



*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 meeting of Sheviock Parish Council held on Monday the 9<sup>th</sup> of May 2022 at 7:00pm in the Kennedy Room, Sheviock Memorial Hall, Crafhole.**

**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. Cornwall Cllr Kate Ewert. There were 4 members of the public present.

1. **APOLOGIES.** None
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.

- **Cornwall Cllr Kate Ewert gave her Monthly Update, see Parish website link: [Cllr Kate-Ewert-April 2022-report-cc.pdf](#), covering: The debate for Mayor for Cornwall and Cornwall Council wish list for devolution; First ever Youth Council meeting; Cornwall Housing and housing stock. Also:**

- **Cuts to Bus services:** She is collaborating closely with other Councillors from SE Cornwall and the RPTUG to try and seek a resolution with Cornwall Council/Transport, who have referred to issues raised as “anomalies” that can be addressed. These have occurred across the SE border area with Devon/Cornwall. There is a public meeting scheduled for Monday June 20<sup>th</sup> at 6pm in Sheviock Memorial Hall. So far, a representative from City Bus has agreed to attend, awaiting response from Cornwall Council Transport representative at time of writing. **Community Chest funding: Cllr Ewert** would welcome applications from Sheviock. Please see full report via link/on Sheviock Parish Council website with these minutes.

Cllr Medway voiced the Parish Council’s deep dissatisfaction regarding Cornwall Council’s handling of the **Dog Order for Portwrinkle Harbour and beach.** Cllr Ewert agreed to echo this to Cornwall.

Cllr Medway also enquired regarding the **lack of enforcement of the Covenant re: primary residence clause for ex Council stock housing.** Cllr Ewert stated that Cornwall Council has only allocated one person to check this is being enforced. The Labour group is requesting a team to cover this issue.

Cllr Medway raised the **lack of signposting re: Downderry road closure** and difficulty in reporting this issue. **Cllr Ewert** will chase response from Cormac.

Cllr Court asked for clarification regarding **Funding for Mount Edgumbe**, following the posters that had been displayed stating funding was being withdrawn. Cllr Ewert stated that this was not the case. This is a huge joint asset for Plymouth City Council and Cornwall Council. However it had been costing the taxpayers circa. £500,000 to help fund it. A target to become cost neutral through better Management/events/trade onsite has been successful - through good management. However Cornwall Council and Plymouth City Council would still cover Emergency expenditure if needed. This frees funds for other areas more in need.

**Looe Valley Cycle trail.** Sustrans may provide funding for the Antony Hill Junction section. The initial proposed section through Crafhole B3247 is considered too difficult at present.

**Public Participation**

- **Update requested re: Cuts to the local bus services.** See response provided by Cllr Ewert above.
- **Donkey Halt Planning decision form CC. see item Cc) PA22/02509.** The Clerk noted that a further objection had been raised prior to the meeting. She had advised them to submit it online, direct to Cornwall Council Planning Portal. The Parish Council had already submitted its objection last month which can be viewed on the Portal. CC decision is still pending, as a list of concerns need to be addressed. **Cllr Ewert** to enquire.

**6. PLANNING.**

- a) **Applications received before the agenda was finalised.**
- a) To receive notice and **RESOLVE** Parish Council’s response to new planning applications received before the agenda finalised:
 

**PA22/00086** Proposal Construction of outdoor swimming pool and associated building Location Scunner House A374 Between Milladon Lane and Trewin House Polbathic PL11 3ET Applicant Mr Bobin. Cllr Evans proposed, Cllr Brooks seconded with all in favour to support the application. **Clerk**

**PA22/03631.** Proposal Loft conversion including raised roof. 21 Whitsand Bay View Portwrinkle Cornwall PL11 3DB. Applicant Miss Fox. Cllr Evans declared a non-pecuniary interest - as had attended their recent wedding, so was not involved in discussion or vote. Cllr Stone proposed, Cllr Brooks seconded with all in favour to support this application. **Clerk**

b) To receive details of planning applications received after the agenda published. None.

c) To receive planning decisions from Cornwall Council.

