



*SheviocK Parish Council*

The Bill Warren Room, SheviocK Memorial Hall, Crafhole, 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 9<sup>th</sup> of April 2018 in the Schoolroom, Crafhole Methodist Chapel, Crafhole, commencing at 7.08pm.**

**Present:** Councillors: Chair Cllr S Medway, Vice Chair Cllr P Brooks. Cllr McGuinness. Cllr E. Ling, Cllr W. Evans, Cllr D Lester. Parish Clerk Mrs N. Gray  
There were 2 members of the public present.

**The Chair, Cllr Medway, thanked Vice Chair, Cllr Brooks, for acting as Chair whilst he was away.**

- 1. APOLOGIES:** None
- 2. DECLARATIONS of INTEREST. (a) AGENDA ITEMS.** None. **(b) GIFTS** None received
- 3. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None received
- 4. PUBLIC PARTICIPATION & 5. RESPONSE.**
  - It was raised that the Virtual pavement through Crafhole is worn and needs reinstating. It was resolved to raise it at the site meeting with Mr P Allen from Highways on Fri 13<sup>th</sup>. **Clerk** to add to list for discussion at site visit. It was also noted to add to the list, the new bollard protruding onto Finnygook lane, East of the SWW pump station, as it narrows the road and if cars are parked opposite, it leaves no room for Emergency vehicle to pass. **Clerk**
  - Mrs Mathias had raised concerns regarding the condition of footpath no 5.
  - Footpath 5 gravel worn away. The clerk reported that an email had been received in response that morning from the countryside access team stating that they were “pleased that the scheme appears to have worked and survived the winter”. They do not intend to do anything with it for the time being, if it gets worse in the next year they will look to rectify.
  - A boundary dispute issue was raised by a parishioner.

**6. PLANNING**

- a) New Planning applications to resolve:** PA18/02458 Proposal Application for a non-material amendment in respect of application PA16/03926 Tamarisk, Finnygook Lane, Portwrinkle PL11 3BP. Mr Graham Manning. It was proposed by Cllr Medway, seconded by Cllr Brooks with all in favour to support this amendment. **Clerk** to submit
- b) Planning applications received after the agenda finalised:** PA18/01478 Demolish redundant pole barn and erect detached bungalow, Old Orchard, Tredossel Farm, SheviocK, Ms Sally Hunt. It was agreed that the **clerk** obtain an extension to resolve the application at the next Parish Council meeting. **Cllr McGuinness** to visit the site.
- c) Planning decisions form Cornwall Council:** PA18/00805 Construction of a new Agricultural barn, Sunny Hill Park Polbathic. Has been approved with conditions.

**7. MINUTES OR NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED:**

- a) Minutes of the Parish Council Meeting held on March 12<sup>th</sup>. It was **RESOLVED** that the Chairman sign the Minutes as being a true record of that meeting. Proposed by Cllr Evans seconded by Cllr Lester, with all in favour. **Clerk**.

**8. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES**

**Item 4.** The caravan outside of the Gook café. It was agreed that the clerk would discuss this issue with the owner, as would be relaying the outcome of the site visit with Cory/Biffa regarding Bin provision and people fly-tipping on his land

The Clerk reported that all matters arising (other than those below) either appeared on the agenda, were ongoing on the April action tracker or had been completed.

#### **9. HIGHWAY MATTERS.**

- A.** Traffic issues through Crafhole and within Rame peninsula, traffic congestion, damage caused to properties in the "Terrace" due to traffic and HGVs. (See B below)
- B.** Failing road condition/wall Lyhner house, B3274 centre of Crafhole and hedge verge encroachment onto road, causing issue with Emergency vehicles and traffic congestion. The site meeting with Mr P Allen from Highways is to take place on Friday the 13<sup>th</sup> at 13:30. **Clerk** to compile list of issues.
- C.** Visibility issues Tredis Turn off, bottom of Polscoe Hill. Cllr McGuinness reported that the site meeting with the Land and Property Manager of Antony Estate, Mr Ian Rideout, had been very positive. In principle it was agreed (subject to funding/costs and agricultural wild habitat restrictions that may be in place) to remove the hedge and bank on the corner and insert stock fencing to improve visibility/safety at this concealed turning.

