applicant Alice Henry. The Chair proposed, with all in favour, to reiterate the request for a full land stability survey. (The full comment can be viewed on the Cornwall Council online planning register).

PA23/08949 Proposal: Certificate of lawfulness for existing use: Confirmation of planning use as residential. Trewin Coach House, Sheviock. Applicant Mr Usman Haq. (Pending)

7. HIGHWAYS MATTERS TO REPORT

- a. Traffic through Craffthole, road improvements. Date of virtual meeting with Highways. (pending this spring).
- b. Polscoe Hill, Tredis Turn off. Pending Road Safety Team assessment. The Chair noted that if the owners of the 'Olde Forge' chose to build a wall rather than replacing the fence each time a car goes into it, then there would be more serious injuries. (**Clerk** to suggest rumble strips, Slow painted on road, as well as additional chevrons).
- c. Temporary Closure intention. Open Reach Location: B3247 Between Tregunnus Lane And Military Road, Craffthole. 10th March 2024 to 10th March 2024 09:30 to 15:30. **Clerk** to request alternative Sunday, as it could detrimentally impact on local pubs/restaurants on Mothering Sunday. Public Houses/businesses have already been struggling. **Clerk** to reiterate need for concise Diversionary signage off the A374.
- d. Speed Limit review A374. St Germans Parish Council will join initial meeting. Pending response from Torpoint Town Council. Antony Parish Council do not support. **Clerk** to set up Virtual meeting once response received from TTC. Still awaiting speed capture data for Sheviock village and speed monitor for westbound traffic.
- e. Any items to report. Donkey Lane overgrown hedge has been cut.
Reminder of Virtual Meetings with Highways/ Gateway Parishes. Outlining proposed 20mph Roll Out (in certain 30mph zones). Tues 11th of March 10:00 -13:00 and 13:00-16:00 on Tuesday 11th of June 2024.

8. FOOTPATHS

- a) **Sheviock Permissive footpath project.** Pending response from Highways, to ascertain if fencing is required along grass verge (A374) noting precedent of existing footpath between Trulefoot and Polbathic without fencing. **Clerk** to chase.
- b) Footpath number 5 Lady Well. Offer of minor improvements by new leaseholders of fishing reservoir. **Clerk** to chase Countryside access Team for response.
- c) Footpath 4 and 9. A Volunteer working party will cut back hedging and assess overhead branches/ fallen trees and blockages, as part of the Parish Spring Clean. **Cllr Evans/Cllr Stone.**

