



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

The Minutes of the meeting of Shevioc Parish Council, held on Monday the 14th of October 2024 at 7:00pm in the Kennedy Room, Shevioc Memorial Hall, Crafhole.

Present: Councillors: Vice Chair W Evans, Cllr P Stone, Cllr D Lester, Cllr P Brooks. Cllr Jenkins. Parish Clerk Mrs N. Gray. There were no members of the Public present.

1. **APOLOGIES.** Chair Cllr S. Medway, Cornwall Cllr K Ewert.
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://sheviocparish.org.uk/wp-content/uploads/2024/10/september-2024-24-update-3.pdf>
 - a) Request from Venning family: Could they contribute towards an upgrade of their existing wooden memorial bench, in Portwrinkle. **Response:** It was agreed to offer them a £100 discount (due to their original donation in 2021, for the purchase/installation and replacement of recycled plastic bench. **(Clerk)**.
 - b) Cllr Evans had been asked, why there is fencing and a large steel cover, over hole on footpath 5, Ladywell/drainage concerns. **Response:** see agenda item 9b.
6. **PLANNING.**
 - a) To receive details of planning applications received after the agenda published: None.
 - b) To resolve the Parish Council's response on planning applications received before the agenda was 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. Applicant Fiona Harvey. It was agreed with all in favour to support this Application. **(Clerk)**
 - c) To receive Cornwall Council's decisions on applications: None
7. **HIGHWAYS MATTERS TO REPORT**
 - a) **Crafhole Traffic improvements.**
 - Phase one HALTED and backfilled due to SWW pipes at risk under new parking area at Crafhole crossroads. **Clerk** to contact Cormac/Cornwall and CC and Cllr Ewert to reinforce that the new parking bays are essential if yellow lines are to be installed close to the mini roundabout; to note that the vegetation has not been cut back far enough plus earth detritus could be scraped back closer to the wall opposite Lynher house to widen and reclaim the road to its original width. Request for site visit to inspect.
 - **16th-23 October.** To note work planned to: 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 (diversion via Antony if travelling to /from the Rame Peninsula/East. Please see work schedule details at <https://one.network/?tm=139528150>
 - b) **Polsoe Hill, Tredis Turn off. Road safety improvements.** **Clerk** to contact Will Glassup/Cormac and CC K Ewert to: support C Cllr K Ewert's request for site meeting and

- rumble strips; report that the vegetation obstructing this warning signage be cut back and scheduled more regularly; to chase reinstatement of third chevron.
- c) **Speed Limit review A374. (Clerk)** to reply to response from Inspector Martin Whitehouse of Devon And Cornwall Police re: collision data discrepancies remain, even within the same data parameters. To request up to date collision data or A374. **Clerk** to collate specific issues on Parish section of the A374 and send to Cormac, via William Glassup.
- d) **A374 roadside hedging Eastbound carriage way A374, Sheviock village Gateway.** **Clerk** to thank Antony Estate for cutting back around speed capture solar sign, and request that all roadside hedging is cut in this area, as outside of bird nesting season.
8. **CLIFF EROSION PORTWRINKLE/ FUTURE PROOFING FINNYGOOK LANE.**
Summary update of virtual meeting with CC K Ewert and Mr R Hobbs (CC Coastal sea defences). *As per the CC "Shoreline Management Plan," after 2025 Portwrinkle cliff/seafront is labelled as "Managed retreat", rather than "hold the line." With consideration for the relocation of the main access road. RE: Cliff section around/ under Jolly Roger – no realistic funding from CC for new sea defences, as private land, plus in area of "managed retreat." CC to give guidance/work with Landowners re: Public safety/consideration of methods to help slow the retreat caused by coastal erosion below and drainage/water above. Repairs to the existing CC sea wall defences in Portwrinkle have been costed by Cormac and awaiting funding confirmation. Mr Earl has agreed to share written cliff stability report with the PC. The PC have requested CC to work with Mr Earle /Antony estate plus share all information. Clerk to advise Mr Earle/Antony Estate, plus enquire re: access road and drainage plans for phase 3 of development of build. See also item 19 re: Sheviock Car Park, proposed tariff increases to accrue funds towards the long-term future repair of current coastal sea defences.*
9. **FOOTPATHS**
- a) **Potential Permissive path projects. re: Craithole East B3274 to Trethill: Cllr Medway** will contact the NT following positive meeting on Weds 3rd of October **Sheviock Permissive footpath, Cllr Evans** to pass route map to Clerk, **Clerk** to forward to Adam O'Neill CC.
- b) **Update Footpath number 5 Lady well/Coombe Lane,** Countryside Access Team have repaired the bridge. **Clerk** to arrange site meeting dates with Country Side Access Team re: drainage issues/pipe blockage/collapse/steel cover over hole. **Cllr Evans** to attend.
- c) **Footpath 1, Sheviock.** **Clerk** to contact The Tamar Valley Management Committee re: support for funding bid to repair and reopen footpath 1, Sheviock to the Lynher.
- d) **Amber's way.** Pathway falling towards hedge/road. **Clerk** to contact K Andrew.
- e) **All footpaths:** It was agreed (as now outside of birdnesting season) to use reserves, if necessary and schedule severe cut to reclaim paths (where narrowing) and maintain access over winter. **Clerk** to contact contractor and landowners. It was agreed that the 2025-26 budget/schedule for grass and footpath cutting needs to be increased due to excessive growth/to revise contract (**Clerk**)
10. **OPEN SPACE/PLAY PARK.**
- a) **Fault with elliptical trainer.** Pending repair by Fresh Air and Fitness (**Clerk to chase**).
- b) **Aeroskate.** Pending receipt of bearings/rollers. **Cllr Medway/Maintenance** to install.
- c) **Wooden Balance equipment.** **Clerk** to obtain 2 x further recycled plastic trail equipment quotes, of similar style to Option 2 Green schemes trail quote: To include removal but not disposal of old wooden balance equipment. It was agreed to use remaining Cil Funds – which must be spent by Sep 2025, plus potential from Open Space/asset replacement reserves.
- d) **Cllr I Court** to complete weekly checks. (**Clerk** to issue forms)
11. **St MARY'S CEMETERY SHEVIOCK/REPAIRS TO RETAINING WALL.**
 Negotiations between CC and the diocese are taking place. Pending update meeting.
12. **SHEVIOCK EMERGENCY PLAN.** Cllr Court has triggered communication cascade to evaluate. Pending update. (**Cllr Court**)
13. **CORRESPONDENCE RECEIVED.**
- Cornwall Community Flood Forum, Annual Conference taking place 8th November. Attend virtual or on site at Wadebridge showground, anyone interested can book via: <https://www.cornwallcommunityfloodforum.org.uk/2024-conference/>
 - NALC New website. Login. Noted
 - Tamar Valley National Landscape Management Plan. **Clerk** to respond (see item 9c)

