



Shevioc Parish Council

The Bill Warren Room, Shevioc Memorial Hall, Craffhole, 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 13th of January 2025 at 7:00pm in the Kennedy Room, Shevioc Memorial Hall, Craffhole.

Present: Councillors: Chair Cllr S. Medway, Vice Chair W Evans, Cllr P Stone, Cllr D Lester, Cllr I Court, Parish Clerk Mrs N. Gray. Cornwall Councillor K Ewert. There were no members of the Public present.

1. **APOLOGIES.** Cllr L. Jenkins. 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/2025/01/december-2024-1.pdf>
 - a) RPPTUG, Mr G. Cadwallader: request for letter of support for funding for its proposals to improve bus services in the Rame Peninsula Area. The chair proposed with all in favour, to request that our local MP, Anna Gelderd, together with Cornwall Councillor K Ewert, make a representation to Cornwall Council to request funding for the improvements from the £10,000,000 allocated to Cornwall Council for bus services. **(Clerk)**
 - b) Cllr Evans noted that parishioners had raised concerns re: the future of the village shop - once the lease expires in June 2025. It was agreed to place this as an agenda item for February and invite one of the directors from the shop committee. **(Cllr Medway)**
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:

PA24/09744 Listed building consent for construction of retaining structure to eastern boundary bank of graveyard. Installation of new below ground surface water drains. Location St Marys Church Shevioc Torpoint. Applicant Mrs Jenny Bushrod St Marys Shevioc Church Parochial Council. Cllr D Lester abstained. Cllr Medway proposed with All in favour, to support this application, with the conditional request that a Traffic Management Plan is compiled and that the private access road, from George's Lane, is returned in a good state of repair, as narrow, recently tarmacked by residents and services other properties.

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PA24/09151. Public planning consultation event for the New 73m x 46m 3G Football Turf Pitch (9v9), being held at Torpoint Community College on Thursday 9th January 2025, from 5.00pm – 7.30pm. Public comments also welcome via online planning portal. Cllr Medway proposed, with All in favour, to submit under Public comment "Shevioc Parish

Council supports the need for this facility, while recognising the concerns of local residents.” **(Clerk)**

7. HIGHWAYS MATTERS TO REPORT

- a) **Crafthole Traffic improvements.** Update. Cornwall Council to complete the works but awaiting cost/logistics from SWW re: lowering of the water pipes to enable the creation of the planned parking area by the cross. Concerns re: diversionary signage before, during and following the works have been passed on to the relevant department. Re: directional signage at the bottom of Polscoe Hill/off the A374, **Clerk and Cllr Ewert** to email Cornwall highways to reiterate the need to remove the remaining Mount Edgcombe signage as per the agreed/original plans and consultation to reduce traffic through the narrows.
- b) **Polscoe Hill, Tredis Turn off. Road safety improvements.** The Chair noted again that two small arrows on each of the two chevron signs, are not enough arrows to denote the severity of this bend (in comparison with other chevrons on severe bends) **Clerk and Cornwall Cllr K Ewert** to contact will Glassup CC. **Clerk/Cllr K Ewert** to request the police attend the next meeting, to ascertain if they can help make this site a priority for funding for a safety review, due to amount of accidents and lack of official police reports.
- c) **Bollard/SWW Finnygook lane pinch point.** Pending SWW’s response to clarify if the protruding tank is in use, and for what purpose?
- d) **Speed Limit review A374.** Cormac to complete a safety improvement review of the A374. Terulefoot to Torpoint. Pending Safety review findings.

8. CLIFF EROSION PORTWRINKLE/ FUTURE PROOFING FINNYGOOK LANE. Funding obtained, Cormac to commence repairs to current sea wall defences. Cormac on site. **Clerk** to advise CC and Cormac re: current high tides may hamper work. RE: cliff fall adjacent to Jolly Roger/Finnygook Lane. **Clerk and Cornwall Councillor K Ewert** to recontact Mr R Hobbs, of the Coastal Erosion Dept, to:

- Verify if they are now in contact with the landowner re: Cliff Stability report/drainage mitigation and advice as requested.
- Stress the need to establish and provide a time frame for when the cliff will reach/threaten Finnygook lane and plan for the possible rerouting for future access to Portwrinkle, in an area of “Managed retreat.”
- To establish any methods to delay the erosion from above and at sea level, to protect Finnygook Lane/Cornwall Council assets.

