



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 Wednesday the 12th 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. Cornwall Councillor Kate Ewert. There were no members of the public present.

1. **APOLOGIES.** None.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** None **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 G Kennedy. Reported a dead seal on Hoodny beach, Portwrinkle. The Clerk has reported it to Antony Estate for removal.
 - A Parishioner had raised doubt concerning a Penalty ticket issued whilst parked on the verge, not on yellow lines, off Finnygook Lane. This is enforceable as the Yellow Line restrictions cover the road, pavements and grass verge.
 - Cllr K Ewert monthly update, please view on parish website or via link: <https://sheviocKpc.files.wordpress.com/2023/04/kate-ewert-march-23-update-1.pdf> Issues also raised under 7 Highways and 14 Seasonal Dog Restriction PSPO.
6. **PLANNING.**
 - a) To receive details of planning applications after the agenda published. None
 - b) To resolve Parish Council's response/comment re: applications on the agenda. None
 - c) To receive planning decisions from Cornwall Council
PA23/00815. New detached gym/games room and creation of a new covered area over part of driveway. Former Tresorn Craffhole. Cornwall Council has approved the above planning stating adequate room for development; design in keeping with the existing design; Provisions made for neighbour's tree to safeguard it; Enforcement issues on existing build being dealt with separately.
 - d) **PA23/01008** Proposed 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. Pending
7. **HIGHWAYS MATTERS TO REPORT**
 - a) **Traffic Through Craffhole improvements and Speed cushions.** Virtual meeting with Highways Weds 19th April 2-2:30pm, to receive and discuss improvements prior to Public consultation. To additionally request/raise: Repainting of road markings at the bottom of Polscoe hill; Reduction of weight limit for HGVs; The size issue of the 2 speed cushions at the eastern end of the terraces; General Diversion signage and route issues. **Clerk** to circulate link to ALL Cllrs, Clerk to also attend.
 - b) **Polscoe Hill Bend/Visibility.** **Clerk** to arrange meeting with Antony Estate and All Councillors notably Cllrs Lester, Court, and Medway. To include request for update regarding SheviocK Permissive footpath route and site meeting regarding mobile homes on Estate Farm/SheviocK.

8. FOOTPATHS:

Fennygook Walk. Contractor has installed the 5 sections of handrails. Cllrs agreed he had completed it to a good standard.

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

9. OPEN SPACE/PLAY PARK.

a) **SAFER SURFACE MATTING.** Is being installed from April 18th. Fencing will then be installed by Greenschemes to protect areas until the grass grows back.

b) **A New Apple tree** is to be donated by the Memorial Hall Committee, to commemorate the Coronation Of King Charles III. It will be planted in the existing orchard area of the Open Space.

10. ST MARY'S CHURCH, SHEVIOCK. APPLICATION TO THE MINISTRY OF JUSTICE TO CLOSE FOR BURIALS AND NOTICE OF INTENTION TO APPLY TO TRANSFER MAINTENANCE RESPONSIBILITY TO SHEVIOCK PARISH COUNCIL.

The Clerk had sought legal advice from CALC/NALC. It was noted that the Parish Council is not obliged to accept the transfer of maintenance unless the churchyard is formally closed. Once the churchyard is formally closed, if the PCC chose to transfer the maintenance of the churchyard to the Parish Council (in accordance with the provisions of section 215 of the Local government act 1972) to the Parish Council, then the Parish Council must fund all works necessary to make the closed churchyard safe and in good condition without any limit to the financial cost involved. Should Sheviock PC be able to transfer the maintenance within 3 months to Cornwall Council, CC could then treat the expense of maintenance of the churchyard as a "special expense" under section 35 of the Local Government Finance Act 1992 chargeable only to the council taxpayers of the parish. It was noted that Cornwall Council was seeking Legal advice.

Cllr Medway Proposed, with all in favour to object to the closure to burials as there may be potential land currently reserved for the Carew Pole Family. Cllr Medway proposed with all in favour to decline the transfer of maintenance on the grounds that that the church yard is not yet closed to burials; also that the Parish Council does not have the budget or means to pay for the existing costs of over £250,000 for the urgent repair to the listed retaining wall in the cemetery, and does not believe it ethically right to pass on the cost to the tax payers of the parish - circa £500 per person. Responsibility for maintenance falls on the Parochial Church Council (PCC) for the parish in which the churchyard lies (s215(1) of the local government Act1972). The PCC is required to keep the churchyard in decent order and its walls and fences (including gates) in a good state of repair.