**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. Pending.

**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, Crafthole Cornwall PL11 3BW. Applicant Mr & Mrs Sue Hall. Pending

**PA22/03073** Proposal Single storey side extension. Location Sheviock House, Georges Lane, Sheviock. Applicant Mr Terry Crock. Pending

**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, although see new revised application PA22/03631 above.

## **7. PORTWRINKLE CAR PARK,**

a) **Ticket machine, update on new machine.** This has been installed. Awaiting commissioning (at time of meeting) by engineer. **Cllr Medway** to attend on site. Although card enabled, with 4g coverage the strength is still not consistently strong enough to enable card payments, so will remain Coin Operated only, until signal can be improved. Car registration is required.

b) **Directional signage for ticket machine** "Its behind You" to have foliage cut back. **Cllr Stone** volunteered.

c) Toilets. New padlocks and master keys were given to **Cllr Stone** to distribute.

d) **Hedge encroaching across road/yellow lines/blocking line of vision people exiting toilets.** Finnygook Lane. East of Toilets. Although the Parish Council had paid for small area to be cut back next to toilets a more extensive cut is required. **Clerk** to make request to Cornwall Highways.

e) **Calor gas tank/ temporary fencing.** **Clerk** to contact calor to request permanent repair/removal of fencing blocking access to rear of Toilet block.

## **8. HIGHWAY MATTERS TO REPORT.**

a. **Traffic through Crafthole.** Confirmation of designs proposed by Cornwall Council still **pending**.

b. **Broken bollard Horsepool lane.** Pending repair. **Clerk** to chase

c. **Dragon's teeth near memorial Hall/speed bump need repainting.** **Clerk** to report to CC

## **9. FOOTPATHS**

a) Footpaths 1 and 12 updates on works pending, to be reported once received from CC. Pending. Request **Cllr Ewert** to chase.

b) Finnygook Walk. Pending quotes for replacement Lower entrance steps and handrails. Contractor revisiting site. **Clerk** to chase as a priority.

c) Circular Footpath 13 and Amber's Way. **Clerk** to request earlier cut due to growth.

## **10. PLAY PARK AND OPEN SPACE. QE2 Platinum Jubilee Open Space project**

**Shelter Cllrs Medway/Court** volunteered to start construction Thursday 12<sup>th</sup>. **Cllr Evans** volunteered to help in-between work.

**Signage:** **Clerk** to order the approved new signage for open Space.

**Planters for Community growing.** Thanks was given to Cllrs Evans and Medway for the finished construction. A total of circa £48 from The Finnygook quiz nights is to be given towards the Community Flowerbeds. **Cllr Stone** volunteered to organise initial purchases for the Platinum Jubilee Opening and head up initial preparation and planting. Planters to be made available to the Community for vegetable planting and other.

## **11. CORRESPONDENCE RECEIVED, not covered in the agenda.**

a) Smaller Councils Policy Issues, consultation NALC. **Clerk** to request employment contract templates.

b) Memorial Bench request. Mr M Chenery. The bench under the Parish Council noticeboard, Portwrinkle, will be sponsored with a £100 donation (to be received). Mr Chenery to purchase and install plaque.

c) Homes for Cornwall, invite, Truro, May 16th. Noted

d) Antony Estate, Cllr Tour invite. Reminder. All Councillors attending have viewed.

e) Training dates/expression of interest form. CALC. Noted

f) Varied Correspondence expressing disappointment at the loss of Seasonal Dog Enforcement on Harbour beach, Portwrinkle. **Cllr Ewert** will reinforce the Parish Council's extreme discontent at the handling of this by Cornwall Council. CC to review next Autumn. The Enforcement Officer will still patrol and is enabled to enforce, with a fixed penalty fine of £100, any person not clearing up after their dog on all Public accessed land (inclusive of All Portwrinkle beaches and Harbour under the Anti-Social Behaviour Crime & Policing Act 2014 Cornwall Council Public Space Protection (Dog Fouling) Order 2020.

