



Sheviock Parish Council

The Bill Warren Room, Sheviock Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG

Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: sheviockpc@btinternet.com

1. **The Minutes of the meeting of Sheviock Parish Council, held on Monday the 10th of June 2024 at 7:00pm in the Kennedy Room, Sheviock Memorial Hall, Crafhole. Present: Councillors:** Chair Cllr S. Medway, Cllr P Stone, Cllr D Lester, Cllr P Brooks, Cllr I Court, Cllr Jenkins. Parish Clerk Mrs N. Gray. Cornwall Cllr K Ewert. There was 1 member of the Public present.
2. **APOLOGIES.** Vice Chair Cllr Evans,
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://sheviockparish.org.uk/wp-content/uploads/2024/06/may-24-update-1.pdf> Cllr Ewert advised that: She had received many positive emails regarding the proposed traffic management improvements through Crafhole. The Cornwall Council Public Consultation finishes on June the 12th; That she has awarded £540 to the Community Shop towards new signage and board from the Community Chest; She also wanted to remind people to register to vote, and advised that all voters now need to produce photo ID when voting in person, this can be difficult for some residents, and a postal vote may be an easier way for them to be able to vote without the stress and cost of finding adequate ID.
 - a) Cllr Jenkins advised that she had been contacted regarding footpath/grass cutting. The Clerk advised that the contractor has commenced cutting all footpaths – along with amenity areas. "No Mow May" had been under effect across the County but it was noted that this should be Low Mow May as many of the footpaths had become overgrown in places, due to the rapid growth/weather conditions.
 - b) Tredis Parish Notice Board. This is to be relocated next to the Tredis Post Box, due to redesign and repair of original wall. (Clerk/Maintenance)
 - c) Cllr Medway/Cllr Lester noted that Mr J Benton has advised that scaffolding would be erected on the property to the West of the Post Office, in Crafhole. This may affect the car parking space in the adjoining car park. The Clerk has been passed his number in case of any issues, although he said that he has spoken to a number of people already. It will not encroach onto the Highway.
 - d) The Clerk noted an email from Mrs R Adams expressing concern regarding loss of convenient parking due the section of double yellow lines within the proposed Crafhole Traffic improvement Scheme. See item 7a for response.
 - e) Email from parishioner re: Abandoned Trailer near the Finnygook. This has now been claimed, and repaired, with new tyre and number plate now attached. The new owner will park it elsewhere.
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:
PA24/03515 Proposal Single-storey front and side extensions with internal alterations. Raised rear deck to garden rear. Location: 17 Whitsand Bay View, Portwrinkle. Applicant

Mr And Mrs Coles. After discussion Cllr Stone proposed, Cllr Medway seconded with all in favour to support this application with the request that a Construction Management Plan be submitted due to the parking restrictions/yellow lines/ residential area.

c) To receive Cornwall Council's decisions on applications:

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. This has been granted.

d) **PA23/08579** Replacement cabin for use as holiday accommodation and associated landscaping. Donkeys Halt, Donkey Lane, Portwrinkle. Applicant Alice Henry. Both Cllr Medway and Cornwall Cllr Ewert had attended the Planning committee, along with neighbour representatives on June the 10th, in opposition to the application. However the planning was approved subject to conditions that will be posted on the Cornwall Council Planning register: https://planning.cornwall.gov.uk/online-applications/files/8A2E5C8FF69483BC1E9310F8CBD8B79F/pdf/PA23_08579-ACFULZ_-_CONDITIONAL_APPROVAL-8033753.pdf . Cornwall Cllr K Ewert advised that she has requested the full site stability survey which is a condition prior to any work commencing and can share on request. Any deviations to plans during build can be reported to planning enforcement at Cornwall Council.

7. HIGHWAYS MATTERS TO REPORT

- **Traffic through Crafthole, Proposed Crafthole Traffic improvements.** Cornwall Council have commenced the Public consultation. This has also been posted online and on the Parish website and circulated within the Parish Newsletter. The consultation finishes on June 12th. The Chair noted that he was pleased to hear of the positive feedback and that Cornwall Council had worked hard to try to accommodate items discussed during meetings with the Parish Council. After discussion, Cllr Medway proposed with All in favour to support the proposed plans with the request that the following be taken into consideration: 1) The section of proposed double yellow lines (opposite Lynher house on the southern side) be shortened via the clearance of vegetation, especially at the wider western edge. It appreciates that this could not be done on the full length of it, as definitely needs two way traffic clearance approaching the mini roundabout. 2) In Crafthole - after the mini roundabout, near the Post Office - the proposed new signage stating, "oncoming vehicles in middle of the road" be changed to: "give way to oncoming vehicles." Then a second set of signage placed further along in the narrows giving back priority to cars exiting Crafthole, eastwards (from the narrows). **(Clerk)**
- **Polscoe Hill, Tredis Turn off. Road safety improvements.** See also item 13 Correspondence Mr P. Cade. Another accident has been noted on this bend. Clerk to chase Cormac for road safety Team report, plus suggest 30mph speed limit be extended to the A374; Dragon's teeth warning of hazard approaching plus additional chevron on the bend. **(Clerk)**
- **Speed Limit review A374. (Clerk)** to arrange second virtual meeting with St Germans and TTC with potential dates as the 9th or 19th of July. Pending 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.

