



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 11th of November 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 I Court, Cllr Jenkins. Parish Clerk Mrs N. Gray. Cornwall Councillor K Ewert. There were no members of the Public present.

1. **APOLOGIES.** Cllr P Brooks.
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/2024/11/october-2024-24-update-1.pdf>
 - a) Poppies. A parishioner has emailed in thanking all those involved with the remembrance poppy display, throughout the parish. It was noted that the small wooden ones had been placed by the Parish Council/Memorial Hall and the ones on posts by the British Legion.
 - b) A parishioner has raised concerns re: regular bonfires creating toxic black smoke near Poole cottages. It was noted that although bonfires are permitted, if it is affecting the health/becoming a nuisance then it can be deemed a statutory nuisance and be investigated. **Clerk** to contact parishioner to check if the fumes were still occurring and provide contact details for CC Community and Environmental Protection.
 - c) Item from correspondence item 13 brought forward, Email from parishioner Re: 11 Whitsand Bay View, residence now a holiday let. It was noted that the Planning application in 2022 stated "Household application for planning permission for works on extension to a dwelling." **Clerk** to ask CC for the planning classification of the property. Covenants on property deeds in the area being explored.
 - d) Cllr Evans noted that Mr and Mrs Cridland are donating the Parish Christmas tree. Tom Cox has volunteered to cut and install. Ideal Homes will sponsor the lights and batteries.
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: None
 - c) To receive Cornwall Council's decisions on applications: **PA24/06772** Proposal Level access ramp with railing to entrance, modify window at rear elevation to accommodate new bifold doors and raise sill level of additional window. Internal alterations. 17 Cross Park Crafhole Torpoint Cornwall. Applicant Fiona Harvey. Approved with conditions.
 - d) Development noted behind Thanks House, commencement of phase 3 Portwrinkle. PA21/02377 Units 9-19 Whitsand Bay Hotel, Earle developments. **Clerk** to contact CC re surface water drainage and Construction Traffic Management Traffic Plan.
7. **HIGHWAYS MATTERS TO REPORT**
 - a) **Crafhole Traffic improvements.** **Clerk** to contact CC to thank for works completed thus far but report dissatisfaction with the disruption to local businesses/confusion caused by unclear diversionary signage during and after works, lack of communication re: incomplete work on parking area/yellow lines in Crafhole and directional signage at A374.

- b) **PolSCO Hill, Tredis Turn off. Road safety improvements.** Cornwall Councillor Ewert advised that Mr Will Glassup/Cormac is due to have a site meeting with the residents of The Old Forge. CC has cut back area around warning signage and reinstated third chevron. **Clerk** to ask Antony Estate to schedule urgent roadside hedge cut throughout.
- c) **Bollard/SWW Finnygook lane pinch point.** Clerk to respond to SWW's request for financial contribution, to investigate tank prior to shaving off protruding corner. Asking if this tank is in use, and for what purpose?
- d) **Cormac Hedge and Tree cutting disruption, Finnygook Lane and B3247 prior to Donkey Lane.** WC/11/11/2024.
- e) **Speed Limit review A374.** Pending further response from Inspector Martin Whitehouse of Devon And Cornwall Police re: collision data discrepancies. See also item footpaths 9b.
- 8. **CLIFF EROSION PORTWRINKLE/ FUTURE PROOFING FINNYGOOK LANE.** Cormac awaiting funding confirmation for repairs to the existing CC sea wall defences in Portwrinkle. **Clerk** to contact CC R. Hobbs (Environmental resilience and adaptation Manager) to advise to contact landowner direct for pending written Cliff stability report. Please also see item planning 6d.
- 9. **FOOTPATHS**
 - a) **Potential Permissive path projects. re: Crafhole East B3274 to Trethill: Pending** response from National Trust re: proposed route, following positive meeting on 3rd of October.
Shevioc Permissive footpath, Cllr Evans to pass route map to Clerk, **Clerk** to forward to Adam O'Neill CC and Will Glassup of Cormac, to amalgamate with list of road safety issues/potential improvements, within the Shevioc section along the A374.
 - b) **Update Footpath number 5 Lady well/Coombe Lane,** Pending date for site meeting with Country Side Access Team re: drainage issues.
 - c) **Footpath 1, Shevioc. Pending** response from The Tamar Valley Management Committee re: support for funding bid to repair and reopen footpath 1, Shevioc to the Lynher. (**Clerk**)
 - d) **Amber's way.** Pathway falling towards hedge/road. **Clerk** to contact K Andrew.
 - e) **All footpaths:** Currently being cut for the winter with additional ad hoc/hedge cutting.
- 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.** Pending receipt of 2 further quotes (**Clerk**)
 - d) **Maintenance** to remove 1 x damaged round, wooden balance platform and unblock drainage holes in wooden boat. **Cllr Jenkins** to complete weekly checks. (**Clerk**, issued H&S forms)
- 11. **St MARY'S CEMETERY SHEVIOCK/REPAIRS TO RETAINING WALL.**
Negotiations between CC and the diocese ongoing. Pending update meeting
- 12. **SHEVIOCK EMERGENCY PLAN.** Cllr Court has triggered communication cascade to evaluate. Volunteer required to be added to communication cascade system for Donkey Lane, Portwrinkle, to replace Mr Bushrod. Ongoing. Please contact Clerk or Cllrs Stone/Court if wish to be involved. Ongoing.
- 13. **CORRESPONDENCE RECEIVED.**
 - **Santa Bus.** visiting Crafhole on Thursday 12th December arriving at 17:45 in the evening and staying for around 10 minutes. Noted.
 - **CALC TRAINING UPDATE 31/10/24.** Circulated to Councillors. The Clerk advised of training support/funding to move Community/Parish Council website and emails to gov.uk domain. It was agreed the **clerk** should obtain further costings for next meeting.
 - **Free parking in Cornwall Council car parks Saturdays in December – 7 and 14th.** Noted to remind that Portwrinkle car park is not Cornwall Council run so this does not apply, however the lower winter tariffs are now in place. Up to an hour = 10p. All day 50p. Residents can apply for a winter parking permit for £5. Contact the Clerk for further information. Cllr Medway advised that the internal clock in the machine had changed. **Clerk** to check Just Park App has changed over to winter tariff.
 - Email from parishioner re:11 Whitsand Bay View residence now a holiday let. See item 4c

