



*SheviocK Parish Council*

The Bill Warren Room, SheviocK Memorial Hall, Craffhole, Torpoint, Cornwall, PL11 3DG  
 Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: [sheviocKpc@btinternet.com](mailto:sheviocKpc@btinternet.com)

**The Minutes of the SheviocK Parish Council Meeting held on Monday the 9<sup>th</sup> of Sep 2019 in the Schoolroom, Craffhole Methodist Chapel, Craffhole, commencing at 7:00pm.**

**Present: Councillors:** Chair Cllr Steve Medway. Vice Chair Cllr P Brooks. Cllrs: W Evans, P Cade, L Jenkins. Cllr Lester. Parish Clerk Mrs N. Gray.  
 There was one member of the Public present

1. **APOLOGIES:** Cornwall Councillor G Trubody.
2. **DECLARATIONS OF INTERESTS. 1 AGENDA ITEMS.** None **2 GIFTS,** none received.
3. **CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None.
4. **PUBLIC PARTICIPATION & 5. RESPONSE TO PUBLIC PARTICIPATION.**
  - i. Concerns raised regarding re: the cutting of footpaths. All footpaths re-scheduled for cutting this week. Footpath 13 from Tredis View has now been completed. The Clerk noted that there had been a delay to the scheduled cut due to a technical malfunction. Footpath 5 bramble section - on lower half of footpath 5, Clerk to schedule full scale cut once the main workload/backlog has been completed and add to contract for next year as adhoc work.
  - ii. Abandoned car SheviocK lane at the dead end. The Parish Council has been advised that this car is taxed and the relevant authorities are aware of it. Clerk to contact PC Steve Wilson, to obtain update and inform that it prevents a resident from passing in her wheelchair, as well as regular user who cannot pass with his kayak trailer.
6. **PLANNING.**
  - a) To receive notice and **RESOLVE** Council's response to new planning applications received before the agenda finalised:
 

**PA19/06518:** Proposal, to replace three dormers with single flat roofed dormer. Installation of new pedestrian door and window Enlargement of existing raised patio. Location 4 Whitsand Bay View Portwrinkle PL11 3DB. Applicant Mr Jerry Clifford. Cllr Evans proposed, Cllr Brooks seconded with all in favour to support this planning application. **Clerk** to submit response

**PA19/06894** Proposed construction of domestic garage, store and associated works (remodelled and relocated scheme to that approved under PA19/00365). Location Tredis House Barn Polbathic Cornwall PL11 3ER Applicant Mr B Wiggett. It was agreed to reschedule the planning meeting so that a councillor could visit the site to obtain further information. Clerk to seek small time extension from CC. **Clerk** re arrange planning meeting and post/advertise agenda on the notice boards/website.
  - b) To receive details of planning applications received after the agenda published.
 

**PA19/07411** Listed building consent for re-pointing two external walls. This will be a planning agenda item to resolve at October parish Council meeting **Clerk**

**PA19/06846.** 15 Whitsand bay. Non material amendment to note only. Change of render on south facing façade.
  - c) To receive planning decisions from Cornwall Council. Some applications below are still pending decision at time of writing:
 

**PA18/12125** - Penlea, Finnygook Lane, Portwrinkle – WITHDRAWN
  - d) Other planning matters for discussion:
 

**Planning Application PA18/02890** - Enforcement of Planning Decision conditions. – Finnygook Inn. To note, Cllr Evans sought and received verbal assurances from applicant that conditions will be completed. Planning Officer Steve Jefferson has noted this and said that he will be visiting the site in the future.

**PA19/04585.** Notification for Prior approval for a proposed change of use of agricultural building to dwelling house (Class C3) and for associated operational Development. Miss S Rundle. To Note Cornwall planning authority's response: "In conclusion, the works required to make the building habitable are shown to be "reasonable" and the application passes. This proposal will not require prior approval of the Local Planning Authority".

**PA19/03387:** Proposal Change of use from redundant photographic studio to extra accommodation/living space/occasional holiday accommodation. Location Homeleigh SheviocK Torpoint Cornwall. Applicant Mr P. Cade. To note decision of special planning meeting dated 1st August. The Parish Council supported this application.
7. **MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED**
  - a) Minutes of the Parish Council meeting held on Monday 8th of July 2019. Cllr Brooks proposed; Cllr Evans seconded with all in favour to approve the minutes as a true record of the meeting held.