It was also agreed that the **Clerk** write to the Archbishop Of Canterbury, copying in the Diocese of Truro, to ask the Church of England to fund the urgent repairs to its own land/asset, rather than placing the onus on a small PCC to fund it or potentially transferring over the entire maintenance costs of circa £250,000 to a small parish/council and its council taxpayers, especially during the cost of living crisis. The Parish Council cannot find any large-scale grant funding criteria available, which would be treated as a priority to fund an urgent repair on a discrete listed retaining cemetery wall, especially as it is not on the "heritage at risk register." **Clerk** to inform the PCC.

11. CORRESPONDENCE RECEIVED: To consider and RESOLVE Council's response.

- **Lisa Grigg, Community Gateway Network re:** Community Area Partnerships. Noted
- **Cornwall Cricket. Request for funding. Noted** only, no grounds in the parish.
- **Malcom Biles Courtesy email.** Re: A proposed donation to the National Trust of a cliff-top seat on the South West Coastal path at Trethill Cliff. Noted
- **G. Cadwallader. New Transport for Cornwall, GO Bus timetable available from 2/02/2023.** Noted
- **Citizen's advice.** A request for funding, accompanied by a Letter detailing (anonymous) statistics for services used by Sheviock Parish residents during the past year. Cllr Brook proposed, Cllr Medway seconded with all in favour to approve a £50 donation under power 137 as it had been a lifeline to some of its parishioners and a free service available to all.

12. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED. Minutes of the Parish Council meeting held Monday 13th of March 2023. Cllr

Medway proposed, Cllr Jenkins seconded with all in favour of approving the minutes as a true record.

13. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING.

None/covered in the agenda and current minutes.

14. SEASONAL PSPO DOG RESTRICTIONS CORNWALL regarding HOODNY and HARBOUR BEACH.

a) Cornwall Council's Portfolio holder ruled that Seasonal Dog ban restrictions will be re-implemented on Hoodny and Harbour beach Portwrinkle but at the reduced timings from July 1st to August 31st between 10am -6pm; to be brought in line with the majority of beaches covered by Cornwall Council's PSPO. SheviocK Parish Council had requested that the original seasonal dog ban restrictions covering Hoodny and the Harbour beach from Easter Sunday - Oct 1st, 24/7, be reinstated; as this initially came into force on May 17th, 2011, following Public Consultation within the parish; taking into consideration that dogs could already and can continue to access the separate, dog friendly Finnygook beach, 24/7 throughout the year. Neither does the ruling follow the recommendation of Cornwall Council's Neighbourhoods Overview & Scrutiny Committee which resolved at their meeting, dated 19th January 2023 to advise to reinstate the original 24/7 Easter Sunday to Oct 1st Dog Ban.

b) It was noted that Cornwall Council will place the relevant restriction signage as offered. **Clerk** to confirm. SheviocK Parish Council could potentially reuse the green arrowed dog friendly pointer signage directing to Finnygook beach.

15. THE CORONATION OF KING CHARLES III.

a) After discussion it was proposed by Councillor Brooks and approved by All, to purchase coronation memorabilia teddy bear Keyrings, for each child in the parish. Cost circa £175.98. **Clerk** to Order. These could be distributed at the Parish Party or collected from the Clerk's office.

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

Preparations in hand. After costs, proceeds from the event will be donated to local causes to be confirmed jointly by the Memorial Hall Committee and Parish Council. **Clerk** to finalise poster. Band to invoice Clerk **Cllr Evans** to advise band. **Monday 8th. The Big Help Out, Cllr Brooks** noted that their volunteers would be welcomed at the Memorial Hall to help remove bunting etc.

16. PARISH RISK ASSESSMENT. Fire extinguisher, Clerk's office. Cllr Brooks stated that the tests would be completed later this month. **Clerk** to upload date once secured and finalise document for approval at May meeting.