- **Devon and Cornwall Police Community Survey** <https://alerts-survey.dc.police.uk/Survey/GUID/4be542cd-672a-4842-9eb8-5aa000c42661>. Noted, open to All.
- **Any other correspondence after the agenda published:** Planning Inspectorate, RE: Addition of Restricted By Way to the Definitive map, Finnygook Inn. Notification of objector's comments on CC's statement of case. Noted.
- 14. **MINUTES. Sheviock Parish Council meeting held on Monday 14th of October 2024.** It was noted that Cllr I Court had attended the October meeting yet was incorrectly omitted from the minutes under Cllrs present at meeting, pg. 1. Subject to this correction Cllr Evans proposed, Cllr Jenkins seconded 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.** Removal of **Venning Memorial Bench** Portwrinkle. Due to condition and fixings, this will have to be broken up on site, to remove. New recycled replacement (Venning) Memorial bench currently on order. **Staff Appraisals: Clerk** to arrange/Ongoing.
- 16. **FINANCE**
 - a) The Chair proposed, with all in favour to approve the payments listed below for October 2024. **Cllrs Medway and Lester** to authorise Unity Payments online. It was noted that the online transfer from Lloyds did not show up for authorisation, despite Clerk setting it up twice. Cllr Medway proposed, with all in favour to: Close the Lloyds account and transfer all funds to the higher interest Unity deposit account, due to difficulties using the online banking service and Lloyds intending to transfer the account to a chargeable community account. **(Clerk)** to set up for Cllrs online authorisation, as per the bank mandate. Clerk/Cllr Medway noted that the Payment for the car park surface water drainage charge, backdated to 2017, had been accounted for within the devolution reserves, in case payment was required following ongoing investigation into disputed "new/unknown contract." Full Explanation from SWW finally provided as previously told it was a ghost account, in parallel to the Portwrinkle Public Toilets account.
 - b) Cllr Court checked and signed the reconciled ledger with the October Bank statements.
 - c) Councillor Jenkins proposed, with all in favour to: revise the running order of the agenda and bring forward financial decisions earlier on in the meeting. **(Clerk)**
- 17. **PORTWRINKLE CAR PARK ORDER.** Clerk to advise CC of proposed amendments to tariffs and Car Park order, for authorisation prior to Public consultation. **Clerk** to ask CC enforcement if FPNs can be issued to overnight parked Mobile homes (subject to amendment in Car Park Order) via photographic evidence or via an on call service?
- 18. **TO CONSIDER DRAFT PRECEPT BUDGET FOR 2025-2026.** It was agreed that, due to the high proportion of second homes in the parish, to provisionally rise the precept to £26,110.00. This would be a 2.1% inflationary rise, per band D property, to make use of the increase in the tax base primarily due to the new Second Home Council Tax premium. This would allow for additional funds towards the grass and footpath cutting budgets, staffing costs, parish plan and asset maintenance/replacement plus cover current inflation. **Clerk** to circulate draft budget for approval at December's meeting.
- 19. **TO REVIEW CONTENTS OF GRASS AND FOOTPATH CUTTING CONTRACT FOR APRIL 2025-MARCH 2027.** Clerk to forward CC's Footpath LMP specifications and Highways grass cutting specifications to **Cllr Stone** to help review, suggest amendments to Parish contract prior to December meeting.
- 20. **VE DAY 80. May 8th, 2025.** To remain and agenda item, to plan for the lighting of the beacon.
- 21. **UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds Subgroup Cllr Stone.** Clerk to send email confirmation to contractor, Mr D Leonard, for approval of ad hoc work as discussed with Cllr Stone. **Play Park and Open Space** see agenda item 10; **Tree Warden, Cllr Lester** to assess tree in Sheviock; **Defibrillators – Clerk** to organise electrician to repair locator lighting at SWW and Jolly Roger defibs. **Clerk** to purchase and replace 6 x child defib pads (by Jan 7th) and advise donors of money used. **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** awaiting advice from "The

