



*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 meeting of Sheviock Parish Council held on Monday the 13<sup>th</sup> of June 2022 at 7:00pm in the Kennedy Room, Sheviock Memorial Hall, Craffhole.**

**Present: Councillors:** Chair Cllr S Medway, Cllr W Evans, Cllr P Brooks, Cllr I Court. Parish Clerk Mrs N. Gray.  
 There were no members of the public present.

1. **APOLOGIES.** Cllr D Lester, Cllr L Jenkins, Cllr P Stone, Cornwall Councillor Kate 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.
  - It was noted that vandals had entered the Whitsand Bay hotel on Sat 11th of June. The owners had captured images on CCTV, the police have been contacted.
  - Cornwall Cllr Kate Ewert sent her Monthly Update, see Parish website link: <https://sheviockpc.files.wordpress.com/2022/06/kate-ewert-may-update.pdf>
  - **There were no members of the public present. See agenda items and correspondence.**
6. **PLANNING.**
  - a) **Applications received before the agenda was finalised.**

**PA22/04721.** Proposal: Non-material amendment in relation to decision notice PA22/00540 dated 16.03.22: formation of ramp access to existing western gate entrance. St Marys Church A374. Between access To Trewin House and access to Trethill House Sheviock Cornwall PL11 3EH. Applicant Mrs Jenny Bushrod. Cllr Medway proposed, Cllr Evans seconded, with all in favour to support this application.

**PA22/04672** Proposal: Listed Building Consent for revision of existing Western churchyard entrance gate to form disabled wheelchair access ramp. Location St Marys Church A374. Between access to Trewin House and access to Trethill House Sheviock, Cornwall. Applicant Mrs Jenny Bushrod. Cllr Medway proposed, Cllr Evans seconded with all in favour to support this application
  - a) To receive details of planning applications received after the agenda published.
 

**PA22/04642** External timber shed and hardscaping. Applicant Mr Stone.

**PA22/05215** Auberge, Georges Lane, Sheviock. Works to Trees. Both items to be on July agenda.
  - b) To receive planning decisions from Cornwall Council.
 

**PA22/00086** Proposal Construction of outdoor swimming pool and associated building. Location Sconner House A374 between Milladon Lane and Trewin House Polbathic PL11 3ET. Applicant Mr Bobin. Approved with conditions

**PA22/03631.** Proposal Loft conversion including raised roof. 21 Whitsand Bay View, Portwrinkle Cornwall PL11 3DB. Applicant Miss Fox. Approved with conditions

**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. Withdrawn

**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, Craffhole Cornwall PL11 3BW. Applicant Mr & Mrs Sue Hall. Approved with conditions

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

**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. Approved with conditions.
7. **PORTWRINKLE CAR PARK & TOILETS**
  - a) **Ticket machine, update on new machine.**  
 Free Software update imminent, to include vehicle registration, expiry date of weekly tickets.
  - b) **Staffing. Clerk** to advertise position for cleaner as well as holiday relief cover.
  - c) **Maintenance:** To install donated baby changing unit inside the Ladies Toilets - as room available. Also to erect new permanent "No overnight sleeping in mobile homes" sign, at car park.
  - d) **Damage to external container bin unit,** due to Calor gas fencing repairs. **Clerk** to contact calor gas.
8. **HIGHWAY MATTERS TO REPORT.**

- a. **Traffic through Craffhole.** Confirmation of designs proposed by Cornwall Council. **Clerk** to chase/request and ask Cllr Ewert to chase also.
- b. **Broken bollard Horsepool lane.** Pending repair. **Clerk** to chase
- c. **It was noted that a had gone through the fence at bottom bend of Polscoe hill.** Chevrons and signage are/were in place to show bend in road.

#### 9. FOOTPATHS

- a) Footpaths 1 and 12, updates on works. Still pending. Request **Cllr Ewert** to chase as matter of urgency. Footpath 1 was due to be scheduled for 2021-2022 financial year.
- b) Finnygook Walk. All those contacted for quotes since the beginning of 2022 have still not submitted anything, despite chasing. Although Mr R Toulouse could quote but not conduct work until Winter. It was agreed due to the urgency/deterioration of current wooden steps, **Cllr Medway and Cllr Evans** would submit a quote to create concrete steps at bottom of Finnygook walk.
- c) All footpaths to be cut from Sunday the 19<sup>th</sup> of June.
- d) **Clerk** to Chase Countryside Access Team re: follow up report on issues raised for path 9 and 5.