9. FOOTPATHS

- a) **Potential Permissive path projects. re: Crafthole East B3274 to Trethill: Cllr Medway** to re-contact National Trust re: approval of proposed route.
- b) **Sheviock Permissive footpath.** Pending A374 Safety Review, Cornwall Highways re: use of roadside verge for part of footpath (A374).
- c) **Update Footpath number 5 Lady well/Coombe Lane,** pending Countryside access date for site meeting. **Clerk** to recontact to ask for date and cc **Cornwall Cllr K Ewert.** **Clerk** to advise countryside access team re: additional water flow being directed down the path, due to new kerb alongside driveway (to the left) at the top access of the footpath.
- d) **Footpath 1, Sheviock. Clerk** to inform Antony Estate re: black broken plastic drain and drainage recommendations listed following during site meeting, provided by Ginnette Sutherland (Community Engagement Officer, Tamara Landscape Partnership and Tamar Valley National Landscape).
- e) **Amber’s way.** Cllr S Medway to organise working party, for the slight re-routing of path to avoid subsidence, once the weather improves.
- f) **Footpath cuts:** Cllr Stone noted the extensive cut of the footpaths by current contractor.
- g) **Planning Inspectorate, RE: Addition of Restricted By Way to the Definitive map,** Finnygook Inn reminder of site meeting, Jan 14th 11:30.

10. FINANCE

- a) The Chair proposed, with all in favour, to approve the payments, as listed further below, for January. **Cllrs Medway and Lester** to approve online.
- b) Cllr Court checked and signed the reconciled December Bank statements, with the ledger.

- c) Lloyd's treasury devolution account. Account closed as of 13th Jan 2025; balance transferred to the Unity Devolution deposit account. (**Clerk** to check receipt of funds Jan 14th).
- 11. PREPARATIONS FOR ELECTIONS May 1st.** There are 7 seats on the Parish Council. Potentially 6 out of the 7 Parish Cllrs intend to run. If no additional applicants, then the 7th seat could be filled by co-option at any point after the election date. If more than 7 applicants, then the seats will be contested, and a full election (voting) will take place. Cllr nomination (application) packs can be applied for and submitted in March. Information circulated closer to the time and info to be placed on the notice boards in March. If interested, please contact the Clerk.
- 12. APPROVE AMENDMENTS TO GRASS AND FOOTPATH CUTTING CONTRACT FOR APRIL 2025-MARCH 2027.** Cllr Medway proposed with All in favour to approve the amendments, plus the deletion of "hard hat" stipulation for Finnygook Walk. **Clerk** to advertise details on the notice boards, website. Further information also within the current parish Newsletter.
- 13. PORTWRINKLE CAR PARK ORDER.** **Clerk** compiling revisions to draft order to forward to CC Highways for approval, prior to commencing period Public Consultation - to be scheduled at future meeting. Pending.
- 14. SHEVIOCK EMERGENCY PLAN.** Cllr Court, pending amendments.
- 15. OPEN SPACE/PLAY PARK.**
- a) **Wooden Play park equipment.** Cllr Medway proposed, Cllr Evans seconded with all in favour to approve Greenschemes as the chosen provider for the replacement wooden balance equipment, following quotes from 3 companies based on £10,000 net budget. All had 15-20 year warranties/ soft wood options. Approval based on equipment price, sustainable softwood equipment, local SW provider - so easier to obtain call outs; known reliability as provided current Playpark equipment. **Clerk** to advise and obtain optional designs for budget, to seek feedback from preschool and local children, prior to final approval in Feb/March meeting.
- b) **Pendulum Swing, Aeroskate.** Pending receipt of Aeroskate replacement bearings and quote for replacement swing seat. (**Clerk/Maintenance**)
- c) **Gym equipment, maintenance update.** Awaiting installation of O Ring for side walker, stainless washers and touch up of paint from installers "Fresh Air and Fitness" - delayed due to weather (**Clerk**)
- 16. Any items to report.** Cllr Lester to complete H&S checks wk. 1,3 &4. **Clerk** to print off forms plus complete H&S check week 2.
- 17. St MARY'S CEMETERY SHEVIOCK. Transferral of Maintenance. C.** Cllr K Ewert to request update from CC. See planning item 6b.
- 18. TO REPORT STAFF APPRIASALS AND RESOLVE ANY RECOMMENDATIONS (Clerk).**
- Enforcement Officer:** Wishes to attend refresher course (**Clerk** to contact CC). Cllr Medway proposed with All in favour to approve the recommendation of a spinal pay point increment.
- Maintenance:** Cllr Lester declared an Interest (through marriage). Cllr Medway proposed with All in favour to approve the recommendation of the 3.5 % inflationary pay rise per hour.
- 19. CORRESPONDENCE RECEIVED.**
- **Street lighting initiative, Phase 2. Cornwall Council. Switch off between 12 midnight - 5 am, by 25th Jan.** Noted
 - **Mr R Kilbride: request for clarification re: Cornwall Council's commitment to maintaining infrastructure and repairs to the sea wall/ defences, in an area of managed retreat. Portwrinkle.** **Clerk** to respond, see item 8.
 - **CALC. List of future training courses on offer.** Noted
 - **South West Water. New Water Fit live website, to view Storm Overflow Map and Bathing quality Map** <https://www.southwestwater.co.uk/waterfitlive> . Noted
 - **Invitation to Vital Signs, Community Consultation, Millbrook. S. Lenton Cornwall Community Foundation. Tuesday, 28th January, 4:00 PM – 5:30 PM Location: Rame Centre, The Peninsula Trust, Millbrook.** **Clerk** to send Cllrs apologies.

