



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

The Minutes of the meeting of SheviocK Parish Council held on Monday the 11th of April 2022 at 7:00pm in the Kennedy Room, SheviocK Memorial Hall, Craffhole.

Present: Councillors: Chair Cllr S Medway, Cllr W Evans, Cllr D Lester, Cllr P Brooks, Cllr L Jenkins, Cllr I Court. Cllr P Stone. Parish Clerk Mrs N. Gray. There were 11 members of the public present.

1. **APOLOGIES.** Cornwall Cllr K Ewert.
2. **DECLARATIONS OF INTERESTS. 1 AGENDA ITEMS, None, 2 GIFTS** (All gifts and hospitality received that could be seen by the public as likely to influence a Councillor's judgement). 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.
 - **Shooting of cat.** It had been brought the attention of Cllr Medway that a pet cat in Craffhole had been shot with an air rifle/ air pellet and later died. The lamping of rabbits on the golf course was ruled out as they would use a shot gun. The Parish Council agreed that this was a very serious matter, which has been reported to the police. It was also agreed that in the interests of both neighbourly relations and assisting the case, the appropriate response for parishioners would be to report any further concerns direct to the police for investigation, rather than confront members of the community themselves.
 - **Mount Edgcumbe possible funding withdraw.** Cllr Medway noted that he had received a flyer stating the possible withdrawal of funding from Cornwall Council/Plymouth City Council for Mount Edgcumbe country park. With Talks are to be held on Sat 23rd of April and May 7th in the Community Hall Kingsand. However the parish Council have received correspondence refuting this as follows:

"You may have been invited to attend a meeting in the New Year by Dr Malcolm Cross, reference the 'future of Mount Edgcumbe'. As joint chairs of the Committee that oversees Mount Edgcumbe we would like to take this opportunity to point out that these proposed meetings have not been instigated, nor are they supported by Mount Edgcumbe Officers nor Councillors or indeed the Friends Of Mount Edgcumbe Country Park. Mount Edgcumbe continues to have the full and active support of both councils and Mount Edgcumbe is in a very healthy position to thrive over the coming years, with increases in commercial income secured and project funding from several national bodies, including significant investment from the lottery-funded £10m National Marine Park initiative.

In light of this lack of official support you may wish to consider whether you wish to attend."

Cllrs Kate Ewert (Cornwall) and Mark Shayer (Plymouth)

Joint Chairs of the Mount Edgcumbe Joint Committee.

- **Planning Donkeys Halt.** (See also planning item 6a). It was noted that the Parish Council had received objections via email and hard copy letters. Members of the public including direct neighbours voiced concerns regarding: Privacy/light from north facing rear windows; Land Stability/landslips and access; Integrity of retaining wall between coastguard cottages and Donkeys Halt; Extra pressure placed on utilities and infra structure - during build and after from increased visitors; Parking /obstructions in Donkey Lane. Spoil and possible asbestos removal from site; Lack of neighbourly consultation by applicants. Please see planning item 6a for Parish council's response. Cllr Medway advised all, to also submit their concerns direct to Cornwall Council via the Cornwall Council planning register under comments, see link.
<https://planning.cornwall.gov.uk/onlineapplications/search.do?action=simple&searchType=Application>
- **Severe Cuts to Bus services.** (See also agenda item 8). Disappointment and concerns were raised re: the cut in bus services to Craffhole/Portwrinkle. Noting the loss of bus and impact to school children returning daily from Plymouth. There is a bus departing at 3:30pm (too early) or 5:30pm (too late). A different route via Saltash results in increased cost to a weekly pass and journey time to include zone 4. It was noted that the "reduced bus fare" promotion in Cornwall does not apply, as City bus is based in Devon. Where once there was a direct bus, the purchase of two single/return tickets are now required together with a wait for connecting bus if timetabled. Access in and out of Portwrinkle had been reduced to parishioners especially those with mobility concerns. Cllr Court noted that the 75-bus service would continue, aiding connection however the suggested amendments to the new bus timetable - as submitted by the chair of the RPTUG and supported by the Parish Council - had been rejected. It was noted by Councillor Medway that the services had not been used enough previously to cover costs and had been subsidised by Cornwall Council. Cllr Medway advised parishioners to write to Cornwall Council regarding