- b) Minutes of special Planning meeting held on August the 1st 2019. Cllr Medway proposed, Cllr Jenkins seconded with Cllr Evans in favour of approving the minutes as a true record of the meeting held.
- 8. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES.** None all on action tracker.
- 9. HIGHWAY MATTERS.**
- a) Following Cluster meeting, Councillor Cade reported that the Sheviok parish part of the Rame TRO has received no objections, so now just awaiting finalisation of other parishes before work can be scheduled.
- b) Bollard damaged again at SWW protrusion Finnygook lane. Clerk to report to Highways. (awaiting TRO improvements to reduce this pinch point.
- c) Abandoned car, Sheviok Lane at bollards. See public participation item 4.
- 10. POLICIES AND PROCEDURES ANNUAL REVIEW.** Cllr Brookes proposed, Cllr Evans seconded with all in favour to approve the minor amendments within the policies and procedures as circulated. The chair signed and dated the completed Risk assessment Annual Review. Clerk to Publish updated policies/procedures on the Website. **Clerk** to update Councillor Training records. **Clerk**
- 11. PARISH EMERGENCY PLAN.** Following review, **Clerk** can now insert updates. **Clerk** to contact alternative residents in Sheviok for section of cascade system. Cllr Evans has agreed to be added to the cascade system for Crafhole. **Clerk** to circulate draft for approval, then send for re-printing, after which, a meeting of the Emergency Plan co-ordinators and residents on cascade system can be arranged. **Clerk.**
- 12. V.E Day celebrations. May 7<sup>th</sup>, 2020.** It was agreed the **Clerk** should contact Cornwall Council and local parish groups to ascertain their plans -if any. It was also agreed to ask residents for their ideas/suggestions within the parish Newsletter.
- 13. FOOTPATHS:**
- a) **Permissive footpath project Finnygook Lane.** **Clerk** to contact Ian Rideout re: permissive footpath contract and permission for provisional date of Sat October the 19<sup>th</sup> to make initial start. **Clerk** to contact Insurance company to advise and obtain guidance criteria. **Clerk** to recontact HMS Raleigh regarding help with vegetation clearance date. **Clerk** to contact Tom Cox re: costing of chipper/insured contractor for the day. The clerk has obtained free use of Cornwall Councils tool-kit trailer and equipment for the day plus dumpy bag removal, unfortunately no other help - as not on Cornwall Council land. Subject to obtaining permission form Antony Estate Cllr Medway, Evans and Tree surgeon Tom Cox to mark out initial route on the weekend of October 6/7<sup>th</sup> (TBC) and start breakthrough clearance, so that volunteers would not be on golf course at start of the provisional clearance day on the 19<sup>th</sup>. Action plan to be established for provisional day. **Cllrs Evans/Medway/Jenkins.** **Clerk** to create poster for volunteer request for board, subject to date/permission being confirmed from Mr I Rideout.
- b) **Clerk** to resubmit funding request bid for footpath signage, as submitted last year. Future funding for Footpath one has now be allocated by Cornwall Council and will be reopened following repair works in 2021.
- c) Footpath cuts. see item 4i)
- 14. PARISH EMERGENCY ENVIRONMENT AND CLIMATE CHANGE PLAN.**
- a) No response from Millbrook re: water Fountain costings. After discussion it was agreed to contact all public facing outlets in the parish to ask if they would consider signing up to the "water bottle refill station campaign," to help reduce single use, plastic bottles. **Clerk and Councillor Cade** to draft letter, to include information of how to register at <https://refill.org.uk/add-refill-station> and interim poster. If businesses can sign up to this national campaign and it is feasible for them to do so, then their refill station will be advertised on the national refill website and be listed within the parish Newsletter, to help encourage footfall. Draft letter to be circulated to Council for approval, prior to distribution by the Clerk.
- b) It was agreed to form a "Climate Change Emergency, Community Working Party." To discuss and lay out action plan, in order to make proposals to the Parish Council for approval and help implement plans. **Clerk** to forward to Cllr Cade the Action Plan template from Cornwall Council for remit guidance. **Cllr Cade** to draft notice requesting Working Party volunteers for the Notice boards and circulate to councillors/Clerk for approval. With the aim to include/encourage all age groups within the parish. Clerk to place on boards/website etc once approved/inclusion within Newsletter.
- c) The initial draft policy document was not discussed
- d) It was agreed that **Cllr Cade** can draft response to Holly Whitelaw, Environmentalist (item 16 d). To circulate to all Councillors for approval, prior to Cllr Cade responding as lead contact, on behalf of the Parish Council.
- 15. UPDATES FROM OTHER GROUPS –Flower Beds Subgroup:** It was noted that the beds are looking good, thanks was given to the volunteers and paid staff who gave additional voluntary hours. It was agreed to fund 8 additional hours for weeding. **Clerk** will speak to Staff and Mrs Wilkinson to obtain advice regarding the beds and establish if Wheellie bin has been obtained. **Clerk. Coastal Communities Group.** To be left as a standing item. **Play Park and Open Space:** It was agreed to monitor one of the main beams in the wooden playpark structure. **Cllr Brooks/ maintenance. Cllr Books** to complete weekly H&S checks. It was agreed to replace the safer surface matting, subject to costings being approved by all. **Clerk** to circulate costings once finalised from Greenschemes. **Community Gateway meeting:** Nothing to report/no meeting. **Defibrillators:** **Clerk** to purchase replacement batteries for memorial Hall Defib unit. (Currently in date but change October 31<sup>st</sup>) **RPTUG** No further update, however, **Cllr Cade** to contact Mr Truscott to clarify if RTPI will be installed adjacent to the existing Kimberley Foster Bus Shelter and in the proposed new bus shelter at the Cross opposite the Finnygook Inn, also at Sheviok Bus shelter. Power sources from street lighting and solar power were to be investigated, so the parish council would like to know if this has now been resolved. The funding for both the proposed new bus shelter and the proposed installation of RTPI is part of a secondary bid for funding,

