



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

1. **The Minutes of the meeting of Shevioc Parish Council, held on Monday the 13th of May 2024 at 7:24pm in the Kennedy Room, Shevioc Memorial Hall, Crafhole.**
Present: Councillors: Chair Cllr S. Medway, Vice Chair Cllr Evans, Cllr P Brooks, Cllr I Court, Cllr Jenkins Parish Clerk Mrs N. Gray. Cornwall Cllr K Ewert. There were 4 members of the Public present.
2. **APOLOGIES.** Cllr P Stone, Cllr D Lester.
3. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** None **GIFTS** None.
4. **CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None
5. **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://sheviocparish.org.uk/wp-content/uploads/2024/05/april-24-update-2.pdf>
 Cllr Ewert also advised that new safety signage was being placed at both Hoodny and Finnygook beach, Portwrinkle. The Public Consultation date for the 20mph roll out is scheduled for May 15th.
 - a) Cllr Jenkins advised that she had been contacted via phone by a gentleman seeking advice regarding visiting the parish with his dog, she had responded direct.
 - b) Cllr Evans passed the Clerk £53.40, donated by the Finnygook Inn towards the Defibrillator, following their monthly quiz. The Chair asked Cllr Evans to pass on thanks to the Finnygook and all involved.
 - c) The chair noted that a resident had advised that he had cleared the Blackball beach path, following a landslip. However, The National Trust has since closed this pathway. **Clerk** to contact The National Trust to emphasise that this is also an escape route for walkers who may get cut off by the tide, when walking on Whitsand Bay. The Chair has advised the RNLI, they will place signage to advise people when entering the beach at Tregantle Fort.
 - d) There have been reports of a dead seal/ sheep on Hoodny beach. Antony Estate have been advised. The Clerk noted that there is also a contact number to report Marine-life strandings, on the Community Notice board, at the SWW Pump station in Portwrinkle.
 - e) A member of the Public had advised Councillor Medway that footpath 1 was in a bad state. Cllr Evans advised that this footpath had been shut by Cornwall Council for the last approx. 5 years, as awaiting capital funding but not deemed a priority. The signage may no longer be in place.
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:
PA24/02354 Proposal Certificate of Lawfulness for existing single storey extension to eastern elevation and timber veranda over existing decking on southern elevation
 Location The Log Cabin Finnygook Lane Portwrinkle Torpoint Applicant Mr and Mrs Kavanagh. No objections received from parishioners. No Comment.
 - c) To receive Cornwall Council's decisions on applications: (pending at time of writing).
PA24/01863 Proposal Two storey side extension. Conservatory & balcony,

parking/turning, internal alterations and landscaping, 1 Whitsand Bay View Portwrinkle. Approved with conditions.

PA24/00584 Repair of existing coach house set within curtilage grounds of Grade II listed Sconner House. Polbathic. Applicant Mr James Bobin. Approved with conditions

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. Approved with conditions.

- d) **PA23/05369** Proposal: The construction of two new dwellinghouses and a minor addition to existing dwelling. Location 13 Burns View Craffhole. Applicant Mr M Redshaw. Cllr Court and Cornwall Cllr K Ewert had attended the Cornwall Council Planning committee, in opposition of this application, plus Mr S. Medway representing the neighbours. The application was approved with additional conditions inclusive of a 3rd parking space per dwelling. All conditions to TBC once officially received.

PA23/08579 Replacement cabin for use as holiday accommodation and associated landscaping. Donkeys Halt, Donkey Lane, Portwrinkle. Applicant Alice Henry. It was agreed that **Cllr Medway** will attend the Planning committee on June the 10th, in opposition to the application. Mrs Kent will represent the neighbours in opposition. **Clerk** to circulate - to the PC and Mrs Kent - the agenda/details once she has received it (14 days prior to the meeting). **Clerk** to collate points raised by the Parish Council and circulate prior to committee meeting.