their concerns and to support the need for specific bus services. It was agreed that the Parish Council would support the request for a public meeting organised by Mr G Cadwallader RPTUG with Cornwall Council/City bus. Clerk also to write to Cornwall Council Transport, cc Chair of PRPTUG referencing the direct lack of consultation with the Parish Council by Cornwall Council in reference to the cuts to public transport service. (See correspondence items 12 f) and g). **Clerk**

6. PLANNING.

- a) **Applications received before the agenda was finalised.**
PA22/02509 Construction of single storey cabin for holiday accommodation (Demolish current detached chalet bungalow). Donkeys Halt Donkey Lane, Portwrinkle. Applicant Kate Wilson of Life Space Cabins. It was agreed that improvements to Donkey Halt were needed however, Cllr Medway proposed, with All in favour to oppose the application: Please see online planning register for full comment made by Sheviock Parish Council.
<https://planning.cornwall.gov.uk/onlineapplications/applicationDetails.do?activeTab=consulteeComments&keyVal=R8KW1ZFGJR900>
PA22/02256 Proposed extensions and alterations to dwelling for improved living accommodation, to provide new master bedroom with shower room and open plan lounge/kitchen/dining space. 7 Burns View, Crafhole Cornwall PL11 3BW. Applicant Mr & Mrs Sue Hall. Cllr Medway proposed, seconded by Cllr Evans with all in favour to support this application.
PA22/03073 Proposal Single storey side extension. Location Sheviock House, Georges Lane, Sheviock. Applicant Mr Terry Crock. It was agreed to support this application.
- b) To receive details of planning applications received after the agenda published. **PA22/00086** Sconner House, creation of swimming pool. To be on the next agenda, May 9th, 2022.
- c) To receive planning decisions from Cornwall Council.
PA22/01603 Proposal Listed Building Consent for the creation of a refuse bin storage area within the grounds of the existing house, adjacent to the site entrance from A374. Location Trewin House Sheviock Cornwall PL11 3EW. Applicant Changmei Lu. Pending
PA22/00676 Loft conversion including raised roof | 21 Whitsand Bay View Portwrinkle PL11 3DB applicants Mr and Mrs Fox. Approved with usual conditions.
Appeal Notification PA20/11367 The Beach House, Portwrinkle. Planning Application refused by Cornwall Council. Appeal lost by applicant.

7. PORTWRINKLE CAR PARK,

- a) Ticket machine, update on new machine. Clerk has chased providers, installation date pending.
- b) Update on deterring the overnight parking/camping of Mobile homes in Portwrinkle PC Car park. Signage and post now being ordered. Additional signage now placed inside toilets re: non disposal of wastewater. Toilets locked overnight. SLA agreed with Cornwall Council enforcement team. CCTV cameras now positioned.

8. SEVERE CUTS TO LOCAL BUS SERVICES. See Agenda item 4/public participation.

9. HIGHWAY MATTERS TO REPORT.

- a. **Traffic through Crafhole.** Confirmation of designs proposed by Cornwall Council imminent, yet still subject to final costings. A Period of Public consultation (plans made available) will proceed once concrete proposals can be confirmed. To remain an agenda item.
- b. **Highways Scheme Funding.** Bid application successful for: the removal and redesign of 3 x existing speed bumps to cushioned speed bumps through Crafhole narrows; plus 2 x SLOW signage painted on road surface of Finnygook lane, at the gateway to Portwrinkle. To be implemented this financial year.
- c. **Highways Fault reporting system.** Pending response re: complaint made by Cllr Medway to Cornwall Council regarding the inadequate signage, following road closure of Downderry road and the response given when trying to report the issue. **Cllr Medway** to chase response.
- d. **Broken bollard Horsepool lane.** Pending repair.
- e. **Dragon teeth Downderry road** have been repainted. Thanks given to Cllr Medway.

