



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 13th of March 2023 at 7:00pm in the Kennedy Room, SheviocK Memorial Hall, Craffhole.

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

1. **APOLOGIES.** Cornwall Councillor K Ewert.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** Cllr Stone declared a perceived interest in planning application PA23/01008, as his land borders the access route. Cllr Jenkins declared an interest in item 20, as her gardener has placed a bid for the grass cutting contract. **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.
 - Mrs J Bushrod spoke to the Council regarding item 10. St Mary's Church SheviocK. Application to the Ministry of Justice to Close for Burials and the intention to Transfer Maintenance responsibility, in accordance with the provisions of section 215 of the Local government act 1972, to the Parish Council, with a view to then transfer to Cornwall Council. She noted that access to the cemetery would still be open to the Public. There would be no further burials unless within a family grave in which there would be sufficient headroom. They have obtained faculty permission to inter cremated remains alongside a Memorial path (60 places) which would cover approx. 15 years, based on current rate. However, a concerning issue has arisen regarding the collapse of the retaining wall between the graveyard and neighbouring property, both of which are listed. Due to the work required and listed restrictions/care required, the cost to repair has been estimated over £250,000. They receive no funding from the Council/Government or the Church of England to maintain the Parish graveyard and war memorial. They have tried to seek funding from many different avenues and within the Church but there are no streams open to them for this type of work. Cemeteries are funded by the Incumbent Parochial church Council and the small church congregation. Volunteers mostly conduct maintenance. There is now a risk of graves spilling into the garden of the neighbouring property. They have advised the CC Portfolio holder, in advance, to attempt to seek further information and advise of the unusual circumstance/costs that accompany the closure and transference. CC's response has been that they are seeking legal advice. (see agenda item 10 for response).
 - Cllr K Ewert had forwarded her monthly update, please view on parish website via link. <https://sheviocKpc.files.wordpress.com/2023/03/kate-ewert-feb-23-update.pdf>
6. **PLANNING.**
 - a) To receive details of planning applications after the agenda published. None
 - b) To resolve Parish Council's response/comment regarding applications on the agenda. **PA23/00815.** Construction of new detached gym/games room and creation of a new covered area over part of driveway. Former Tresorn Craffhole Torpoint Cornwall PL11

It was agreed unanimously to: object to the overdevelopment of this site, which would create an imposing build. It greatly adds to the footprint of the current development already underway. The Parish Council would have opposed this if the plans had been submitted altogether under the original application. PA20/04910. Sheviok Parish Council cannot support a new application whilst there are ongoing concerns (reported to the enforcement team) regarding the current development PA20/04910 re: obscure glazing, balcony height, cladding/materials. Sheviok Parish Council is also concerned regarding the reduced landscaping and potential damage to neighbouring tree/proximity to build.

- c) **PA23/01008** Proposal Construction of one dwelling without compliance with condition 10 of decision notice E2/06/01798/FUL dated 26.07.07 Location The Beach House Finnygook Lane Portwrinkle Torpoint. Cllr Stone declared an interest and did not join in discussion/vote. Sheviok Parish Council objects to this application due to the following concerns: This property lies within the coastal erosion zone and as such is not sustainable. There are two public footpaths. The main giving direct access to Finnygook beach (gold footpath 637/12/1) which lies below/parallel to the proposed build. There has been a landslip across this path and it is awaiting funding for a catch fence. There is concern that this build will further undermine the integrity of this footpath used by tourists and locals to access Finnygook beach, potentially cutting off the beach access/endangering users. Together with concern for beach users below regarding the current stability of the cliff directly above them/ below the build. There are concerns regarding rainwater catchment and drainage, as there are no plans of how this is to be dealt with either within these new plans or the originally approved application from 2007, Especially due to the design of large Apex roof directing rain water within this vulnerable area prone to erosion/landslips which has worsened over the past 16 years. This is an area of Great landscape Value.