8. FOOTPATHS

- a) **Sheviock/Crafthole Potential Permissive path projects.** re: Crafthole East B3274 to Trethill: Pending ongoing correspondence with NT regarding permissive land. **Cllr Medway** to ask Mr M Biles for second National Trust contact.
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. **Pending, Clerk.**
- b) **Update Footpath number 5 Lady well/Coombe Lane**, Awaiting permission from Countryside Access Team to confirm if Sheviock Parish Council can use/pay for contractor to conduct bridge repairs (subject to cost). If permission received **Clerk** to obtain initial quote for replacement bridge.
- c) **Blackball beach footpath closed due to landslip.** Pending correspondence/response from the National Trust having noted to them the importance of this path as an escape route from Whitsand Bay.

- d) **Footpath cutting** – This is in progress. However, it was noted that due to “No Mow May” and the extensive growth due to wet and mild conditions the footpaths had become impassable in places. It was agreed to commence the cutting earlier in 2025.

9. OPEN SPACE/PLAY PARK.

- a) **Gazebo** shingle roof tiles missing **Maintenance/Cllr Medway.**
b) **Wooden Balance equipment.** Broken balance disc to be replaced with wooden balance wedge. **Maintenance.**
c) **Pendulum swing** has been secured.
d) **Cllr Brooks** to complete H&S weekly checks for June. **Clerk** to print more H&S forms for later part of month.
e) **Cllr Brooks** offered to donate watering can for Open Space. **Maintenance** to secure hook to secure watering can to gazebo for storage when not in use.

10. St MARY’S CEMETERY SHEVIOCK.

Councillor Ewert stated that CC are still awaiting formal response from the Diocese regarding letter sent by CC. Date of Virtual meeting TBC once response received.

- 11. SHEVIOCK EMERGENCY PLAN. Cllrs Court and Stone,** pending review by actioning the communication cascade system. **Clerk** to resend Emergency Plan to Cllr Court. **Clerk** to check for Email contact for Mr H Cridland.

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

Cliff stability inspection report to be shared by Mr Earle (pending). Future proofing Finnygook Lane, Portwrinkle, due to cliff erosion -pending response from Cornwall Council, **Clerk** to chase both parties. The attending member of the Public noted that the residents of Portwrinkle could potentially pay for their own cliff survey. The Clerk also noted that this has been reported to raise at the CAP meeting as highways representatives also in attendance. (Cllr P Stone remembered at a later point in the meeting that a Cormac drone had been sighted surveying the cliff) **Clerk** to chase Cormac.

13. CORRESPONDENCE RECEIVED.

- Mr P. Cade. Letter sent to Cornwall Council re: road Safety Polscoe Hill, Bend at Tredis Turn off. (Following another accident). See item 7b.
- Tamar Bridge and Torpoint Ferry - letter to the Secretary of State from the Joint Chairs of the Tamar Bridge & Torpoint Ferry Joint Committee. Noted
- South East Cornwall transport & connectivity working group. To resolve response to their two questions posed regarding Public Transport: Key issues faced accessing Public transport and if Newsletter could include a timetable. It was noted that a timetable could be added but must cover costs of £90 per page, a timetable had been produced and circulated to the Memorial Hall. It was agreed to refer this group and its questions to Mr G Cadwallader, along with the recent surveys completed by the RPPTUG. **Clerk**
- RURAL SERVICES NETWORK. Invite to join the Rural village Services Group. Noted not to commence subscription at present.
- Definitive Map application Planning Inspectorate re: Cornwall Council (Addition of a Restricted Byway at Crafhole in the Parish of Sheviock, Modification Order 2022. It was agreed that Sheviock Parish Council would be happy to adopt the written representation procedure. It was additionally agreed to request that this application be considered as a PROW rather than a restricted byway, to support this integral business within the parish/community and the safety of its patrons. **(Clerk)**

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

Minutes of the Annual Sheviock Parish Council meeting held on Monday 13th of May 2024. Cllr Medway proposed, Cllr Brooks seconded, with all in favour to approve the minutes as being true and correct. **Minutes of the Sheviock Parish Council meeting held on Monday 13th of May 2024.** Cllr Medway proposed, Cllr Brooks seconded, with all in favour to approve the minutes as being true and correct.