10. FOOTPATHS

- a) Footpaths 1 and 12 updates on works pending, to be reported once received from CC. Pending.
- b) Footpaths 5 and 9. Countryside Access to Team will evaluate issues reported.
- c) Finnygook Walk. Pending quotes for replacement Lower entrance steps and handrails. Clerk to chase as a priority.
- d) RE: WCA 561 Definitive Map Modification Order. Decision pending.
- e) Any matters to report. None.

11. PLAY PARK AND OPEN SPACE. QE2 Platinum Jubilee Open Space project

- a) **Open Space – Queen’s Platinum Jubilee Open Space.**
Shelter delivery TBC 22nd April. Clerk/ Cllr Medway. Cllr Medway /Evans initial volunteers to erect shelter at far north corner of Open Space. **Clerk** to contact Lions for possible assistance. **Clerk** to purchase post mix x 8 bags.
Signage: **Clerk** to create/circulate new signage for open Space for approval. **Clerk** to order second dogs on lead sign for middle interior gate to Open space. **Maintenance** to install/ reposition dogs on lead signs directly onto gates entering Open Space.
Planters for Community growing. **Cllr Evans** to order stakes. **Cllrs Medway, Evans, Brooks, Stone, and Court** volunteered to build at far end of Open space. Cllr Brooks to ask parishioner re: possibility of Horse manure. Cllr Evans reported that £29 was raised by the Finnygook following quiz night to purchase red, white and blue bedding for the new planters to get them started for the jubilee celebrations/official Opening.
Gym Equipment. This is being well used following installation.

12. CORRESPONDENCE RECEIVED, not covered in the agenda.

- a) Changing places disabled Toilet Grant. Cllr Jenkins to investigate further.
- b) Antony Estate, Cllr Tour invite. Conformed Friday 13th at 9am. **Clerk** to reconfirm 5 places.
- c) SLA enforcement contract 2022-2023. This has been approved by email circulation, inclusive of morning patrols.
- d) The Platinum Jubilee Parade - 12.30pm, Truro, Thursday 2nd June. Noted
- e) Catherine Thomas, CC. CIL Fund - Cornwall Council <https://www.cornwall.gov.uk/planning-and-building-control/developer-contributions/cil-fund/> Bidding information. Cllr Brooks as chair of the Memorial Hall noted as aimed at children and youth groups.
- f) A. Cousins. Letter to Cornwall Council re: RPPTUG Lack of consultation for severe cuts to bus services. See agenda item 4.
- g) Cornwall Council press releases. Cheaper bus fares 4-year plan, Cornwall Council. See agenda item 4

13. MINUTES

Cllr Brooks proposed, Cllr Lester seconded with all in favour to approve the minutes of the Parish Council meeting held on Monday the 14th of March 2022 as a true record.

14. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which do not appear on the Action Tracker. **Clerk** to add Gym equipment to H&S checklist.

15. TO REVIEW POLICES AND PROCEDURES. Login details to Calc website made available 11th April. Cllrs to complete allocated policies/procedures for approval at May meeting.

16. PARISH PLAN. The Priority items are:

1. Improvements to Traffic through Crafhole. Plans imminent see agenda item 9.
2. Development of Open Space. In progress, aim to complete prior to Official opening on 3rd June.
3. Clearance/reinstatement of footpath 9. Completed.
4. New bus shelter for Crafhole Cross. Completed.
5. Parish Defibrillators. The volunteer parish "guardians" check and now upload status direct to "the Circuit." It was agreed to pursue fundraising efforts. Clerk/Cllrs to ask local businesses if donation pots can be placed within them. To attempt to establish a defibrillator fundraising committee.
6. To accrue funds for new ticket machine for Parish Car Park. This has now been ordered and will be equipped to take card payments; however the signal is still not strong enough to do so, or for mobile app to work/link to enforcement officers to obtain information onsite.