**10. BIN FINNYGOOK BEACH, TOP OF PATHWAY 12.** Following the site visit with Cory and Biffa, it was agreed to accept the offer of the placement of a new double jubilee bin and its collection, to take the capacity up to match that of previous years when a wheelie bin was provided. This will be located at the Eastern end of the SPC run car park. CC will not site any new bin or collect from private land, as it is not their responsibility. They have provided guidance of how to obtain enforcement signage to direct the public to new bins and deter the public from littering on the pathway. They advised the Parish council, from experience, not to site a bin themselves on the path as the public would leave excess waste by the side of it in the summer rather than carry it to the bins in the car park, this would exasperate the fly tipping issue. Clerk to request new signage form CC as directed. Clerk to contact Mr Martin to update him. It was resolved however to continue with the provision of the wheelie bin through the 8- week peak season, at the café, if the owner is still in agreeance.

**11. DEFIBRILLATORS.** Defib units have been installed at the **Jolly Roger** and **Tredis**.

**SWW pump station Portwrinkle:** electrician to install at next available slot. **Clerk** to facilitate dates.

**Sheviock Phone box:** Electrician compiling quote. **Finnygook:** awaiting repairs, then electrician will provide quote. Following discussion, it was resolved not to install the defib unit within the shop, in the interim, due to the access issues/Insurance cover for the Post Office. Once all the defib units are installed (except Finnygook) then CPR training will be scheduled at the Memorial hall and advertised in Newsletter. Mrs D Mathias has offered to help form a working group to help facilitate the installation of the remaining defib units. **Clerk** to liase with Mrs Mathias. Clerk noted that the defib units need to be monitored and records kept. Cllr McGuinness to monitor Tredis. Cllr Lester to monitor Sheviock, Clerk (will also keep records for these, Memorial hall and SWW pump station units, when placing agendas and minutes). It was agreed to ask Mrs Hughes plus one other to monitor the defib unit at the Jolly Roger. **Clerk** to inquire if this would be possible. A green upside-down tick in the top right corner shows that the unit is ready for use.

**12. PARKING ENFORCEMENT SLA.** Clerk has asked CC for revised contract to sign, as has been agreed on in principle at the last PC meeting. **Clerk/ Cllr Medway to sign**

**DOG WARDEN.** It was resolved that the **Clerk** would attend the meeting with Torpoint Town Council to finalise the contract SLA for the employment of their Dog enforcement officer, on a six-month period. Once in place **clerk** to commence implementation of employing/training Parish Dog enforcement officer.

**13. CAR PARK METER.** Cormac will turn the machine and reposition it, one metre towards the sea wall to allow for access. This should protect the face from the prevailing weather. **Clerk** to advise Cllrs of date/ arrange with Cllr Medway to be onsite and cordon off area for work. Cormac yet to advise. Cllr Medway reported a meter fault, not taking coins due to water within the machine, this occurred the week after Easter. Cllr Evans has now been trained regarding the parking meter.

#### 14. PORTWRINKLE TOILETS.

- a) Following interviews, it was agreed to employ two temporary relief cleaners. **Clerk** to contact and provide induction training and contracts.

The clerk advised that the painting treatment of toilet floors would take place shortly after the Easter school holidays, during the quieter period. The toilets would be shut for 2 days during the week. **Clerk** to confirm date with contractor and cleaners. The Paint has been ordered.

#### 15. CORRESPONDENCE:

a) CC Local Maintenance partnership scheme (footpaths and amenity cuts) 2018/9. Clerk has sent acceptance offer for LMP footpaths grant and requested grant for Amenity cuts. Clerk has invoiced CC for both grants for the 2017/8 period. **Clerk**

b) Email 30th March Mrs C Ruddick, reservoir off pathway no 5, request for information. Clerk to advise Antony Estate and Miss S Rundel.

c) Correspondence to note. CC can offer the free use of a trailer of equipment for use by volunteer groups to maintain community garden areas/verges. Cllr Brooks to advise Mrs Jean Wilkinson, who overseas Portwrinkle flower beds.