d) To receive planning decisions from Cornwall Council. None

7. HIGHWAYS MATTERS TO REPORT

- a. **Traffic Through Craffhole, Speed cushions.** These have now been installed. The cushion outside the Post Office is as planned. **Cllr Lester/Clerk** to raise further with Highways and Community Network re: size issue of 2 cushions at the eastern end of the terraces, which do not meet the intended aim of allowing the increased number of HGVs to adequately straddle a cushion - rather than bump over original speed hump - in order to: reduce impact damage to utilities below and the subsequent road closures, or damage to neighbouring properties, noise to residents. **Clerk** to email insert from original funding application and request site meeting/rectification. **Cllr Lester** to raise at Community Network meeting.
- b. **Hedge/visibility on bend B3247, bottom of Polscoe hill, near junction with A374.** Cllr Evans met with the Antony Estate Manager, who will seek permissions and advise if the Estate will permit a working Party to remove the hedging/scrub back to metal-work, to improve the visibility/safety on this bend.
- c. **Road name signs: Burns View/Dawney Terrace.** New signage in place, Cllr Medway monitoring to ascertain if this solves the issue of incorrect deliveries.

8. FOOTPATHS:

Sheviok Potential Permissive footpath. Cllr Evans met Estate Manager. Stock fencing has already been installed - to relay it would cost approx. £10/meter circa £20,000. Second permissive route discussed, across fields to join footpath 5/ Lady Well. This is subject to Estate Manager discussing with leaseholders and Antony Estate, together with the cost of installing permissive and warning signage (to include dogs on leads). Permissive contracts. **Ongoing**

Finnygook Walk. Contractor to install 5 sections of handrails approx. March 20th.

Footpath 4. Cllr Evans has walked and all clear to 1.5 width on the ground. Narrowing at head height/narrower sections due to brambles/hedging. Clerk to advise CC.

Footpath cuts. It was agreed that the footpaths are not in need of cutting yet, mostly muddy.

WCA 561 Definitive map application. Finnygook. Pending update from CC.

9. OPEN SPACE/PLAY PARK.

- a) **SAFER SURFACE MATTING.** It was proposed by Cllr Medway, seconded by Cllr Evans to approve the quote from Greenschemes to lift and re-site the grass matting under the ixo multi-play unit. **(Clerk to advise Greenschemes).**
- b) **Wooden play equipment. Maintenance/Cllr Medway** to attach reinforcement brackets to other items as agreed.
- c) **Gazebo roof shingles. Maintenance** to aid **Cllr Medway** to replace shingles.
- d) **Fruit trees. Cllr Stone** to loosen bands around trees.
10. **CORRESPONDENCE RECEIVED:** To consider and RESOLVE Council's response.
- **APPLICATION TO THE MINISTRY OF JUSTICE TO CLOSE FOR BURIALS AND NOTICE OF INTENTION TO APPLY TO TRANSFER MAINTENANCE RESPONSIBILITY. St Mary's Church Shevioc. To receive notice of the transfer of maintenance responsibility.** Please see Public Participation Item 4. After discussion it was agreed to postpone the signing of the closure to burials form and transference of maintenance until further clarification can be obtained. As although the Parish Council does not have objections to the closure of the burial grounds (under section b1a- there is no proper room), it has concerns regarding the transference of maintenance to the Parish Council due to the costs of the necessary works being quoted above £250,000. It wanted to seek assurance from Cornwall Council that they would then accept the transference of maintenance from Shevioc Parish Council, as per accordance with the provisions of section 215 of the Local government Act. As Cornwall Council are seeking legal advice and due to the substantial costs that could potentially fall upon the Parish Council/ parishioners if this were not to move forward under due process. It was agreed to chase a response from Jon Mitchell, the Portfolio Holder in Cornwall Council, and seek support /advice from Cornwall Councillor Kate Ewert. **Clerk** to also seek secondary contact at Cornwall Council due to the ongoing delay in response.
 - **Torpoint Library and Community Hub** is now providing a Saturday Click+Collect Service with Kardkadia, Plus additional opening on Market Sundays from 1000 – 1400, starting Sunday 26th March. (Noted)
 - **CC Catherine Thomson. The Good Growth fund.** See website <https://ciosgoodgrowth.com/funding-opportunity/community-organisation-fund/>
 - **Correspondence to note after the agenda finalised.**
 - Email. Mrs G Kennedy supporting a seasonal ban 10-6 noting that access to the above beaches is easier than Finnygook.
Email Mr B Wilkey, (non-parishioner) opposing the 24/7 seasonal dog ban on Harbour Hoodny beach although supporting the 10-6 seasonal ban.
11. **MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED.** Minutes of the Parish Council meeting held Wednesday the 8th February 2023. Cllr Medway proposed, Cllr Jenkins seconded with all in favour of approving the minutes as a true record with correction to item 16b to read Cllr "Lester" signed the reconciled January banking statements, as opposed to Cllr Brooks.
12. **TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTE**
Agenda item 4, concerns regarding increased numbers of HGVs accessing site, the two mobile homes, and sewerage drainage at the Antony Estate Farm, Georges Lane. It was agreed to arrange a site meeting between the Estate Manager and Councillors Lester and Court. **Clerk** to arrange.
13. **SEASONAL PSPO DOG RESTRICTIONS CORNWALL regarding HOODNY and HARBOUR BEACH.**
Awaiting response from Cornwall Council's Portfolio holder, to confirm the specific timings of the Seasonal Dog Order for the above beaches, for 2023-2026. Until timings are confirmed, the signage cannot be ordered. Clerk to chase and circulate decision and report at April meeting.
14. **THE CORONATION OF KING CHARLES III.**
Saturday My 6th The Coronation broadcast live from Windsor Castle by the BBC. The Coronation Big Lunch, at which neighbours and communities are invited to share food and fun together.