It was agreed to concentrate efforts on finalising current projects, with the addition of prioritising:

- Improvements to road safety, Portwrinkle Finnygook Lane." **Clerk** to update plan/ publish on website.

17. FINANCE

- a) Cllr Medway proposed, Cllr Brooks seconded to approve payments for April, at detailed below.
- b) To receive reconciled bank statements. Cllr Lester signed the bank reconciliation/statements.
- c) Financial Regulations. These have been compared to the CALC model and can now be approved at the May meeting.

18. UPDATES FROM OTHER GROUPS. Flower Beds Subgroup (Cllr Stone) Nothing to report; Play Park and Open Space see agenda item 11 (**Cllr Brooks/Jenkins**); **Tree Warden (Cllr Lester)** Nothing to report; **Defibrillators:** reporting system needed to report if used. Adult pads replaced /Circuit updated. (**Cllr Jenkins/Clerk**); **Gateway Community Network (Cllr Lester)** see agenda item 9b) electric car information passed to Cllr Jenkins. **RPPTUG** Cllr I Court, see agenda item 8. **Library (Cllr Brooks)** No meeting. **Parish Environment and Climate Change Plan Committee, Cllr Jenkins** meeting postponed. **Devolution:** Covered agenda item 7.

19. THE QUEEN'S PLATINUM JUBILEE. To further develop event plans and allocate job roles.

An extra bank holiday is scheduled for Thursday June 2nd and Friday June 4th. The beacon will be lit at 9:45 pm on Thursday the 2nd. **Clerk** to obtain cost of fire trolley/equipment. **Cllr Medway** to ask parishioner with experience to be fire Marshall. Weather/wind would play part in risk assessment of lighting beacon on the day. **Cllr Brooks** to be nominated first aider, or local parishioner (**Clerk** to enquire). **Clerk** to compile Risk assessment/H&S guidelines. **Clerk** to register Beacon lighting on national list. **All councillors** who can attend volunteered to be stewards. No car park, those attending to use footpaths/bring torches, Stewards to be posted. **Clerk** to circulate template poster for the Platinum Jubilee event(s). 3:30pm Fri 3rd June Official Opening of The Queen's Platinum Jubilee Open Space (next to Crafhole Play Park). **Cllr Jenkins** to cut ribbon with all Kings and Queens (children) in their fancy dress. **Cllr Brooks** to promote Royalty Theme, Kings and Queens fancy dress at Preschool. **Clerk** to use same information on posters. 3pm Hall party commences with Afternoon Tea. **Cllr Brooks** to run teas and coffees, parishioners bring their own picnic/rugs (trolley of chairs left near doorway if weather fine). **Cllr Medway** to apply for temporary bar licence for event. If profitable, proceeds go to parish defibrillators/costs. Collection box for defibrillators to be on site. Evening entertainment TBC. Extra bins required (**All**). Backing music available via blue tooth.

20. All ITEMS FOR INCLUSION IN FUTURE MEETINGS. Platinum Jubilee, Approval of policies and financial regulations, Appraisals, AGM, Sconner House Planning Application.

21. DATE OF NEXT DATE OF NEXT PARISH COUNCIL MEETING, Mon May 9th, 2022.

The Chair closed the meeting at 21:01

Nancy Gray, Parish Clerk, Clerk's Office, Sheviok Memorial Hall, Crafhole, PL11 3DG

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NB. A draft copy of the minutes of the previous Parish Council meetings are posted on the Parish website – www.sheviokparish.org.uk.