15. Matters ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES.

D-Day Beacon lighting. The Chair expressed his thanks to all involved, especially Mr Malcom Biles for preparing the beacon and Mr M Lavis for attending in case of any first aid incidents. The evening was a success.

The abandoned trailer has been reclaimed and is being repaired, prior to being moved to a new site.

16. FINANCE

- a) The Chair proposed, with all in favour to approve the payments listed below for June 2024. (Cllrs Lester and Brooks to authorise online)
- b) Cllr Brooks signed the reconciled bank statements for May.
- c) All Councillors confirmed that there are no conflicts of interest with the external auditors BDO LLP. The Chair signed the form confirming no conflict of interest.
- d) To receive and note the Internal Auditor's Report 2023/2024.
The accounting statement and Annual Governance statement had been approved by CL Finance (Internal Auditor)
- e) ANNUAL GOVERNANCE STATEMENT 2023/24. Cllr Medway proposed, Cllr Jenkins seconded with all in favour to approve and sign the Annual Governance Statement for 2023/24 as part of the Annual Return. The Chair signed the Governance Statement.
- f) ANNUAL ACCOUNTING STATEMENT 2023/24. Cllr Medway proposed, Cllr Jenkins seconded with all in favour to approve the Annual Accounting Statement 2023/24 as being true and correct. The Chair signed the Annual Accounting statement. **Clerk** to submit to external Auditors and publish details.

- 17. UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds Subgroup Cllr Stone.** Grass beds to be cut (**Clerk**). **Play Park and Open Space (Cllr Evans)** covered in the agenda item 9; **Tree Warden (Cllr Lester)** nothing to report; **Defibrillators** – Mr M Lavis has offered to help with parishioner Defib training (**Cllr Brooks/Clerk**); **Liskeard and Looe and Cornwall Gateway CAP- Cllr Stone** to attend on July 9th. **Clerk** to circulate agenda on receipt and pass Cllr Stone Parish Update to report. **RPPTUG (Cllr Court)** The AGM/Public meeting is at The Scout Hall, Fore Street, Millbrook on Monday 17th June at 18:30. Posters are being placed by the RPPTUG. Questions being passed to all candidates running as MP; **Parish Environment and Climate Change Plan Committee (Cllr Stone)** emails circulated to Councillors, **Cllr Stone** to ask why the CAP meeting is in person when can take place virtually, due to travel involved; **Devolution: Toilets. Cllr Medway** proposed with all in favour to approve quote for new toughened glass windows, with small opening to aid ventilation, from non-precept Devolution budget. (**Clerk**). **Maintenance** to increase water flow to Urinals. **The Clerk** has provided introductory training/H&S to the new relief self-employed ad hoc cleaner to cover illness or unavailability of current cleaning team.

- 18. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Set date for Parish Autumn Clean.

- 19. DATE OF NEXT Parish Council Meeting,** Monday 8th of July 2024 TBC.

The Chair declared the meeting closed at 20.36

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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

June 2024 Parish Payments to raise/authorise and DD & payments taken and incoming to report from May 2024				
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 hours			
S Lester	Expenses mileage maintenance			£0.90
N Gray	Clerk's expenses listed on expenses sheet(not all items subject to VAT)	£4.42	£22.07	£34.23
EDF	Tredis defib unit	£0.61	£12.16	£12.77
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			£521.73
	set monthly card fee			£3.00
	Ink for printer Amazon	£7.44	£37.16	£44.60
HMRC payee	HMRC payee credit card fee £464.48 plus £9.65			£474.13
Nest Pensions	Staff pension			
	INCOMING to report from previous month			
Post office	Finnygook Quiz donation for Defibs as minuted in May minutes.			£53.40
HMRC VAT				£0.12

DEVOLUTION ACCOUNT

June 2024 Devolution Payments to raise/authorise and DD & payments taken and incoming to report from May 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
Flowbird Smart City Ltd	Annual Maintenance contract for parking meter. Ref UK23-1102	£112.84	£564.22	£677.06
Cornwall Council	SLA Parking enforcement April invoice 8100478627			£63.60
Cornwall Council	SLA Parking enforcement May 8100485987			£101.41
S. Lester	maintenance wage			
SWW	Sewerage and water charges			£326.55
Direct Debits/Payments to report	None			£0.00
INCOMING to report				
Just Park	car park revenue			£368.00
Lloyds	car park ticket machine revenue			£538.85
Lloyds	car park ticket machine revenue			£1,121.00