Circuit" re: change of guardian's update of Mrs M. Purchall and Cllr Jenkins. **South East Cornwall CAP-** meeting on Dec 3rd **Cllr Stone** to attend. **RPPTUG. Clerk** to submit response to CC re: Sheviock and Kimberly Foster as potential sites for real time digital displays as meet the set requirements. It was agreed that Cllr Court could remain as the RPPTUG Cllr Representative, despite upcoming new role as Vice chair on the RPPTUG, although he would need to declare an interest in any future decisions. **Parish Environment and Climate Change Plan Committee: Cllr Stone** to attend The CAP Climate change/ environment meeting on Nov 14th. **Devolution:** see items 17.

22. All ITEMS FOR INCLUSION IN FUTURE MEETINGS. Precept budget for April 2025 - March 2026. Portwrinkle Car Park Order. Review of Grass/Footpath Cutting contract. Amber's way footpath. Report Staff Appraisals.

23. DATE OF NEXT Parish Council Meeting, Monday December the 9th at 7pm 2024 TBC.
The Chair declared the meeting closed at 21:16

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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

| Nov 2024 Devolution Dec Payments to raise/authorise and DD & payments taken and incoming to report from Oct2024 | | | | |
|---|---|-----|-----|-------------------|
| Pay who | For what/Description | Vat | Net | Total |
| Nancy Gray | Devolution Clerk's wage | | | |
| Frances Jackson | Cleaning wage | | | |
| Natasha Wilson | Cleaning services | | | £180.00 |
| SWW | Water and sewerage charge, Portwrinkle Toilets | | | £276.98 |
| Stephens Scown LLP Client Account | SWW Drainage charge Portwrinkle Car park, backdated to 2017 . | | | £4,655.10 |
| D Leonard | inv 572. Adhoc undergrowth/ ivy removal /grass cutting/hedge cutting. | | | £440.00 |
| Internal transfer | Lloyds to Unity Business account to get better interest. Re inputted as failed previously | | | £20,000.00 |
| Direct Debits/Payments to report | | | | |
| HMRC | Quarterly Vat | | | £1,556.64 |
| INCOMING to report | | | | |
| R. Woodley | winter resident car park permit | | | £5.00 |
| Just Park | Online car park ticket revenue | | | 507.90 |
| R King | 2 x winter resident car park permit | | | £10.00 |
| Lloyds | Ticket machine cash revenue | | | 993.35 |
| Lloyds | Ticket machine cash revenue | | | 434.80 |
| Lloyds | Ticket machine cash revenue | | | 1287.25 |
| Lloyds | Ticket machine cash revenue | | | 446.1 |
| Lloyds | Ticket machine cash revenue | | | 423.35 |

Parish Account

| Nov 2024 Parish Payments to raise/authorise and DD & payments taken and incoming to report from Oct 2024 | | | | |
|--|---|--------|--------|------------------|
| Pay who | For What/Description | Vat | net | Total |
| Sheviok Memorial Hall | Rent for Office Standing Order) | | | £63.50 |
| Nancy Gray | Parish share of Clerk's wage | | | |
| Gary Dyer | Enforcement hours | | | |
| Gary Dyer | Non permanent marker spray paint for highlighting dog waste , to prevent public stepping in it. | | | £12.99 |
| N Gray | Travel agendas/minutes. Plus stamps (book of second class) | | | £11.55 |
| S.Lester | Maintenance wage. | | | |
| S.Lester | Expenses. Toolstation: rollers and disposable overalls for painting Public Toilets net £20.10, vat £4.02, Gross £24.10. Mileage £2.70 | | | £26.82 |
| Edf | Tredis defib invoice not received this month , bill date sep 5th 00002043310 | £0.61 | £12.19 | £12.80 |
| P. Stone | Cllrs expenses, return travel mileage to attend CAP meetings , Looe and Saltash. 46 miles . | | | £20.70 |
| D Leonard | Footpaths August inv 569 | | | £500.00 |
| D Leonard | Parish Amenity areas July to Oct x 7 inv 570 | | | £840.00 |
| D Leonard | CC amenity Areas July-October | | | £300.00 |
| 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 | | | £250.43 |
| | set monthly card fee | | | £3.00 |
| | HMRC ETMP Glasgow £78.12 (month 3) plus cc fee £1.64. | | | £79.76 |
| | AVAST subscription (software internet/virus protection) | £18.33 | £91.66 | £109.99 |
| | Amazon, Epson Ink cartridges for printer office.10 the Sep | £7.38 | £36.88 | £44.26 |
| | Admin ANNA HMRC VAT online filing co. 29th Sep | £0.70 | £3.50 | £4.20 |
| | Amazon. Black ink office Sep 3rd | £1.54 | £7.68 | £9.22 |
| Unity Bank | Service charge set fee on account (now monthly) | | | £5.40 |
| Phillip Venning | Donation for replacement of r their current memorial bench for recycled plastic bench | | | £390.00 |