from the Governments Transport Cities Fund, that Cornwall Council is working with Plymouth City Council to achieve. **Footpaths:** see item 13 **Torpoint Library and Information Service.** Cllr Brooks to attend meeting on the 18<sup>th</sup> of September.

**16. CORRESPONDENCE RECEIVED, not covered in the agenda.**

- a) Planning conference/training dates St Austell Information Service 29 October 2019 4.00pm-8.30pm. **Cllr Evans** previously expressed interest, subject to agenda items being received. **Clerk** awaiting agenda.
- b) Closure of Finnygook lane. Intention Notice only, Order has not been Issued 1st to 3rd October 2019 (07:30 to 18:00) Utility Services Ltd for BT, Tel: 01884 763100. To note clerk's written response opposing this closure. (Closure has since been cancelled at time of writing minutes)
- c) Correspondence received regarding footpath vegetation/cuts. See item 4i.
- d) Climate Emergency info request. Holly Whitelaw, Environmentalist. August 5<sup>th</sup>. See item 16d
- e) Correspondence received after the agenda finalised. None.

**17. FINANCE**

- a) To receive details of cheques and payments to be approved. Cllr Evans proposed; Cllr Medway seconded; with all in favour to approve the outgoing payments for August, at listed below.

**PARISH ACCOUNT OUTGOING PAYMENTS**

Sheviock Memorial Hall Rent Clerk's office £62.85  
Nancy Gray Clerk's parish Hours minus nest pension  
Nancy Gray Clerk's parish expenses see separate breakdown sheet £4.50  
G Dyer Dog Enforcement wage Sheviock hours and Maker Rame Hours  
G Dyer travel expenses to reclaim from Maker Rame. £39.60  
Viking office suppliers £8.81  
EDF Tredis defib box Aug (vat 5%) £0.45 net £9.02 Total £9.47  
Steven Lester maintenance wage parish share  
Steven Lester mileage £2.70

**DIRECT DEBITS TAKEN TO REPORT**

ICO data commissioner's office annual fee for registration £35.00  
Lloyds Bank (Clerk's credit card) set monthly credit card fee £3.00

**INCOMING**

invoice ref ShevdogMAMJ19. Refund from Maker Rame for Dog warden hours/expenses/costs March through to July inclusive

**Devolution payments and receipts**

Nancy Gray Clerk's August wage share for Devo  
Nancy Gray Clerk's expenses £0.00  
Julia Bradley Cleaning/devo wage  
Frances Jackson Cleaning/devo wage  
Mr and Mrs Wyatt refund for weekly parking ticket £35.00  
Bunzl cleaning supplies vat £11.97 net £59.86 total £71.83  
Internal transfer from Devolution to parish account to refund parish Vat from financial year 2018-9 which offset parking vat when submitted to HMRC £1,774.20

**INCOMING received in August**

Final/last Weekly parking permit tickets. 1x weekly 1x (2weeks) £105.00  
Ticket machine revenue £603.60  
Ticket machine revenue £1,691.00.

- b) The reconciled bank statements for August were signed by Cllrs Brooks and Lester.
- c) Mid-season Parish Budget review. Clerk had circulated budget review prior to meeting. The Budget is on track, with underspend on Footpaths due to invoices not received and scheduled cut delayed until September. There is money reserved from previous year footpath budget to use towards the installation of steps on footpath 13. The remainder is due to come from parish plan budget. Together with an additional circa £800 is provisionally earmarked for footpath 9 to re-establish original pathway. However, there has been zero budget spend on the parish plan projects yet, including the new possible permissive footpath along Finnygook lane. First step Costings are being established and initial groundwork clearance planned. Parish Plan and Open Space budget may be spent for safer surface matting for play park once costings received/approved. An action plan is to be established for next steps within the Open Space project, using original plans approved and costings from Greenschemes. Additional money is ring fenced and being accrued for both parish plan and open space projects with possible grant funding to be investigated dependant on costs.
- d) External Auditors report. Not received at time of meeting. To be reported in October meeting

**18. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Emergency Plan. External Auditors report. To receive quote for Dog waste bins Trewickle Lane and resolve.

**19. DATE OF NEXT: Parish Council Meeting,** Monday the 14<sup>th</sup> of OCTOBER

The Chair closed the meeting at 9:20 pm

**Nancy Gray, Parish Clerk**

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