



Shevioc Parish Council

The Bill Warren Room, Shevioc Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG
Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: sheviockpc@btinternet.com

The Minutes of the meeting of Shevioc Parish Council, held on Monday the 9th of September 2024 at 7:00pm in the Kennedy Room, Shevioc Memorial Hall, Crafhole. Present: Councillors: Chair Cllr S. Medway, Vice Chair W Evans, Cllr P Stone, Cllr D Lester, Cllr P Brooks. Cornwall Cllr K Ewert. Parish Clerk Mrs N. Gray. There were no members of the Public present.

1. **APOLOGIES.** Cllr Jenkins.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** None **GIFTS** 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 <https://sheviockparish.org.uk/wp-content/uploads/2024/09/august-2024-24-update-3.pdf>
Please also see agenda items 3b, 8 and 11
 - a) Parishioner has asked why works are not taking place on the A374, yet there are traffic lights? Cornwall Councillor K Ewert advised that another substantial fault had been found when repairing the road previously. A design has been finalised and funding is being urgently sought. The lights are on a fast trigger.
 - b) Cllr Brooks asked if the Parish Council can obtain a grant for an official King's Portrait. **Clerk** to ask Torpoint Town Council - who have obtained a portrait.
 - c) A parishioner had raised concerns re: difficulty accessing Finnygook beach, from the western path/rockpool end. Cllr Evans noted that someone had since replaced some of the larger rocks.
 - d) A Parishioner had expressed concern re: financial waste by CC, by installing new 20mph signage in Carew Close/minor roads, when the 20mph signs at the gateways to Crafhole would suffice. Cllr Medway advised that, traffic regulations require that any speed limit below the national limit, with the exception of 30 mph, require the smaller diameter repeater signs. Portwrinkle is now also a 20mph zone. **Clerk** to signpost parishioner to Cornwall Council's link. The project cost is outweighed by the estimated, actual costs linked with collisions. Unlike Wales it is not a blanket approach.
<https://www.cornwall.gov.uk/transport-parking-and-streets/roads-highways-and-pavements/20mph-speed-limits>
 - e) Report from a parishioner that the access hatch for to the reservoir at Blizer's well on Finnygook lane has come off its hinges. Cllr Medway has forwarded concern to Antony estate. **Clerk** to chase.
6. **PLANNING.**
 - a) To receive details of planning applications received after the agenda published:
PA24/06772 Proposal Level access ramp with railing to entrance, modify window at rear elevation to accommodate new bifold doors and raise cill level of additional window. Internal alterations. Location 17 Cross Park Crafhole Torpoint Cornwall. Noted for next meeting. Applicant Fiona Harvey.
 - b) To resolve the Parish Council's response on planning applications received before the agenda was published: None
 - c) To receive Cornwall Council's decisions on applications:

PA24/06053 Proposal Notification of works to Trees in a Conservation Area namely felling of B1 -Mature sycamore in centre of rear garden and B2 - Mature lime adjacent to boundary with The Old Rectory. CC agreed not to make a TPO.