17. PORTWRINKLE CAR PARK TICKET MACHINE, parking App/QR Code for mobile payment. "Just Park" would add a 20p surcharge on cost of tickets issued when purchased through them. Clerk to secure more details. To be an agenda item for May to resolve which provider to use. **(Clerk).**

18. PARISH PLAN. The Priority items are: **1. Improvements to Traffic through Crafhole.** Virtual meeting with Highways to be held on April 19th, to finalise all prior to Public consultation. **Development of Open Space.** Completed. **2.Parish Defibrillators.** Each have guardians who upload info to "the Circuit." Clerk oversees. The Memorial Hall has adopted one defib unit to help fund batteries and pads. Aim to find more organisations/businesses to adopt each parish Defibrillator. **3.New ticket machine for Parish Car Park** (now purchased) aim now to organise mobile parking app for summer 2023. Clerk in talks with Flowbird and Just Park. **4. SheviocK Permissive footpath.** Currently Seeking route/permissions from Antony Estate. **5.Digital Real Time Displays at Parish Bus Shelters.** Awaiting new round of funding. **6. Road safety improvements Portwrinkle.** A warning triangle /pedestrian in road sign and slow signage on road have been implemented. Brambles outside Public Toilets to be kept short to increase visibility.

19. REGISTER OF INTERESTS, COUNCILLORS REVIEW. Clerk to print issue new forms for Cllrs Brooks and Evans, to note being Chair and Vice Chair of Memorial Hall. **Cllrs Brooks and Evans** to return completed forms to **Clerk.**

20. FINANCE

- a) Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the payments listed below for April 2023 as shown further below. End of financial year payments also noted.
- b) Cllr Brooks signed the reconciled, March, bank statements.
- c) Cllrs Medway, Brooks, Lester, Court and Evans signed as signatories for a Lloyds treasurer's account for Devolution cash deposits. The Clerk also signed as a signatory to be able to make transfers set up payments/ process and use the online banking facility, however, 2 Cllrs would always be required to sign and approve any transactions totalling 3 signatories, rather than the required 2, to ensure the bank mandate is adhered to. **Clerk** to send to Lloyds Bank.
- d) The Clerk gave a preliminary end of year budget report 2022-2023 prior to producing full report for the Audit. In brief, **Parish** net income £26210.91 (more than expected due to donations received totalling £2756). Net spend £25793.38. This includes £4059.61 spent on capital expenditure (Shelter for Open Space, replacement bench Portwrinkle, replacement laptop, handrails for Finnygook footpath etc, which had been earmarked from existing reserves such as asset replacement, Open Space and Parish Plan reserves. **Devolution budget:** Net revenue from ticket machine £15890.04 plus devo grant £814.87 and interest £471.95 total net income £17171,86. Net spend totalled £17168.42 - which included large capital expenditure purchase of new Ticket machine at net £4850, which will be taken from reserved funds earmarked for this. Any profits allocated to reserves from improvements to toilets etc.

- 21. UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds Subgroup.** Cllr Stone has cut back Portwrinkle beds. **Cllr Evans** proposed with all in favour to purchase 6 bags of compost for cross flower beds. **Play Park and Open Space (Cllr Brooks/Jenkins)** see item 9. **Tree Warden (Cllr Lester)** Nothing to report. **Defibrillators.** Child electrode pads to **Councillor Evans** to exchange at Finnygook defib unit; all will be swapped by the 23rd of April (**Clerk**). Clerk has replaced batteries in Jolly Roger defib unit. It was agreed unanimously that the **Clerk** could purchase new batteries for 5 defib units in preparation. **Gateway Community Network, Cllr Lester** had requested the white lines be repainted in the terraces and the mini-roundabout and Polscoe Hill. Cormac only has 1 white line painter. These items to be requested during the meeting with Cornwall Highways on the 19th of April as well as issue with speed humps on eastern side of terraces. Cllr Lester reported that the new larger CAP areas would come into force from May 24th, the gateway area would amalgamate with Looe and Liskeard areas, in total circa 35,800 people to be the largest CAP area in Cornwall. There would be 6 meetings per year although more funding there are more people. Cllr representation to be addressed at the May **AGM**. **RPPTUG (Cllr Court)** Bus Pass holders will continue to be able to travel for free "24/7" on public buses in Cornwall, times differ in Devon. AGM to be held in Memorial Hall in June, **Cllr Evans** to verify the booking. Questionnaire to be inserted in next Newsletter. **Parish Environment and Climate Change Plan Committee (Cllr Jenkins)** Nothing to report; **Devolution:** see item 17. **Clerk** continuing to advertise for self-employed ad hoc cleaner(s) for back up, in case of illness, unavailability of current cleaning team.
- 22. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Audit, staff appraisals, Parish Insurance, Parish Risk assessment.
- 23. ANY FURTHER TEMS.** UK Government Emergency Alert Test, 3pm, Sunday 23rd April. Emergency Alerts is a UK government service that will warn you if there is a danger to life nearby. In an emergency, your mobile phone or tablet will receive an alert with advice about how to stay safe.
- 24. DATE OF NEXT Parish Council Meeting.** moved to Wednesday 10th of May @ 7pm (due to Monday 8th falling on a Bank holiday). Parish Council AGM to also be held.