## **13. MINUTES**

Cllr Medway proposed, Cllr Evans seconded with all in favour to approve the minutes of the Parish Council meeting held on Monday the April 11th 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.

**Severe Cuts to bus service:** The Parish Council, along with Cllr Court representing the RPTUG, thanked The Memorial Hall for donating the use of the Hall for the Public meeting to be scheduled on Monday June

20<sup>th</sup> at 6pm. As Editor of the Parish Newsletter, **Cllr Medway** agreed that the RPTUG flyer for the public meeting could be delivered to residents with the Parish Newsletter. It was noted that as well as a reduced service, single decked buses were now replacing some of the Double decked buses – which had been viewed by some residents as causing damaged to underground utilities.

**15. TO REVIEW POLICES AND PRODEDURES.** See item 17c) remaining polices to be resolved at the June meeting.

#### **16. FINANCE**

- a) Receive details of payments to approve and direct debits to be reported. Cllr Lester proposed, Cllr Brooks seconded with all in favour to approve the payments for May as detailed below.
- b) Cllr Brooks signed the Bank statements.
- c) To approve the Financial Regulations. Cllr Evans proposed, Cllr Medway seconded with all in favour to adopt the slightly revised financial regulations 2022, as per the model regulations advised by NALC/CALC. **Clerk** to publish on the website
- d) Update on end of year finances 2021-2022 /Audit. Audit completion pending, to be circulated prior to next meeting. **Clerk**
- e) Clerk's appraisal. Following her appraisal Cllr Medway recommended, and all agreed, to award an increase to the Clerk's spinal pay bracket as based on the NALC/NJC spinal pay points.
- f) To resolve to approve Library grant 2021-22 under power S137. It was agreed with all in favour to award the grant totalling £661.5 with a slight increase, due to the increase in the s137 limit per parishioner. Based on 75 users as per the allocated budget for 2022-23. **Clerk** to obtain up to date user numbers to review for 2023-24 budget.
- g) To approve Annual Renewal of Insurance. Pending quotes. Clerk to circulate for approval
- h) Resolve to approve Seasonal Bin placement Portwrinkle. It was agreed to ask for 1 x seasonal bin located at, and by arrangement with the Jolly Roger, until September 12<sup>th</sup>. Subject to ongoing review.

**17. UPDATES FROM OTHER GROUPS. Flower Beds Subgroup (Cllr Stone)** Nothing to report; Play Park and Open Space see agenda item 10 (**Cllr Brooks/Jenkins**); **Tree Warden (Cllr Lester)** Nothing to report; **Defibrillators:** Nothing to report (**Cllr Jenkins/Clerk**); **Gateway Community Network (Cllr Lester)** Cllr Lester will send her apologies for the coming meeting **RPPTUG** Cllr I Court reported that the survey period had finished and it was now being reviewed, although many people had completed it as a way of complaining about bus cuts despite it not being linked to the bus providers. Also see agenda item 14. **Library (Cllr Brooks)** No meeting. **Parish Environment and Climate Change Plan Committee, Cllr Jenkins,** nothing to report. **Devolution:** Covered agenda item 7.

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

**Beacon Lighting:** An extra bank holiday is scheduled for Thursday June 2<sup>nd</sup> and Friday June 3<sup>rd</sup>. The beacon will be lit at 9:45 pm on Thursday the 2<sup>nd</sup>. **All Councillors** attending to meet at beacon site for 9pm for staff briefing. **Cllr Brooks** to provide fire extinguishing equipment. **All Councillors** attending to act as Marshalls. Beacon to be cordoned off for safety **Cllr Medway. Clerk** to purchase solar powered lights. **Cllr Medway** to read National Jubilee declaration (**Clerk to provide**).