7. HIGHWAYS MATTERS TO REPORT

- a) Crafhole Traffic improvements.** Following consultation overwhelming support was received by CC.
Phase one will commence on the **30th of September – 15th Oct.** B3247 Between Tregunnus Lane And Military Road (Crafhole) Road Closure and diversion, 07:30 - 18:00 For vegetation clearance, new parking area, kerbing, resurfacing & lining.
16th-23 October (Traffic disruption minimal) Excavate verge and replace with full carriageway construction. Location Between Burns View.
24th October 2024 to 1st November Crafhole. Road closure and diversion, 07:30 to 18:00. Resurfacing, Lining & Signs Location Between Tor Haze and West Lane
Please see work schedule details at <https://one.network/?tm=139528150>
- b) Polscoe Hill, Tredis Turn off. Road safety improvements.** Pending response from residents at the Old Forge re: number of accidents/cars in their garden (**Clerk** to then forward to CC). Missing Chevron: **Clerk** to report following accident on August 12th plus suggest rumble strips. **Clerk** to advise Antony Estate that mirror placed by unknown was damaged when Estate managed hedge cutting took place.
- c) Speed Limit review A374. (Clerk)** Virtual meeting held on 2nd Sep. Adam O'Neil, (Programme Development and Delivery Lead for Economic growth Connectivity and Transport) is attempting to obtain funding for a route review. CC will consider relocation of existing Yellow Motorcycle fatality data warning signage. He will obtain collision data from the police and Vison Zero. Parishes to collate specific issues on their section of the A374 and send to Cormac, via William Glassup. (**Clerk**). **Clerk** and Cllr Armand Toms to contact Inspector Martin White House of Devon And Cornwall Police re: obtaining up to date collision data or A374 /data discrepancies.
- d) Double yellow lines obscured due to new tarmac top of harbour slipway/Rocket House, Portwrinkle. Clerk** to report/chase.
- e) Obstruction from cars parking near Protrusion/Hazard bollard, Finnygook Lane. Clerk** to request SWW reduce protrusion hazard. **Clerk** to advise SWW that mudguard from Clear flow lorry will be placed by pumping station for collection. It was clarified that Clear View were removing waste from pump station recently, due to electrical fault on 2nd pump. **Clerk** to report missing bollard to CC.
- f) Newly installed 20mph signage, obscured by hedging at entrance to Portwrinkle. Cllr Stone** to send photo of signage to the Clerk. **Clerk** to report issue to CC Highways.
- g) Damage regularly occurring to Cross House, West lane, by turning traffic/Buses. Clerk** to request Bollard.
- 8. CLIFF EROSION PORTWRINKLE/ FUTURE PROOFING FINNYGOOK LANE.** Following receipt of written summary re: verbal cliff assessment report from landowner, it was agreed that the **Clerk** request a formal written cliff stability report from landowner, to obtain a full and recognised timescale, in order to make plans to future proof Finnygook Lane/access to Portwrinkle and to allay the concerns of residents in the interim. **C. Cllr K. Ewert** to bring it to the attention of Mr R Hobbs, newly appointed to head up Coastal sea defences.
- ## **9. FOOTPATHS**
- a) Potential Permissive path projects. re: Crafhole East B3274 to Trethill: Cllr Medway** to meet representative from the National Trust at 3pm on Weds 3rd.
Sheviock Permissive footpath, Cllr Evans to map exact proposed route and pass to Clerk, **Clerk** to forward to Adam O'Neill CC.
- b) Update Footpath number 5 Lady well/Coombe Lane,** Countryside Access Team to fund and conduct repair of bridge. **Clerk** to report deterioration of pathway leading to bridge/need for stone infill. **Clerk** to arrange hedge cutting lower section.
- c) Footpath 4 Badger's lane.** Hedge not cut sufficiently in width, **Clerk** to speak/meet contractor to show what is required.
- d) Footpath 1, Sheviock. Clerk** to chase CC for date of works to reopen.
- ## **10. OPEN SPACE/PLAY PARK.**