#### 10. PLATINUM JUBILEE CELEBRATIONS.

**The Beacon:** Cllr Medway thanked all those involved with the lighting of the beacon, especially Mr Malcom Biles. The Clerk awarded Certificates from the pageant Master, as a momentum. **Cllr Medway** to pass certificate to Mr Biles. **Clerk** to forward certificate to Cornwall Councillor Kate Ewert and remaining Councillors.

**Opening of Platinum Jubilee Open Space, and parish Picnic:** The Clerk thanked All Councillors for their efforts, especially in the fabrication and filling of the planters, the planting of the fruit orchard and the erection of the new shelter. Cllr Medway also gave a special thanks to the children, Bella and Matthew Gray, for running the ice-cream stall, together with the help of many other children who helped on the day. Special thanks were also given to Cllr Brooks and All who helped sell teas and cakes. And Cllr Evans and Rob Andrews from The Polbathic Cider Circle, who brought their local bar and donated their time and profit from sales to the parish defibrillator fund. In total, after covering costs, ice creams made £10.11 profit. Tea stall £56.10 profit.

The bar took: Card Sales £196.10, Cash sales £135.50. After sales £71.00. Total = £402.60.

Costs=£330.64. Bar services complimentary. Bar Profit=£71.96 to be donated to the parish Defibrillators.

Thanks was also given to the **Memorial Hall** for donating the use of the Hall for the occasion.

**Finnygook quiz money, donations:** Cllr Medway thanked The Finnygook and their patrons for the following quiz night donations: Parish defibrillators £28. Raised beds £51.00. All funds will show on next month's minutes, under payments and receipts as below.

It had been noted that there had been no entertainment or games. However, it was also noted that it was only advertised as a parish picnic on this occasion.

#### 11. PLAY PARK AND OPEN SPACE.

- a) Cllr Medway proposed, Cllr Evans seconded with all in favour to approve the purchase of 2 water butts/guttering/downpipes for the shelter, to collect rainwater for the community beds. **Clerk** to contact SWW to check for free water butts.
- b) Clerk to pass Gym equipment company info to Cllr Brooks.

#### 12. PARISH WEBSITE.

Clerk to send info, login details to the Hall, Shop, Churches in order for them to update their pages on the Parish website. Clerk to provide training to Cllr Medway and Brooks 12:45 Tuesday 14<sup>th</sup> June.

#### 13. CORRESPONDENCE RECEIVED, not covered in the agenda.

- a) Antony Estate, invite to meeting at Sconner Wood. To respond to the estate with date of June 20<sup>th</sup> am.
- b) Cornwall Active Travel challenge (prizes). 6th June -1 July. Details have been placed on the notice boards
- c) Environmental Protection Team, re: forthcoming "Cornwall's Public Spaces Protection Order and dogs on beaches consultation." Initial (further) feedback request. It was agreed to further respond, regarding the detrimental effects that the Cornwall Council oversight has caused to the beaches of Portwrinkle. The Parish Council had not wished, during the initial consultation, to change the 24/7 dog ban times on Harbour and Hoodny beach to 9-5pm, requesting they remain the same. Subsequently the seasonal ban has been erroneously omitted by Cornwall Council on their Dog Order, stating later that it could not be added afterwards, despite it being their mistake. As a result, dogs banned from elsewhere can now frequent both beaches in Portwrinkle during the day. This has caused an increase in dog fouling and incidents of dogs not being kept under control. The seasonal ban should be reimplemented next summer (if not earlier).
- d) Platinum Jubilee. Thank you letter from parishioners x 2. This was noted
- e) NMW (National Minimum Wage) Compulsory health Check. HMRC. **Clerk** to arrange with HMRC, although no concerns.

#### 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 9<sup>th</sup> of May 2022 as a true record, bar item 20: Date of next parish Council meeting should have read June 13<sup>th</sup> 2022 (not May 9<sup>th</sup>). It was agreed to add approval of The AGM minutes to next month's agenda.