- 20. MINUTES. Sheviock Parish Council meeting held on Monday 9th of December 2024.** The Chair proposed, Cllr Lester seconded with all in favour, to approve the minutes as being true and correct bar year in item 23: DATE OF NEXT Parish Council Meeting, Monday January the 13th at 7pm 2024 TBC. Which should 2025.
- 21. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item.** None.
- 22. VE DAY 80. May 8th, 2025.** Cllr Medway to contact M Biles. Unavailable on day: Cllrs Evans and Lester and Maintenance Mr S Lester. **Clerk** to circulate list of jobs from previous beacon lighting to be allocated at next meeting. To remain an agenda item.
- 23. UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds Subgroup** Cllr Stone noted that the contractor was half way through – work completed well so far. **Play Park and Open Space** see agenda item 15; **Tree Warden, Cllr Lester** nothing to report.; **Defibrillators – Clerk** awaiting the delivery of 2 x replacement parts for locator lights. **Cllr Brooks** to confirm date of Public CPR and defibrillator usage training with Mr M Lavis (pending). **Cllr Evans** to fabricate sponsor's board (Pending); **Clerk** Mrs M. Purchall on "The Circuit" guardian system. **Clerk** to add Cllr Jenkins. **South East Cornwall CAP-** meeting March 4th. **RPPTUG.** See item 5a. **Devolution: Maintenance** pending the painting of the Toilets until the air is warmer. **Maintenance** to then secure mobility hand rails, one side of each cubicle wall. **Cllr Evans** has in storage.
- 24. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Future of the Community shop. Review of Car Park enforcement SLA. Allocation of policies and procedures, Financial Regulations and Parish Risk Assessment for Annual Review, prior to approval at March Meeting. Schedule Parish Spring Clean. Award Grass/Footpath Cutting contract (March meeting). Preparations for Parish Elections May 1st (March meeting 2025).
- 25. DATE OF NEXT Parish Council Meeting,** Monday February the 10th 2025 at 7pm. TBC. **The Chair declared the meeting closed at 8.40pm**
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 ACCOUNT

Jan 20245 Devolution Dec Payments to raise/authorise and DD & payments taken and incoming to report from Dec 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
D Leonard	Flower/shrub bed maintenance plus removal of 2 x van loads of waste inv. 587			£280.00
Bunzl	Portwrinkle public toilets stock invoice 07/393903	£14.99	£74.97	£89.96
Bunzl	Public toilets stock invoice 07/394057 (mistaken repeat delivery) kept in stock as will use later in year (save petrol/recollection).	£14.99	£74.97	£89.96
Cornwall Council	November SLA enforcement for Car Park			£42.40
Direct Debits/Payments to report				
Unity	service charge			£6.00
INTERNAL TRANSFER (incoming)	Incoming from parish precept to devolution business. Harbour devolution/toilet grant - paid into parish account by Cornwall council, so transferring to devolution account.			£871.16
INCOMING to report				
Taylor	winter parking permit x 2			10.00
Just Park	car park revenue online			83.53
Post Office	car park revenue ticket machine (no longer via Lloyds)			72.75
Unity Interest				£378.48

Parish Account

Jan 2025 Parish Payments to raise/authorise and DD & payments taken and incoming to report from Dec 2024				
Pay who	For What/Description	Vat	net	Total
Shevioc Memorial Hall	Rent for Office Standing Order)			£63.50
Nancy Gray	Clerk's Parish wage.			
Gary Dyer	Enforcement wage			
N Gray	Travel agendas/minutes.			£4.50
S.Lester	Parish Maintenance wage			
S.Lester	Expenses. Maintenance Mileage £2.70 plus £1 for fixings for defib board at Tredis.			£3.70
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			
Nest	Staff pension			£74.46
BT	Phone Office, Internet office/hall quarterly	£67.59	£337.98	£405.57
Lloyds Bank	Parish credit card total. Broken down as detailed below			£283.45
	<i>set monthly card fee</i>			<i>£3.00</i>
	<i>HMRC PAYE and NI £203.61 plus cc fee £4.28</i>			<i>£207.89</i>
	<i>Amazon Ink cartridges packs colour and black</i>	<i>£7.60</i>	<i>£38.01</i>	<i>£45.61</i>
	<i>Torpoint Hardware devolution batteries for sensor lights</i>	<i>£4.49</i>	<i>£22.46</i>	<i>£26.95</i>
INTERNAL TRANSFER OUT	<i>Transfer from parish to Devolution account, harbour devolution grant payment for toilets. CC originally paid it into parish precept account instead of devolution account, see previous month.</i>			<i>£871.16</i>
Unity Bank	<i>Service charge set fee on account (now monthly)</i>			£6.00
Unity Interest	Interest on precept savings account (allocated reserves)			£205.84