7. HIGHWAYS MATTERS TO REPORT

- a. **Traffic through Craffhole, road improvements.** Date of virtual meeting with Highways. Plans for Public Consultation imminent.
- b. **Polscoe Hill, Tredis Turn off. Road safety improvements.** Safety Team response still pending. The hedge has been set back on the inside bend of B3247, to improve visibility.
- c. **Speed Limit review A374.** It was agreed to wait until Cllr Lester returned to arrange date of 2nd virtual meeting with St Germans and TTC. Awaiting update from CC Adam O'Neil re his funding request for a feasibility study, with the aim of aiding speed compliance with the existing 30mph, plus pedestrian improvements.
- d. **A374 Polbathic Carriageway Repair Works, 8th-9th May.** Now complete but diversionary signage caused big delays, as all traffic diverted off the A374 via Downderry road, as opposed to the suggested traffic management on the A374.
- e. **Sheviock Lane. Potholes** have been marked for infilling.
- f. **Future proofing Finnygook Lane, Portwrinkle**, due to cliff erosion. Pending response from Cornwall Highways.
- g. **Military road, dip in road surface** (Cliff road after bend, East of Tregantle. Road slip at exiting site where road already has red bollards. Although not within the parish boundary it was agreed that the Clerk should report this direct to Cornwall Council. **(Clerk)**

8. FOOTPATHS

- a) **Sheviock/Craffhole Potential Permissive path projects.** Following the meeting with Antony Estate re: Craffhole East B3274 to Trethill: The route would need to be split, to North and South of the B3247. It was agreed to contact the National Trust re: potential permissive route for section opposite the Liscawn, to run on the Southern side of B3274 and connect with existing Tregantle firing diversionary permissive footpath. **Clerk** to ask Antony Estate for local contact for the NT. **Clerk** to emphasise that this would also enable walkers to further connect with SW Coastal path via Craffhole and the Finnygook walk permissive footpath, following the closure of section to Black Ball beach. Cllr Evans noted the need for styles /other, to prevent users leaving gates open - as sheep grazing in field could escape onto road.
- Sheviock Permissive footpath**, awaiting feasibility funding request from Highways, regarding pedestrian road safety improvements through Sheviock, noting the request to use the wide grass verge along the A374 for part of route. **Clerk** to submit map to Adam O Neil to emphasise and recap this request as per the discussion during virtual meeting.
- b) **Update Footpath number 5 Lady well/Coombe Lane**, proposed Capital works update and flooding. CC have advised that this is no longer a priority on the Capital funding list, due to the recent landslips on paths elsewhere. They have approved and welcomed offer of minor improvements to drainage by new leaseholders of fishing reservoir. It was agreed that The **Clerk** contact the Countryside Access Team to see if Sheviock Parish

Council can use/pay for contractor to conduct bridge repairs (subject to cost). **Clerk** to obtain initial quote for replacement bridge.

- c) **Blackball beach footpath closed due to landslide.** A parishioner has advised that he has cleared the slip on this cliff path. However, the National Trust have closed this path deeming unsafe. The Chair has advised the RNLI for Tregantle beach to advise beachgoers that they cannot use this path/ escape route/beware of being cut off. The National Trust have placed signage at top of Black Ball beach path stating closure. Clerk to contact the NT (see item a above) noting the importance of this escape route from Whitsand Bay.
- d) **Footpath cutting** – It was agreed to approve first cut of the year. **Clerk** to arrange.

9. OPEN SPACE/PLAY PARK.

- a) **Gazebo** shingle roof tiles missing **Maintenance/Cllr Medway.**
Cllr Evans/Jenkins to complete H&S weekly checks. **Clerk** to print more H&S forms for later part of month.

10. St MARY'S CEMETERY SHEVIOCK.

Virtual meeting postponed by CC, as awaiting response from the Diocese regarding letter sent by CC. Date of Virtual meeting TBC.

- 11. **SHEVIOCK EMERGENCY PLAN.** **Cllrs Court and Stone**, pending review by means of testing it via actioning the communication cascade system.

12. CLIFF PORTWRINKLE. Erosion/damage. Update. Jolly Roger Car park update.

Cliff stability inspection report to be shared by Mr Earle (pending).