#### 14. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which do not appear on the Action Tracker.

Antony Estate Tour. **Clerk** to send letter of thanks to Antony Estate for showing the Councillors the various workings of the Estate.

#### 15. RPPTUG, PUBLIC TRANSPORT MEETING, June 20th 6pm Memorial Hall.

Cllr Court circulated the agenda for the meeting, as provided by Mr G Cadwallader. The Clerk had previously circulated and

forwarded points to raise to Mr Cadwallader. **Cllr Court** to advise Cllr Kate Ewert regarding 6pm start. **Cllr Court** to cordon off parking bays for City Bus and CC representatives.

**16. TO REVIEW POLICES AND PRODEDURES.** Cllr Brooks proposed, Cllr Medway seconded with all in favour to approve the Health and Safety Policy. Cllr Court proposed, Cllr Medway seconded with All in favour to approve the Selection and Employment Committee; Training; Equality policies. **Clerk** to upload onto website.

#### **17. FINANCE**

- a) Cllr Brooks proposed, Cllr Medway seconded with all in favour (with exception of Cllr Evans who declared an interest and did not vote, see agenda item 10).
- b) Cllr Brooks signed the Bank reconciliation statements for May 2022.
- c) Cllr Medway proposed, Cllr Brooks seconded with all in favour **to approve Annual Renewal of Insurance**
- d) **Report on end of year finances 2021-2022 /Audit.** Total net expenditure for the **Parish budget** £37481.01. However, when subtract payments made which were covered by grants/donations (Bus Shelter £5000, Gym equipment £9932, bench £375.79. Also the reimbursement of Dog warden services received from other parishes £1024.90) altogether totalling £16332.69 = Actual spend of £21148.32 Which is under the budget forecast spend of £22459.8. Some of this expenditure was taken from allocated ringfenced sums i.e. Parish plan and defibrillators. Furthermore, Devolution owes the parish account £697.81 to reimburse it for paying the vat (so actual spend should be viewed as £20450.51). However, we are predicted to spend less than the budget, as part of the forecasted expenditure budget is allocated to be accrued towards future projects i.e. Parish Plan/Open Space as well as Elections and Asset replacement.  
**The Devolution budget account** total net expenditure was £16,480.00, Total net income from ticket machine =£21362.00 plus grants/interest £2691.989, total net income £24053.89 Total net expenditure £16480.64. Funds accrued are ring fenced to cover costs towards replacement toilets/ ticket machine upgrades/car park resurfacing/flower beds and loss of earnings and contingency running costs. The devolution budget does not affect the Parish Precept. The running of the Toilets/car park pay for themselves and not funded by parishioners.
- e) To receive and note the Internal Auditor's Report 2020/2021. The accounts had been approved by CL Finance. The report had been circulated prior to the meeting, with very minor comments acted upon to include a minor change to asset register. Cllr Medway thanked the Clerk for her efforts.
- f) ANNUAL GOVERNANCE STATEMENT 2021/22. Councillor Medway proposed, Cllr Brooks seconded with all in favour to approve and sign the Annual Governance Statement for 2020/21 as part of the Annual Return. The Chair (Cllr Medway) signed the Governance Statement.
- g) Cllr Medway proposed, Cllr Brooks seconded with all in favour to sign the Annual Accounting Statement 2021/22 as being correct and a true record. The Chair, Cllr Medway signed. **Clerk** to submit Audit documentation to external Auditors and place notice on website/notice boards.

**18. UPDATES FROM OTHER GROUPS. Flower Beds Subgroup (Cllr Stone) Cllr Stone** not at meeting; Play Park and Open Space see agenda item 11 (**Cllr Brooks/Jenkins**); **Tree Warden (Cllr Lester)** Not at meeting; **Defibrillators:** see agenda item 10. Also Cllr Jenkins is planning to organise a possible 3 x fund raising events, starting in the Autumn (**Cllr Jenkins**); **Gateway Community Network (Cllr Lester)** Cllr Lester will send her apologies for the coming meeting **RPPTUG (Cllr I Court)** see agenda item 15. **Library (Cllr Brooks) Clerk** to request number of Parishioners signed up. **Parish Environment and Climate Change Plan Committee, Cllr Jenkins,** nothing to report. **Devolution:** Covered agenda item 7.