- Planning Inspectorate, RE: Addition of Restricted By Way to the Definitive map, Finnygook Inn. Notification of a Copy of the Order Making Authority's (CC) statement of case and comments on objections. Noted. Petition at Finnygook to "stop up" restricted byway but allow for PROW, also noted.
- Cornwall Council Let's Talk survey Community Area Partnerships (CAP) Online Survey <https://letstalk.cornwall.gov.uk/embeds/projects/20780/survey-tools/39602>. **Cllr Stone** to complete.
- 14. MINUTES. Sheviocck Parish Council meeting held on Monday 9th of September 2024.** Cllr Evans proposed, with all (who attended) in favour, to approve the minutes as being true and correct.
- 15. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item.** Cllr Brooks to make enquiries to church re: King's portrait. Pending response from SWW re: drain/bollard pinch point Finnygook Lane.
- 16. MID TERM BUDGET REPORT. Parish Precept On track, with further capability to spend on planned budgets from reserves.**
 Total combined reserves, at start of financial year, April 1st, 2025, in all Parish Precept and Devolution accounts = £127,852.53. See bottom of minutes for explanation of earmarked/planned reserves.
 Total balance in all accounts as of 30th September 2024 =£148,281.56
 Total Parish Precept income received by Sep 30th, 2025, = £23,528.78, not all grants have been received yet.
 We have spent net £12,109.24 after 6 months. Plus vat expenditure £437.72 (reclaimable vat to be offset). **Parish** Precept on track, with further capability to spend on planned budgets from reserves.
Devolution total gross income by 30th Sep 2025 = £17,463.74. Total gross expenditure £8016.45. On track for accruing reserves for planned projects/upgrades and essential maintenance. See reserves breakdown summary further below.
- 17. STAFF APPRAISALS.** It was agreed unanimously to follow the recommendations/pay scale increment following the Clerk's appraisal. **Clerk** to schedule all remaining Staff appraisals.
- 18. FINANCE**
 - a) The Vice Chair proposed, with all in favour to approve the payments listed below for October 2024. **Cllrs Lester and Brooks** to authorise Unity Payments online. **Cllrs Court and Brooks** to authorise Lloyds internal transfer online.
 - b) Cllr Brooks checked and signed the reconciled ledger from September 2024.
- 19. PORTWRINKLE CAR PARK ORDER.** Subject to Public consultation (TBC) and approval by Cornwall. It was proposed by Cllr Evans and agreed unanimously to: amend the Portwrinkle seafront Car Park Order to ban mobile homes between 11pm-8am; increase parking tariffs - in order to cover additional enforcement patrols, plus inflationary running costs of Portwrinkle Public toilets, Car Park and flowerbeds, whilst still allowing to accrue funds towards the planned reserves and upgrades and start to accrue reserves towards future repairs of the sea defences below the car park (without impacting on the parish precept). It was agreed that the winter reduced tariffs should not increase. **Clerk** to compare tariffs with CC Car parks and circulate. **Clerk** to advise CC and arrange meeting with CC Enforcement to discuss SLA for 2025.
- 20. DOG ENFORCEMENT.**
 - a) Cllr Evans proposed, with all in favour to offer an additional 8 hours of enforcement during July and August 2025, to help enforce the seasonal restrictions, subject to the Officer's acceptance. (**Clerk** to advise Enforcement Officer).
 - b) **Clerk** to request 2 new seasonal dog restrictions signs, from CC. **Clerk** to re-order replacement sign for Harbour wall.
- 21. UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds Subgroup Cllr Stone.** Cllr Stone proposed, with all in favour, to provisionally approve approx. £600 - £800 expenditure from flowerbed devolution budget/reserves to remove/reduce overgrown plants, plus relay asphalt at curbing, due to weed break through. **Cllr Stone** to obtain quote(s) from landscapers. **Clerk** to discuss with footpath/grass contractor. **Clerk** to check Car Park lease for contractor specification. **Play**