13. CORRESPONDENCE RECEIVED.

- a) Mrs D Hughes. Concern regarding abandoned Trailer It was agreed to place notice on trailer, giving 2 weeks warning to make roadworthy, claim and remove, otherwise it will be reported to CC as abandoned vehicle/fly -tipping. **(Clerk)**
- b) Mrs D Hughes & Mrs C Tinsley. Defibrillator Jolly Roger. This has been returned, it was unused and had been taken to accompany a patient to Derriford.
- c) Mr M Biles. Blackball beach footpath, landslide danger. See item 5c & 8c
- d) Ideal Homes. Offer of future sponsorship within Parish. The Chair noted thanks to Ideal Homes. It was agreed to suggest that they contribute to the sponsorship of the Parish defibrillators. Cllr Evans advised that he could fabricate a sign, listing all those who contribute towards the defibrillators and place adjacent to one at the Memorial Hall. It was also agreed to contact the Church to see if they are able to donate towards the Sheviok Defibrillator.
- e) SWW Source for Business. Charge for Sewerage at Car Park. Ongoing dispute, due to duplicate accounts since water meter fitted, as this is the cost for sewage from the Toilets.
- f) Link to Police Crime data for "Your Area" <https://www.police.uk/pu/your-area/?search=1>
Cllr Medway to place web address in Parish Newsletter and **Clerk** to place link on website.
- g) Age UK Royal Cornwall Show June 8th, discount travel and entrance tickets for community groups. Circulated.

14. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED.

Minutes of the Parish Council meeting held on Monday April the 8th 2024. Cllr Medway proposed, Cllr Brooks seconded, with all in favour to approve the minutes as being true and correct.

15. FINANCE

- a) The Chair proposed, with all in favour to approve the payments listed below for May 2024. (Cllrs Medway and Brooks to authorise online)
- b) Cllr Brooks signed the reconciled bank statements for April
- c) The Clerk reported preliminary end of year budget summary for April 1st for 2023-March 31st, 2024, prior to completion of internal Audit. See further below with finance section. The Chair gave thanks to the Clerk for the safe management of the budget.
- d) Cllr Medway proposed with all in favour to approve the CLEAR Councils Annual Parish Council's Insurance Premium – as listed under finance to approved below.
- e) Cllr Medway proposed with All in favour, to approve the Annual Library grant donation of £765.10 as per the agreed 2023-24 budget, under power S137. **Clerk** to raise for payment next month.

- f) The Clerk noted that the Accounting Audit would be sent to the Internal auditor, CL Accounting LLP in Plymouth, later this month, prior to reviewing before the June meeting and then submitting to the External Auditor and publishing on the website.
- 16. D-DAY 80th ANNIVERSARY on 6th June 2024. Beacon Lighting. Clerk** to Circulate final job allocation list as agreed. Organisers to meet 8pm for 9pm lighting. Clerk to organise and publish posters. D-Day Flag to be raised on D Day.
- 17. UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds Subgroup (Cllr Stone not a meeting). Play Park and Open Space (Cllr Brooks/Jenkins)** covered in the agenda item 9; **Tree Warden (Cllr Lester)** nothing to report; **Defibrillators** – see item 5b and item 13 b& d (**Cllr Brooks/Clerk**); **Liskeard and Looe and Cornwall Gateway CAP- Cllr Jenkins** to attend on June 4th. **Clerk** to circulate agenda on receipt and submit Parish Update to Catherine Thompson. **RPPTUG (Cllr Court)** The AGM/Public meeting is at The Scout Hall, Forse Street, Millbrook on Monday 17th June at 18:30. Posters are being placed by the RPPTUG; **Parish Environment and Climate Change Plan Committee (Cllr Stone away)**; **Devolution: Toilets. Cllr Medway** obtaining quote for new windows, to aid ventilation/reduce mould. **Maintenance** to increase water flow to Urinals. **Clerk** awaiting quotes for basic interior refurbishment of 3 x toilet units. Urinals refurb on hold pending potential repair by Maintenance. **Clerk** continuing to advertise for self-employed ad hoc cleaner(s) for back up, in case of illness, unavailability of current cleaning team. Good rate of pay and Parking permit would be provided. Advert placed also within the Public toilets and on Facebook. (**Clerk**)
- 18. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** To Approve Audit for 2023-2024 following review. Cllr Evans gave his apologies as unable to attend this date.
- 19. DATE OF NEXT Parish Council Meeting,** Monday 10th of June 2024 TBC.