Sun 7th of May, Parish Coronation Party: Memorial Hall. 12 noon – late.

Co-organised by the Parish Council and the Memorial Hall committee. Bar and BBQ, teas coffees and cakes. Entertainment as follows: Children’s entertainer Wishy Washy 2-3pm, Band the “Derryairees” 3:30 -5:30. **Cllr Brooks/Evans** to sort bunting and flags. **Clerk** to draft posters – to include Community Family Service at 10am, St Mary’s Church Shevioc. It was agreed to investigate Coronation parish memorabilia for the children of the parish. i.e. mugs/other prior to the next meeting **(ALL)**. **Cllr Brooks** provisionally offered to organise the sale bacon baps/coffee morning to raise funds towards costs of these items.

Monday 8th. The Big Help Out, encourages people to try volunteering for themselves and join the work being undertaken to support their local areas. **Cllr Stone** noted that a number of Portwrinkle residents had discussed organising something, so would suggest this date.

- 15. REVIEW OF FINANCIAL REGULATIONS.** It was agreed, with All in favour that that no changes were necessary to the current regulations. **PARISH RISK ASSESMENT, Clerk** working through ongoing. To sign off at May meeting.
- 16. PORTWRINKLE CAR PARK TICKET MACHINE.** Flowbird (ticket machine maintenance contract provider) can deliver the “Your Parking Space App” plus added facility of a QR code (takes user direct to webpage for payment - requiring less mobile signal strength i.e. if does not have/cannot download the APP) to provide cashless option of payment via mobile phone. Your Parking Space charge 20p (under negotiation) which they add to each transaction (per ticket) if choosing to use this facility. Signage required can be organised by Flowbird. Clerk confirming feasibility with Cornwall Council enforcement team. Clerk to request Flowbird ensure that this facility works on site prior to potentially moving forward. It was agreed to also investigate/compare with the “Just Park” App. **(Clerk)**
- 17. FINANCE**
 - a) Cllr Medway proposed, Cllr Lester seconded with all in favour to approve the payments listed below for March 2023 and the direct debits/incoming reported from February 2023.
 - b) Cllr Brooks signed the reconciled, February, bank statements.
 - c) Cllr Medway proposed, Cllr Evans seconded, with all in favour to approve the Parking Enforcement SLA for April 2023- March 31st 2024, **(Clerk to inform CC)**.
 - d) Unity Bank will no longer take cash deposits at the Post Office from May. It was Proposed by Cllr Medway, seconded by Cllr Evans with all in favour to Open a Lloyds Treasurer’s account for Parish Councils -to deposit cash via the Post Office. As per the banking mandate 2 signatories will be required to approve transactions. Cllrs Medway, Brooks, Evans, Court and Lester agreed to be named signatories **(Clerk to set up)**.
- 13. UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds Subgroup.** Cllr Court will add remaining stone mulch to cover the geotextile. It was suggested that the phormiums could be cut back at the Community event (see item 14 Coronation, Big Help out) some of the budget could be used for spring purchases -to be assessed. **Play Park and Open Space (Cllr Brooks/Jenkins)** see item 9. **Tree Warden (Cllr Lester)** Nothing to report. **Defibrillators.** Clerk will distribute/swap child electrode pads (to store alongside each Defib unit) prior to expiry of existing child pads -April 23rd. **Gateway Community Network**, meeting on March 15th. **Cllr Lester** to address issue of road makings at mini round about and speed cushions (see item 7 a). **RPPTUG (Cllr Court)** Following the meeting with Go Cornwall and City Bus there have been no changes to parish bus routes. A second meeting with Go Cornwall and City bus is scheduled for April. AGM to be held in Memorial Hall in June. **Parish Environment and Climate Change Plan Committee (Cllr Jenkins)** Nothing to report; **Devolution:** see item 16. **Clerk** continuing to advertise for self-employed ad hoc cleaner(s) for back up, in case of illness, unavailability of current cleaning team.
- 14. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** End or Year Budget Review. Parish Risk assessment.