**16. PARISH SPRING CLEAN.** Cllr Medway thanked all involved for their hard work. A working party had cleared back to the tarmac, an area next to the cross/bus shelter in Crafhole, to help reinstate the extra parking spaces. **Clerk** to add parking area to list for highways site visit. Cllr Lester had cleaned the Bus Shelter in Sheviock by herself. Cllr Brooks had managed to weed most of the Portwrinkle flower beds. The clerk advised that there was money in this year's budget to cover some maintenance for the flower beds as well as funds for cutting the grass on beds. **Clerk** to talk with grass contractor. **Cllr Brooks** to advise Mrs Jean Wilkinson.

**17. UPDATES FROM OTHER GROUPS – Flower beds Sub Group Portwrinkle as above.** More volunteers are required to tend the beds. Please contact Cllr Brooks. **Coastal Communities Group (Cllr Lester)** Nothing to report. **Play Park and Open Space.** The Annual external park inspection is still due to take place. Cllr Brooks reported that the number of mole hills had not increased.

- Footpaths – see Item 4, re: footpath 5;
- Footpath 12 landslip: This has been assessed and cleared by the Countryside access team.
- The leader application for the new extension to the circular footpath has been delayed by CC. Cornwall Development Company. **Clerk/ Mr C. Kennedy to chase**

**Clerk** to reinstate the **Rame Peninsula Public Transport User Group** on the next agenda.

**18. DATA PROTECTION.** The clerk is preparing templates and auditing documents regarding the General Data Protection regulation coming into force on May 25<sup>th</sup>. It was resolved to appoint **Cllr Evans** as Data protection officer. **Clerk** to email Cllr Evans the GDPR toolkit & highlight the action plan. **Clerk** to recontact CALC re: GDRP training on May 3<sup>rd</sup>.

#### 19. FINANCE

- a) Cheques and payments approved:

##### PARISH ACCOUNT

- Sheviock Memorial Hall March rent for Clerk's office £63.25
- Nancy Gray Clerk, March parish hours
- Nancy Gray Clerk, March Parish expenses. £4.50
- C.A.F electrical Installation of defibrillator Jolly Roger £289.50
- C.A.F electrical Installation of defibrillator Tredis £333.38

##### Direct Debits to report

- Unity service charge Parish Current Account Service charge £18
- BT Infinity business quarterly charge £259.58
- Nest Pension Contribution for Nancy Gray

**INCOMING RECEIPTS Parish Account:** None

##### Devolution account

- M Jakes Cleaner, Wages for March
- Nancy Gray Clerk, devolution Wages for March

- N Gray Clerk, devolution expenses for March. £0.90
- Parkeon Anchoring Rods for stelio ticket machine plus carriage plus Vat. This was raised at March meeting but only being paid now as have official invoice £52.80 (of which £8.80 is vat)
- Cormac Prepayment of work to re-site ticket machine to turn from prevailing weather with further scope for adding shelter. This was raised and agreed in March meeting but not paid as have not sent invoice or dates for work – still awaiting so payment pending £680.33 +vat =Total £816.40
- Rabarts Anti-slip Blackfriars paint for toilets £86.74 of which £14.46 is vat
- C.Council Rates for Toilets. £900.

**INCOME**

- Car park ticket machine income (22nd March) £157.95
  - Weekly tickets x 3 £105
- b) Cllr Brooks proposed, Cllr Medway seconded with all in favour to approve the cheques and online bank payments covering clerk’s wages/expenses/Cleaner’s wages/external purchases shown above.
- c) Cllrs Brooks and Ling & Lester signed March’s reconciled bank statements.

**20. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** As shown in minutes

**21. DATE OF NEXT MEETING. May 14th plus the Annual General Meeting of Sheviock Parish Council.**

There being no further business the Chair closed the meeting at 8:26pm.

Signed..... Date.....

Chairman, Sheviock Parish Council

NB. A copy of these Minutes can be found on the Sheviock Parish Council Website:  
[www.sheviockparish.org.uk](http://www.sheviockparish.org.uk)