The Chair declared the meeting closed at 21:23

Nancy Gray, Parish Clerk, Clerk's Office, Sheviock 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.sheviockparish.org.uk.

PARISH PRECEPT ACCOUNT

End of financial year March 2023 Parish Payments to raise/authorise Parish Precept 2023				
Pay who	For What/Description	Vat	net	Total
Mr C R W Shorten	To install handrails along 5 sections of steps throughout Finnygook walk footpath.			£1,705.00

April 2023 Parish Payments to raise/authorise and DD & payments taken and incoming to report March 2023				
Pay who	For What/Description	Vat	net	Total
Sheviok Memorial Hall	Rent Clerk's office. £63.50			£63.50
Sheviok Memorial Hall	Rent Clerk's office. £63.50 . Duplicate as did not get inputted onto online banking in March.			£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	Sheviok Enforcement wage			
S Lester	maintenance wage			
SL Lester	Expenses. Mileage			£1.35
Lyncher Valley Partnership	Antony Estate, Annual rent playpark/open space			£100.00
Mrs D Lester	Mileage to attend Community Gateway Meeting 24 miles @45p			£10.80
EDF	Tredis defib	£0.39	£7.77	£8.16
CALC	Annual Subscription	£57.20	£326.84	£384.04
Internal Transfer to Devolution account	Giro Bank core business. Ticket machine revenue. Paid into Parish Account temporarily as awaiting new Devolution deposit card. See incoming below			£156.80
Direct Debits to report	DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT			
Lloyds Bank	Clerk's credit card, see breakdown below:			£82.99
	Microsoft 365 annual subscription	£13.33	£66.66	£79.99
	Clerk's credit card, £3 set monthly fee			£3.00
Nest	Pension			
BT	Phone/internet	£44.28	£221.40	£265.68
Unity Bank	Service charge			£18.00
INCOMING in March 2023				£0.00
internal transfer received	Reimbursement from devolution account for annual insurance share			£251.00
internal transfer received	Reimbursement from devolution account for staff pension share			£121.00
internal transfer received	reimbursement from devo account for purchases made using parish Credit card for devolution items			£260.36
INCOMING	Giro Bank core business. Ticket machine revenue. Paid into Parish Account temporarily as awaiting new Devolution deposit card. See internal transfer above			£156.80

DEVOLUTION ACCOUNT

2023 March Devolution End of financial year, payments and internal transfers to authorise.				
Pay who	For what/Description	Vat	Net	Total
Crafthole Community Shop	Reimbursement for sum incorrectly paid into Parish Devolution account Dec 1st 2022 by the post Office. See Dec 2022 Accounts incoming to report.			£585.00
Crafthole Community Shop	Reimbursement for sum incorrectly paid into Parish Devolution account by Post office on Dec1st 2022 (see December 22 accounts money received)			£460.00
Internal Transfers only to Parish Precept account				
Sheviok Parish Precept	Insurance share			£251.00
	Staff Pension share			
	Total of purchases for devolution items bought throughout the year using Parish Credit card. i.e. PPE lights and batteries for toilets/mops etc			£260.36

2023 Devolution payments to authorise in April and Direct Debits/incoming receipts to report from March 2023				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	Cleaning wage.			
Natasha Wilson	Cleaning services plus toilet cleaner (reimbursement £1.70)			£121.70
BUNZL	Cleaning products/toilet rolls	£20.75	£103.73	£124.48
BUNZL	Toilet cleaner/bulk buy	£5.70	£28.50	£34.20
Cornwall Council SLA	Enforcement for Portwrinkle Car Park			£72.00
Direct Debits/Payments to report				
Service charge	Unity bank set fee			£18.00
Manual Credit handling fee	Unity Bank fee			£13.20
INCOMING to report from October				
Interest	Devolution Deposit Account			265.61