- 15. ANY FURTHER ITEMS.** Parish Spring Clean Weekend 18/19th March, as detailed in Parish Newsletter (**Clerk** to place Poster)
- 16. CLOSED SESSION.** Pursuant to the Public Bodies (Admissions to Meetings) Act 1960 members of the press and public were excluded. The Parish Council moved into Closed Session: Grass Cutting Tender. Cllr Jenkins did not participate. Cllr Medway Proposed, Cllr Evans seconded with all in favour to award the grass cutting contract 2023-2025 to Mr Dean Leonard. **Clerk** to advise Mr Leonard.
- 17. DATE OF NEXT Parish Council Meeting.** moved to Wednesday 12th March 13th @ 7pm (due to Monday 12th falling on Easter Bank holiday).

The Chair declared the meeting closed at 21:05.

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

Telephone: 01503 232996 Email: 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.

PARISH PRECEPT ACCOUNT

| March 2023 Parish Payments to raise/authorise and DD & payments taken and incoming to report Feb 2023 | | | | |
|---|--|---------|---------|---------|
| Pay who | For What/Description | Vat | net | Total |
| Sheviock Memorial Hall | Rent Clerk's office. | | | £63.50 |
| Nancy Gray | Clerk's parish wage | | | |
| Nancy Gray | Clerk's parish expenses Travel re: Mins and Agendas plus defibs | | | £4.50 |
| G Dyer | Sheviock Enforcement wage. | | | |
| SL Lester | Expenses. Mileage | | | £1.80 |
| Mr D Leonard | Hedge cutting, play area/Open Space | | | £45.00 |
| D Holloway | Wishy Washy, deposit for entertainer for the Coronation party. | | | £50.00 |
| EDF | Tredis defib | £0.34 | £6.79 | £7.13 |
| Defib Store Ltd | Child defib pads x 6. Current due to expire April 23rd. Best of 3 quotes includes £10 Carriage | £108.80 | £534.00 | £652.90 |
| Green Scheme Ltd | Aeroskate parts and repair (Playpark) | £63.96 | £319.80 | £383.76 |
| Direct Debits to report | DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT | | | |
| Lloyds Bank | Clerk's credit card, see breakdown below: | | | £3.00 |
| | Clerk's credit card, £3 set monthly fee | | | £3.00 |
| Nest | Pension | | | |
| INCOMING | | | | £0.00 |

DEVOLUTION ACCOUNT

| 2023 Devolution payments to authorise in March and Direct Debits/incoming receipts to report from Feb 2023 | | | | |
|--|--|-------|--------|---------|
| Pay who | For what/Description | Vat | Net | Total |
| Nancy Gray | Devolution Clerk's wage. | | | |
| Frances Jackson | Cleaning wage. | | | |
| S Lester | Maintenance wage. | | | |
| S Lester | black masonry paint | £3.00 | £14.99 | £17.99 |
| N. Wilson | Cleaning services | | | £150.00 |
| Cornwall Council | Feb 81000349867 parking enforcement agreement. | | | £42.60 |
| Cornwall Council | December Parking enforcement agreement | | | £36.00 |
| SWW | Water and Sewerage Portwrinkle Toilets | | | £270.79 |
| Direct Debits/Payments to report | | | | |
| INCOMING to report from February | | | | |
| | Ticket machine revenue | | | 503.50 |