#### **Official Opening of Platinum Jubilee Open Space 2:30pm Friday 3<sup>rd</sup> at the Open**

**Space/Playpark: Clerk** to complete National Lottery Promo Cheque to photograph on site. National lottery bunting plus Jubilee bunting to be erected before 2:30pm start. **Cllr Jenkins**, in costume, to oversee children in fancy dress- Kings and Queens – as they cut the ribbon (winning names from pot). **Clerk** to purchase ribbon/provide scissors) **Cllr Brooks** to promote Royalty Theme, Kings and Queens fancy dress at Preschool. **Cllr Medway** to make official opening speech. (**Clerk**). **Clerk** to purchase sweets for children.

#### **Parish Platinum Jubilee picnic 3pm onwards, Memorial Hall.**

**Decorations: All** who can, to meet **Sunday 29th at 12noon** to set up bunting (some to be saved for Open Space).

**Bar – Cllr Evans** to deliver real Ale/Cider to site Wednesday 1<sup>st</sup> June, to store in Lounge. Bar to be set up in Lounge. **Cllr Medway** to obtain float for bar. Profits towards running costs of parish defibrillators.

**Friday 3<sup>rd</sup> June meet at 1:30pm at Memorial Hall to set up/briefing. Cllr Brooks** to run teas and coffees, cake donations welcome. Parishioners bring their own picnic/rugs (trolley of chairs left near doorway if weather fine. Collection box for defibrillators to be on site (**Clerk**) Extra bins required (**All**). Backing music available via blue tooth (**All**).

**19. All ITEMS FOR INCLUSION IN FUTURE MEETINGS, Audit. Approval of remaining policies.**

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

**The Chair closed the meeting at 20.59**

**Nancy Gray, Parish Clerk, Clerk's Office, Sheviock Memorial Hall, Craffhole, 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.sheviockparish.org.uk](http://www.sheviockparish.org.uk).**

## PARISH PRECEPT ACCOUNT

May 2022 Parish Payments to raise/authorise and DD & payments taken and incoming to report April 2022				
Pay who	For What/Description	Vat	net	Total
Shevioc Memorial Hall	Rent Clerk's office			£63.50
Nancy Gray	Clerk's Parish wage			
Nancy Gray	Clerk's parish expenses, notices x agenda/minutes.			£4.50
G Dyer	Shevioc Enforcement Officer wage			
EDF	Tredis defib electricity	£35.00	£6.89	£7.42
S Lester	Expenses. Mileage			£3.60
S Lester	Expenses. Reimbursement for capital expenditure replacement notice board for Tredis view footpath	£9.00	£45.00	£54.00
s Lester	Maintenance wage, parish.			
D Leonard	Parish Amenity area April in 152			£180.00
D Leonard	Cornwall Council Amenity areas in April ( plus adhoc)			£60.00
<b>Direct Debits to report</b>	<b>DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT</b>			
Lloyds Bank	<b>Clerk's credit card, see breakdown below:</b>			£704.95
	<i>Clerk's credit card, £3 set monthly fee</i>			£3.00
	<i>St John Ambulance 5 x defib pads/ CPR</i>	£95.00	£475.00	£570.00
	<i>Torpoint Hardware padlock key</i>	£0.00		£7.95
	<i>Defib pad/ First rescue x 1</i>	£20.67	£95.00	£124.00
Nest	Clerk pension.			
<b>INCOMING</b>				
<b>Cornwall Council</b>	precept £10830.80 and CT grant £37.21 first instalment			£10,868.01

## DEVOLUTION ACCOUNT

2022 Devolution payments to authorise in May and Direct Debits/incoming receipts to report from April 2022				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Julia cleaning off shelf items	varied, off shelf cleaning products Sainsburys (cheaper than Bunzl)			£10.30
Julia Bradley	Cleaning wage plus travel expenses.			
Frances Jackson	Cleaning wage			
S Lester	Maintenance wage			
Bunzl	Cleaning products plus stock/ soap/toilet roll etc.	£37.66	£188.32	£225.98
<b>Direct Debits and payments to report.</b>				<b>£0.00</b>
<b>INCOMING to report</b>				
	Ticket machine revenue			345.50