- a) **Fault with elliptical trainer.** Installers, Fresh Air and Fitness, are coming to repair elliptical Trainer and repair other minor issues with Gym equipment.
- b) **Aeroskate.** Green Schemes will come to inspect grinding noise.
- c) **Wooden Balance equipment.** Due to its age/ongoing costs to repair, it was agreed that this should be removed and replaced. **Clerk** to research alternative equipment/pricing. It was agreed that Cil Funds and/or asset replacement reserves could be used.
- d) **Clerk** to assign H&S forms.
- e) **Cllr Stone/Brooks** noted all the trees are still alive in Open Space.
- 11. St MARY'S CEMETERY SHEVIOCK/REPAIRS TO RETAINING WALL.**
CC are still awaiting formal response from the Diocese re: letter sent by CC. **Cllr Ewert** to ask for update from Jon Mitchell (Public Open Spaces Team leader Cornwall Council) and raise issue with MP Anna Gelderd to chase a resolution.
- 12. SHEVIOCK EMERGENCY PLAN.** **Cllr Court** will report on review at Oct meeting.
- 13. DOG RESTRICTIONS HARBOUR AND HOODNY BEACH, PORTWRINKLE.** The Seasonal Dog Ban 10-6pm July 1st-August 31st is now over. 1 penalty ticket was issued during this time. **Clerk** to ask the Enforcement Officer to suggest best place for new sign.
- 14. CORRESPONDENCE RECEIVED.**
 - **Planning Inspectorate. Definitive map Finnygook.** Site meeting scheduled January 14th 11:30 Top Car Park, Finnygook.
 - **Cornwall Council Let's Talk survey for a Safer Cornwall**
<https://letstalk.cornwall.gov.uk/safer-cornwall-have-your-say> Noted
 - **Press release. Tamar Bridge and Torpoint Ferry Joint Committee investigate Open Road Tolling to reduce journey time, as part of Tamar 2050 programme**
Noted see <https://www.tamarcrossings.org.uk/joint-committee-backs-vital-next-step-in-plans-to-improve-convenience-for-users-and-reduce-crossing-times-on-tamar-bridge-and-torpoint-ferry/>
 - **Saltash Tunnel Technology essential upgrade.** **Cllr Stone** to ask Chair of RPPTUG if they wish to be involved in discussions with Highways to help alleviate transport issues during works. **Cllr Stone** to advise **Clerk**. **Clerk** to potentially forward contact info to Highways. See update on plans <https://nationalhighways.co.uk/our-roads/south-west/a38-saltash-tunnel-technology-upgrade/>
 - **Pinch Point Finnygook Lane, opposite hazard bollard near Virginia cottage, Portwrinkle, Dr Neil Harkness.** See item 7e
 - **Mrs M Purchall. Parish Defibrillators offer to become guardian.** **Clerk** to contact/arrange training with Mrs Purchall and Cllr Jenkins.
 - **Parishioner concerns re:** access hatch for the reservoir at Blizer's well, on Finnygook lane. Cllr Medway has advised Antony Estate. **Clerk** to chase response.
- 15. MINUTES. Sheviok Parish Council meeting held on Monday 8th of July 2024.** Cllr Medway proposed, with all (who attended) in favour to approve the minutes as being true and correct.
- 16. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item.**
Parish Defibrillator sponsorship. **Clerk** to contact Ideal Homes re: their sponsorship offer. **Cllr Evans** to fabricate donors board to include all who currently sponsor/donate (Finnygook Inn, Memorial Hall committee). No response from SWW, however it was noted they do not charge for connection to their electricity supply at Pump station.
- 17. REMEMBRANCE DAY.** **Cllr Brooks** to pass to **Clerk/Maintenance** for installation throughout parish. It was agreed with all in favour that the Parish Council would purchase a Remembrance Day Flag when the need arises, although a suitable one is stored at the Memorial Hall. It was asked if the beacon would be lit for VJ day 2025. Clerk noted nothing had been advised from the Lord Lieutenant, as yet.
- 18. FINANCE**
 - a) The Chair proposed, with all in favour to approve the payments listed below for September 2024. See also below Payments to report from August 2024. (**Cllrs Lester and Brooks** to authorise online).
 - b) Cllr Brooks signed the reconciled ledger from August.
 - c) **External Audit concluded** and found to be "In accordance with Proper Practice." There was one minor finding of a typography error only, which the Clerk explained was an

error when copying a figure over from the published previous year's accounts on the Accounting Statement, but this had not affected the financial calculations which were correct and shown on the ledger/bank reconciliations. Neither would it affect next year's audit. **Clerk** to publish Notice of Conclusion of Audit and AGAR on boards/website.

- 19. UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds Subgroup Cllr Stone.** Nothing to report. **Play Park and Open Space (Cllr Evans)** covered in the agenda item 10; **Tree Warden (Cllr Lester)** nothing to report; **Defibrillators** – see items 14&16. **Cllr Brooks** to arrange parishioner CPR and defibrillator usage training date(s) with Mr M Lavis (pending). **Liskeard and Looe and Cornwall Gateway CAP-** Cllr Stone attended and has circulated notes, **Clerk** will forward minutes once received. The A374 speed safety Review meeting was noted with bulk of the meeting in reference to the Tamar Tunnel technology improvements and ways to help alleviate disruption see item 14. **RPPTUG.** September is "USE THE BUS MONTH." A New bus Timetable "Tamar Connections" has been issued. Paper copy in shop/Finnygook/Memorial Hall. Or view via website link: <https://www.plymouthbus.co.uk/services/tamar-connections>. An extra 70 has been put on, leaving Plymouth Royal Parade at 3pm and coming through Sheviok/Crafthole. It was acknowledged that the Rame Peninsula is lucky to have Mr Geoff Cadwallader and the RPPTUG. See also item 14 Tamar Tunnel Technology. **Parish Environment and Climate Change Plan Committee (Cllr Stone)** If there is a climate change issue it can be taken to the CC group. **Devolution: Car Park Off street Parking Order.** Clerk to confirm with CC if they could adapt the SLA to cover enforcement of "no mobile homes between 11pm-8am," should there be a change to the order and subject to public consultation. It was agreed to make this an agenda item for October (**Clerk**). **Public Toilets: Windows update** -openable windows now installed, better ventilation; **Staffing update:** It was agreed unanimously, to support Miss Jackson with bus expenses should she move and wish to continue in role; Clerk noted potential interest from another relief cleaner (**Clerk** to contact). **Maintenance** to confirm if water flow has been increased to Urinals. Cistern Leak in ladies now fixed. **Ivy on eastern wall – Clerk** to chase contractor for removal. **Winter painting schedule:** It was agreed to repaint toilets internally (**Maintenance**)

- 20. PARISH AUTUMN CLEAN. 21st/22nd of September.** Clerk to place posters.