PARISH PRECEPT ACCOUNT

April 2022 Parish Payments to raise/authorise and DD & payments taken and incoming to report March 2022				
Pay who	For What/Description	Vat	net	Total
Sheviok Memorial Hall	Rent Clerk's office March			£63.50
Nancy Gray	Clerk's Parish wage.			
Nancy Gray	Clerk's parish travel expenses.			£6.75
G Dyer	Sheviok Enforcement wage.			
Lynher Valley Partnership	Annual rent for Play park/Open Space, Antony Estate			£100.00
CALC	Subscription for CALC and Nalc membership (NALC subscription vat free)	£55.35	£317.50	£372.85
TUIN Ltd	Gazebo shelter for Open Space.	£282.99		£1,697.95
S Lester	2 hours maintenance play park			
Edf	Tredis defibrillator £7.51 Inc. vat £0.36 for March, £6.54 inclusive of vat £0.31 for February	£0.67	£13.38	£14.05
Direct Debits to report	DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT			
Lloyds Bank	Clerk's credit card, see breakdown below:			£273.97
	<i>Clerk's credit card, £3 set monthly fee</i>			£3.00
	<i>Ink Jet printer plus ink supply stock clerk's office</i>	£31.83	£159.15	£190.98
	<i>Microsoft subscription</i>	£13.33	£66.66	£79.99
Unity Bank	service charge for account			£18.00
BT	phone and internet Clerk's office (business)	£51.84	£259.20	£311.04
INCOMING	HMRC incoming rebate quarter, Dec, Jan, Feb			£854.50
Internal transfer received	Reimbursement from devolution account for annual insurance cover Devolution share.			£200.00
Internal transfer received	Reimbursement from Devolution account to cover costs charged to parish credit card, for adhoc purchases made for maintenance and PPE items			£283.57

DEVOLUTION ACCOUNT

2022 Devolution payments to authorise in April and Direct Debits/incoming receipts to report from March 2022				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Nancy Gray	Travel Expenses 1.5 miles 3 x return trips from office.			£1.35
Julia Bradley	varied, off shelf cleaning products Sainsburys (cheaper than Bunzl) plus travel at £12.06			£22.36
Julia Bradley	Cleaning wage.			
Frances Jackson	Cleaning wage.			
S Lester	Maintenance hours for Devolution			
Direct Debits and payments to report from February				£0.00
Unity Bank	Service charge for account			£18.00
INCOMING to report from Dec				
Internal end of year Transfer received	From Parish Account - Annual Harbour grant paid into parish account by Cornwall Council instead of Devolution account			£743.49
Internal end of year Transfer received	Reimbursement from Parish account to devolution account, for the payment of the Torpoint Library grant that was paid from the devolution account but comes from the parish budget as an s137 payment.			£630.75

See also page 5 below.

Additional end of budget and financial year March 2022 Parish Payments and internal transfers, which were authorised by circulation in March to report at April meeting.

Pay who	For What/Description	Vat	net	Total
Parish Account				
Viking Direct	Varied office stock, bulk purchase.	£25.24	£126.21	£151.45
Nancy Gray, Clerk	Paper for printer (awaiting Viking delivery above)			£6.99
Nancy Gray, Clerk	Expenses			£25.00
Pay Devolution account via transfer from the Parish precept account				
To Devolution	To reimburse Devolution account for the Torpoint Library grant paid 18/05/21 to Torpoint Town Council. Originally paid via Devolution account instead of Parish Precept account			£630.75
To Devolution	To transfer the Harbour Devolution agreement annual grant, paid by Cornwall Council into Parish Precept account but is for the of Devolution account budget towards the running costs of the toilets.			£743.49
Devolution Account				
Nancy Gray	Reimbursement for key cutting, Torpoint hardware. Toilets padlockkeys for additional key holders	£4.00	£20.00	£24.00
Pay Parish account via internal transfer from the Devolution account				
To Parish Precept account	Reimbursement for purchases made using the Lloyds credit card, linked to the parish precept account, throughout the year for devolution items for the Toilets, either for maintenance or PPE.			£283.57
To Parish Precept account	Reimbursement to Parish for Devolution share of the annual insurance premium.			£200.00