9. OPEN SPACE/PLAY PARK.

- a) **Gazebo shingle roof tiles missing. Maintenance and Cllr Medway** to assess and replace with spare tiles in stock. Pending (adhesive donated by Cllr Brooks).
Maintenance to check wooden play park equipment.
- 10. St MARY'S CEMETERY SHEVIOCK.**
 Virtual meeting Rescheduled for Weds 20th March 1-2pm, following Diocese sharing revised costings with CC.
- 11. CAR PARK SLA 2024-2025.** The Chair proposed with all in favour to approve the Car Park Enforcement SLA (**Clerk** to advise Cornwall Council). **Cllr Evans** to obtain information regarding fixable penalty warning tickets for Mobile Homes.
- 12. ANNUAL REVIEW OF POLICIES AND PROCEDURES.** **Clerk** to circulate allocation list to **All** Councillors, to check for necessary amendments prior to approval at the March meeting.
- 13. PARISH PLAN.** Following the completion of "Road safety improvements for Portwrinkle" and "Installation of the Just Park ticketing App/mobile online payment capability," **Clerk** to revise and Publish the Parish Plan with the following top priorities: 1) Improvements to traffic through Crafhole, to also include improvements to diversionary signage and re-painting of the virtual pavement. 2) Defibrillators. To obtain further adoption/sponsorship funding from local businesses or community groups and to encourage more community engagement. 3) Sheviock Permissive footpath project. 4) To improve road safety at the Tredis Turn Off/Polscoe Hill. 5) To push for repairs to coastal sea defences and increase awareness of danger posed from unstable cliffs. 6) A374 Speed limit review, to potentially reduce to 50mph. Including potential expansion of the 30mph zone through Sheviock or improvements to road safety through Sheviock. 7) To encourage Community engagement. (**Clerk**)
- 14. SHEVIOCK EMERGENCY PLAN.** **Cllrs Court and Stone** agreed to commence the review. (**Clerk** to forward them current Word document to draft edit)
- 15. COUNCILLOR REGISTER OF INTEREST.** **Clerk** to email to All the link to view, **All Cllrs** to check prior to March Meeting and advise Clerk of any changes/additions required.
- 16. PARISH SPRING CLEAN.** Weekend of March 23rd/24th. **Clerk** to compile Posters, plus email Cllr Brooks a PDF. (see item 8c)
- 17. SEA WALL DEFENCES PORTWRINKLE.** Erosion/damage. Clerk has uploaded photos and reported damage to defences to 'Cornwall Council Coast Protection' (this has been acknowledged. **Clerk** to report threat of Cliff slip, under Jolly Roger car park, to the 'Coast Protection.' **Clerk** also to email Antony Estate and Mr J Earle regarding request for additional warning signage, especially for underneath the cliff. It was noted that there is an advisory 'Unstable cliff' warning sign, at the bottom of the Finnygook beach footpath (number 12).
- 18. CORRESPONDENCE RECEIVED, not covered in the agenda.**
- Cornwall Council, Mr D Wood. LMP footpath cutting agreement 2024-25. Noted that the SLA has continued.
 - Lisa Grigg, CC Consultation - Cornwall's first comprehensive Gypsy, Roma & Traveller Strategy <https://letstalk.cornwall.gov.uk/gypsy-roma-and-traveller-strategy>. Noted
 - Email 1/02/2013 CALC. Free briefing: Preparing for a new Local Plan for Cornwall. Wednesday the 28th of Feb, 4pm. Teams meeting link for Parish Council. Noted.
 - Tamar Valley National Landscape Management Plan, 2025-2040. Noted.
- 19. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED. Minutes of the Parish Council meeting held on Monday the 8th of January 2024.**
 Councillor Lester proposed, Cllr Evans seconded with All in favour, to approve the minutes as being true and correct. (Except Cllr Jenkins who was not at the meeting on the 8th).
- 20. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES.** None/covered in agenda.
- 21. FINANCE**
- a) The Chair proposed with all in favour to approve the payments listed below for January 2024. (Cllrs Lester and Brooks to authorise online).
- b) Cllr Brooks signed the reconciled bank statements from January 2024.
- c) Lloyds online banking set up. Cllrs Medway, Brooks and Court now have online access. 3 signatories signed the duplicate banking applications for Cllr D Lester, and Clerk, following

- error made by Lloyds in processing these applications. **Clerk** to contact Lloyds Bank re: Cllr Evan's online access, as their system will not allow him the option to print completed application.
- d) Donations received: Thanks was given to Mrs G Kennedy who donated £20 towards the Parish Defibrillators. The Clerk reported that £78.50 had been donated towards the Parish Defibrillators, following the separately organised 'Parish New Years Eve Party'. Cllr Evans had given thanks to the Finnygook Inn (as referenced in the minutes of the January meeting) noting a £55 donation, following their quiz night, this has now been banked and is to be allocated towards the upkeep of the Finnygook Defib unit.
- 22. D-DAY 80th ANNIVERSARY, 6th JUNE 2024.** The Beacon will be lit on the 6th of June at 9:15pm, Clerk to draft posters and draft job/risk assessment list. To remain an agenda item.
- 23. UPDATES FROM OTHER GROUPS-** if not covered in the agenda –**Flower Beds Subgroup.** As per the previous meeting, the Chair proposed with All in favour to approve a one off £300 donation, towards costs incurred maintaining the Crafhole Gateway flowerbed/Tredis View. To be allocated from the Devolution revenue funds rather than the Parish Precept (no cost incurred to parishioners). **Play Park and Open Space (Cllr Brooks/Jenkins.** See agenda item 9. **Tree Warden (Cllr Lester).** Nothing to report. **Defibrillators.** Clerk to ask SWW if it is willing to sponsor the Pump Station defibrillator, Portwrinkle. **Liskeard and Looe and Cornwall Gateway CAP.** Cllr Jenkins volunteered to attend the Teams meeting on March 5th. Clerk to send invite link. **RPPTUG (Cllr Court).** The next meeting will discuss the new upcoming timetable. There will be no new services. Discussion will be centred on improving reliability. (Real Time Bus App/info poster still to be placed at Kimberly Foster, Crafhole Cross and Portwrinkle bus stop- Clerk). **Parish Environment and Climate Change Plan Committee** no meeting/no news. **Cllr Stone** will attend the Cornwall Council run Climate committee Teams meeting of Feb 10th. **Devolution: Car Park & Toilets.** (Maintenance to deliver stock). 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)
- 24. ALL ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Policies and Procedure for Annual Review. Approval of Financial Regulations and Parish Risk Assessment.
- 25. DATE OF NEXT PARISH COUNCIL MEETING:** 7pm, Monday 11TH of March (TBC)
The Chair declared the meeting closed at 20:52.
Nancy Gray, Parish Clerk, Clerk's Office, Sheviock Memorial Hall, Crafhole, PL11 3DG
Telephone: 01503 232996 Email: sheviockpc@btinternet.com
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