- Park and Open Space (Cllr Evans)** see 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). **Cllr Evans** to fabricate sponsors board (Pending); **Clerk** to contact ideal Homes re: sponsorship (pending). **Clerk** to set up Mrs M. Purchall and Cllr Jenkins as Guardians on “The Circuit.”
- South East Cornwall CAP-** meeting on Dec 3rd. **RPPTUG.** Public Meeting in Antony village Hall, 31st October @2pm, to discuss how improvements could be made to Public Transport in the area. Mr G. Cadwallader has advised that St Germans Public Transport Users group may wish to be involved in discussions with Highways, to help alleviate transport issues during works on Saltash Tunnel (**Clerk**). **Parish Environment and Climate Change Plan Committee (Cllr Stone)** If there is a climate change issue it can be taken to the CC CAP Committee group. **Devolution:** see items 16 & 19.
- 22. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Draft Precept budget for April 2025 -March 2026. Portwrinkle Car Park Order re: No mobile homes between 11pm-8am/potential change to tariffs. Review of Grass/Footpath Cutting contract.
- 23. DATE OF NEXT Parish Council Meeting,** Monday 11th at 7pm 2024 TBC.
- The Chair declared the meeting closed at 21:11**
- 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**

DEVOLUTION RESERVES AT START OF YEAR APRIL 1st, 2025. (Non-Precept)

	Car park, resurfacing and drainage	30000
	Flowerbeds	1600
	Public toilets/maintenance and upgrades	31700
	Ticket machine/repairs/stock/signage/replacement	4500
	Enforcement. Emergency enforcement costs	500
	General reserves, to cover 6 month running costs, if loss of income (i.e. Insurance did not cover Covid under loss of revenue).	10784.72
	Total Devo Reserves	79,084.72

PARISH RESERVES AT START OF YEAR APRIL 1ST 2025

Parish Precept	Defibrillators	3200
	Parish Plans/projects	8000
	Election	1275
	Asset replacement	17465
	Park/ Open Space	6350
	Clerk/locum	4500
	General Maintenance	1700
	Cil Levey	5267.33
	Gen reserves 1-2 months running costs, contingency.	1010.48
	Total Parish Reserves	48,767.81

DEVOLUTION ACCOUNT

Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	Cleaning wage			
Natasha Wilson	Cleaning services			£144.00
Cornwall Council	SLA parking enforcement September			£40.28
Cornwall Council	SLA parking enforcement August (invoice received too late for last months meeting)			£226.84
S. Lester	maintenance wage			
Bunzl	cleaning product and stock.07/389467	£28.15	£140.73	£168.88
Bunzl	cleaning product and stock.07/389463 did not receive invoice in time to process in previous month	£33.13	£165.64	£198.77
Internal transfer	Lloyds to Unity Business account ,to get better interest			£20,000.00
Direct Debits/Payments to report				
Unity	Set banking charge fee			£18.00
INCOMING to report				
Just Park	car park online ticket revenue			£1,900.11
Lloyds	car park ticket machine revenue			382.00
Unity	interest			£407.33

Parish Account

Pay who	For What/Description	Vat	net	Total
Sheviok Memorial Hall	Rent for Office Standing Order)			£63.50
Nancy Gray	Parish Precept Clerk's wage			
Gary Dyer	Enforcement hours			
N Gray	Travel expenses. Plus gloves fro cleaners.Gloves bought from Torpoint hardware. Cash £5.95 total £4.96 net plus £0.99 vat			£8.20
Edf	Tredis defib invoice not received this month			£0.00
PENDING	PENDING Grant from CIL Levey for Rame All Weather 3g Pitch. PENDING DATE TBC			£2,000.00
Direct Debits to report	DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT from previous month			
Lloyds Bank	<i>Parish credit card total. Broken down as detailed below</i>			£3.00
	<i>set monthly card fee</i>			£3.00
Unity Bank	<i>Service charge set fee on account</i>			£18.00
BT	<i>Quarterly internet/phone/business</i>	£67.60	£337.97	£405.57
Nest Pensions	Staff combined devo and parish pension .			£68.08
Unity	Set banking charge			£18.00
	INCOMING to report from previous month			£0.00
Cornwall Council	2nd half precept			£11,527.98
Unity	interest			£211.57