Information currently within September Newsletter.

- 21. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Mid Term budget report; Portwrinkle Car Park, potential changes to Order re: No mobile homes between 11pm-8am/potential change to tariffs.

- 22. DATE OF NEXT Parish Council Meeting,** Monday 14th October at 7pm 2024 TBC.

The Chair declared the meeting closed at 21:18

Nancy Gray, Parish Clerk, Clerk's Office, Sheviok Memorial Hall, Crafthole, 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

DEVOLUTION ACCOUNT

Aug 2024Devolution Dec Payments to raise/authorise and DD & payments taken and incoming to report from July 2024				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	cleaner's wage			
Natasha Wilson	Cleaning services			£180.00
Cornwall Council	SLA Parking enforcement (june) ref 8100494027			£47.35
SWW	water/sewerage Public toilets Portwrinkle account ref 2986797901			£229.51
RB Windows SW Ltd	inv refSHE006 : 02848667 Sort Code: 30-12-74. Replacement Minster windows Gents/ladies with small top window for ventilation. Remaoval of old and supply installation orf new.	£194.50	£972.50	£1,167.00
S. Lester	1.5 hurs			£22.50
Direct Debits/Payments to report				
HMRC	Vat quaterly payment			£22.64
INCOMING to report				
Just Park	car park online ticket revenue			£1,054.95
Lloyds	car park ticket machine revenue			1,524.90
Lloyds	car park ticket machine revenue			739.85

Sep 2024 Devolution Dec Payments to raise/authorise and DD & payments taken and incoming to report from Aug				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage £167.69			
Frances Jackson	Cleaning wage			
Natasha Wilson	Cleaning services			£144.00
Cheryl Sampson	Cleaning serives			£36.00
Cornwall Council	SLA parking enforcement July			£43.11
S. Lester	2 hours maintenance wage devolution			
Direct Debits/Payments to report				
INCOMING to report				
Just Park	car park online ticket revenue			£1,218.74
Lloyds	car park ticket machine revenue			858.75
Lloyds	car park ticket machine revenue			637.60
Lloyds	car park ticket machine revenue			612.05
Lloyds	car park ticket machine revenue			1,321.30
Lloyds	car park ticket machine revenue			645.20

Parish Account

Aug 2024 Parish Payments to raise/authorise and DD & payments taken and incoming to report from July 2024				
Pay who	For What/Description	Vat	net	Total
Sheviok Memorial Hall	Rent for Office Standing Order)			£63.50
Nancy Gray	Clerk, Parish wage			
Gary Dyer	Enforcement hours			
S. Lester	Maintenance wage			
edf	£12.37 carried over from previous month. Plus 12.84 (5% vat rate)	£1.20	£24.01	£25.21
S Lester	Expenses mileage			£3.15
N Gray	Travel expenses. To place July agenda and July mins on boards.			£4.50
PENDING	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			£52.97
	set monthly card fee			£3.00
	Amazon 3 time forst aid suppllies -Eyewash kit, medical kit and burns kit. Use for Beacon lighting for first aid post plus, Staff first aid and first aid in Public Toilet cupbiard/eyewash.	£5.38	£40.39	£45.77
	Anna Online VAT filing charge	£0.70	£3.50	£4.20
Nest Pensions	Staff combined devo and parish pension .			£72.42
BT	quarterly phone/ internet	£71.65	£358.23	£429.88
Unity	Banking service charge			£18.00
	INCOMING to report from previous month			
Unity	Interest on Parish savings account			£207.84

Sep 2024 Parish Payments to raise/authorise and DD & payments taken and incoming to report from Aug 2024				
Pay who	For What/Description	Vat	net	Total
Sheviok Memorial Hall	Rent for Office Standing Order)			£63.50
Nancy Gray	Clerk's Parish wage			
Gary Dyer	£21.00 tax			
S. Lester	7 hours =£105 - tax (on both pairsh and devo wage of £8.80) =			
S Lester	Expenses mileage			£1.80
N Gray	Travel expenses. To check parish defibs prior to holiday.			£2.25
BDO LLP	External Auditors. Annual Review	£42.00	£210.00	£252.00
PENDING	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			£145.06
	set monthly card fee			£3.00
	Broom, Torpoint Hardware	£1.83	£9.17	£11.00
	HMRC PAYE			£131.06
Nest Pensions	Staff combined devo and parish pension inlcudes employee contribution taken from wage at time.			£68.08
ICO	Information Commissioner's Office, annual registration fee			£35.00
	INCOMING to report from previous month			£0.00