Feb 2024 Parish Payments to raise/authorise and DD & payments taken and incoming to report from Jan 2024				
Pay who	For What/Description	Vat	net	Total
Shevioc Memorial Hall	Rent for Office			£63.50
Nancy Gray	Clerk's parish share for hours minus nest pension contribution.			
Gary Dyer	Enforcement Officer wage			
S. Lester	parish maintenance wage			
S. Lester	Expenses mileage 90p mileage. £2.50 fittings for Dog signs			£3.40
N Gray	Clerk's expenses travel.			£4.50
EDF	Tredis defib unit	£0.47	£9.39	£9.86
C.A.F Electrical	Fault finding call out visit plus Labour to change 2 x defib cabinets	£50.00	£250.00	£300.00
PENDING Torpoint Town Council	PENDING Grant from CIL Levey for Rame All Weather 3g Pitch. PENDING			£2,000.00
Direct Debits to report	DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT			£7.20
Lloyds Bank	<i>Parish credit card total. Broken down as detailed below</i>			
	<i>set monthly card fee</i>			£3.00
	<i>Anna Digital VAT processor</i>	£0.70	£3.50	£4.20
Nest Pensions	Staff pension			£68.08
INCOMING				£0.00
Cornwall Council	LMP Grant for footpath cutting			£841.73
Cash Donations Post Office	£20 cash donation from Mrs Gill Kennedy towards parish defibs.			£20.00
Cash Donations Post Office	£78.50 cash donation towards defibs from Parish New Year's party takings (S Medway).			£78.50
Cash Donations Post Office	£55 cash donation from Finnygook Inn quiz night. Towards Finnygook defib.			£55.00

DEVOLUTION ACCOUNT

Feb 2024 Devolution Dec Payments to raise/authorise and DD & payments taken and incoming to report from Jan 2024				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	Cleaning wage			
Natasha Wilson	Cleaning services			£180.00
Cornwall Council	Enforcement SLA (not received)			£0.00
Bunzl	Cleaning products and supplies	£34.21	£171.07	£205.28
Dean Leonard	Invoice 456. 2 x pampas grass removal flower beds Portwrinkle Car Park			£150.00
Mrs L Erasmus	Reimbursement for Crafhole Gateway /Tredis Flowerbed Chips/supplies			£300.00
SWW	Sewerage and water Portwrinkle Toilets, slightly more as last 3 bills were estimated. SWW read the meter under the drain.			£388.68
Direct Debits/Payments to report				
HMRC VAT	Quarterly Vat taken by Direct Debit			£881.01
INCOMING to report				
Interest	Devolution deposit savings account interest			399.04
Just Park credit	Parking Portwrinkle car park, mobile app revenue gross			26.72
Lloyds Bank deposit	Ticket machine income			93.05
Lloyds Bank deposit	Ticket machine income			95.30
Lloyds Bank deposit	Ticket machine income			97.80
Lloyds Bank deposit account	Ticket machine income			317.15
Lloyds Bank deposit account	Ticket machine income			109.30
Pending	L Geary £5 parking permit cheque (appears in February's accounts, statement to be reported next month.			