The Chair declared the meeting closed at 20.56

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

PARISH PRECEPT ACCOUNT

May 2024 Parish Payments to raise/authorise and DD & payments taken and incoming to report from April 2024				
Pay who	For What/Description	Vat	net	Total
Sheviock Memorial Hall	Rent for Office			£63.50
Nancy Gray	Clerk's Parish wage			
Gary Dyer	Enforcement Officer, wage.			
S.Lester	Maintenance parish wage			
S.Lester	Expenses mileage			£3.60
S.Lester	Expenses. Cordless drill new battery Longer lasting power.	£7.11	£35.54	£42.65
N Gray	Clerk's expenses.			£19.80
EDF	Tredis defib unit	£0.57	£11.38	£11.95
Clear Councils Insurance Management Ltd	Parish Council, Annual Insurance.			£674.01
NBB Recycled Furniture	No Butts Bin Co. Ltd. Recycled Bench Portwrinkle. (Donation previously received to cover replacement cost from Mr Rendel)	£98.00	£490.00	£588.00
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 from previous month			
Lloyds Bank	Parish credit card total. Broken down as detailed below			£28.19
	set monthly card fee			£3.00
	Ink for printer Amazon	£17.49	£3.50	£20.99
	ANNA , Online VAT Filing charge	£3.50	£0.70	£4.20
Nest Pensions	Staff combined devo and parish pension for March paid in April Includes clerk's contribution taken form wage at the time. Also pension of holiday/overtime hours.			
	INCOMING to report from previous month			
Cornwall Council	First half of Parish Precept			£11,527.99

DEVOLUTION ACCOUNT

May 2024 Devolution Payments to raise/authorise . Plus DD & payments taken and incoming to report from April 2024				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	Cleaning wage			
Natasha Wilson	Cleaning services			£216.00
SW Hygiene	Annual cost of Sanitary bins disposal.	£48.22	£241.10	£289.32
Cornwall Council	SLA Parking enforcement			£28.00
S. Lester	Maintenance wage, Devolution.			£30.00
Direct Debits/Payments to report	None			
HMRC	Vat Quarterly			£142.73
Cornwall Council	Small business rates relief for Public Toilets and Car Park. No charge.			£0.00
INCOMING to report				
Just Park	car park revenue			£84.62

PARISH PRECEPT 2023-2024 end of Year Preliminary budget report. In Summary:

The Budgeted planned expenditure was £24,034.35.

Actual expenditure totals £25,158.28. Actual income of £25,333.15 exceeded expenditure.

However it was not an overspend of the planned budget, as the planned budgets were underspent on but there were capital purchases for Safer Surface flooring at the Playpark (£3477) and 2 x new defib cabinets (totalling £974.33) - all of which have additional reserves to cover extra expenditure (Open Space reserves and Defib reserves).

we were given additional income, via donations to purchase 2 x memorial benches, so an additional £465 was spent on one bench that was not in the PLANNED budget. Please note that although a second incoming grant donation was received from Mr Rendell of £490, the bench purchase will not show until the following budget year 2024-2025.

Also the planned transfer from the Devolution account to the Parish account - to reimburse it for its share of Staff pension (£145) and insurance costs (£260) - still needs to happen, totalling £405

Along with the reimbursement from the Devo budget, to cover costs of items purchased with the parish credit card - see contingency budget - totalling £70.21.

Total still to be transferred to reimburse Parish Precept from Devolution account is £475.21. The total current reserves and allocation to follow with internal audited accounts.

DEVOLUTION BUDGET 2023-2024 end of Year Preliminary budget report. In Summary:

Total gross income was £24142.11.

Total net expenditure, plus HMRC Vat charged on income (offset against purchases from all budgets) was £16412.2.

Therefore a profit for the reserves/planned projects is initially £7729.84.

However the planned transfer from the Devolution account to the Parish account - to reimburse it for its share of Staff pension (£145) and insurance costs (£260) - still needs to happen, totalling £405

Along with the reimbursement from the Devo budget, to cover costs of items purchased with the parish credit card - see contingency budget - totalling £70.21.

Total to be transferred to reimburse Parish Precept from Devolution account is £475.21.

Money from this year to add to the reserves is £7729.84 -£475.21 =£6984.62

Please also note that this "profit" is for planned reserves/ projects. i.e. toilet refurb/ tarmac relay/ new signage/car park order plus Consumables plus staff and business interruption contingencies.

The total current reserves and allocation to follow with internal audited accounts.