**19. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Audit. Approval of minutes taken in AGM meeting May 2002.

**20. DATE OF NEXT PARISH COUNCIL MEETING,** Mon July 11th, 2022.  
**The Chair closed the meeting at 20.20**

Nancy Gray, Parish Clerk, Clerk's Office, Sheviok Memorial Hall, Crafhole, PL11 3DG  
Telephone: 01503 232996 Email: [sheviockpc@btinternet.com](mailto: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](http://www.sheviockparish.org.uk).**

## PARISH PRECEPT ACCOUNT

| June 2022 Parish Payments to raise/authorise and DD & payments taken and incoming to report May 2022 |  |        |         |         |
|--|--|--------|---------|---------|
| Pay who  | For What/Description   | Vat    | net     | Total   |
| Sheviok Memorial Hall  | Rent Clerk's office  |        |         | £63.50  |
| Nancy Gray   | Clerk's Parish wage  |        |         |         |
| Nancy Gray   | Clerk's parish expenses, notices x agenda/minutes.   |        |         | £7.74   |
| G Dyer   | Sheviok Enforcement wage   |        |         |         |
| EDF  | Tredis defib electricity   | £0.38  | £7.55   | £7.93   |
| S Lester   | Expenses. Mileage  |        |         | £1.80   |
| s Lester   | parish wage  |        |         |         |
| D Leonard  | inv 181 Cornwall council amenity areas cut   |        |         | £60.00  |
| D Leonard  | Parish amenity area cuts inv 180   |        |         | £270.00 |
| D Leonard  | Footpath cut Circular 13 and Ambers way.   |        |         |         |
| P.Stone  | reimbursement for compost for trees, plants/ shrubs varied for new flowerbeds Open space   |        |         | £111.66 |
| P Stone  | reimbursement, Bradfords delivery of Topsoil for Open Space flowerbeds, inv  | £26.00 | £130.00 | £156.00 |
| BHIB   | Parish Insurance   |        |         | £529.08 |
| Torpoint Town Council  | Library grant under power s137   |        |         | £661.50 |
| W.Evans  | Polbathic Cider Circle. Invoice Number: 2022060301cost price Bar drinks for Parish Jubilee party. (See incoming next month as proceeds taken donated to cover this cost/ towards defibrillators) |        |         | £330.64 |
| <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>   |        |         | £35.69  |
|  | <i>Clerk's credit card, £3 set monthly fee</i>   |        |         | £3.00   |
|  | <i>Amazon, gloves ppe</i>  | £5.46  | £27.23  | £32.69  |
| Nest   | staff pension  |        |         | £64.22  |
| <b>INCOMING</b>  |  |        |         |         |
| <b>Mr Chenery</b>  | Memorial Bench donation Portwrinkle  |        |         | £100.00 |

## DEVOLUTION ACCOUNT

| 2022 Devolution payments to authorise in June and Direct Debits/incoming receipts to report from May 2022 |   |     |     |         |
|---|---|-----|-----|---------|
| Pay who   | For what/Description  | Vat | Net | Total   |
| Nancy Gray  | Devolution Clerk's wage   |     |     |         |
| Julia Bradley   | Travel expenses   |     |     | £33.60  |
| Julia Bradley   | Expenses varied, off shelf cleaning products and floral display |     |     | £20.57  |
| Julia Bradley   | Cleaning wage   |     |     |         |
| Frances Jackson   | cleaning wage.  |     |     |         |
| S Lester  | Devolution maintenance wage                                     |     |     |         |
| SW Hygiene  | Ladies sanitary bins yearly contract                            |     |     | £257.50 |
| SWW   | Portwrinkle Toilets   |     |     | £190.12 |
| D Leonard   | inv 182 Portwrinkle seafront and toilet cuts                    |     |     | £60.00  |
| <b>Direct Debits</b>  |   |     |     | £0.00   |
| <b>Unity Bank</b>   |   |     |     |         |
| <b>INCOMING to report from May</b>  |   |     |     |         |
|   | Ticket machine revenue  |     |     | 653.75  |