



*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 11th of September 2023 at 7:00pm in the Kennedy Room, SheviocK Memorial Hall, Craffhole. Present: Councillors:** Chair Cllr S Medway, Cllr I Court, Cllr D Lester. Cllr P Brooks, Cllr L Jenkins, Cllr P Stone. Parish Clerk Mrs N. Gray.

1. **APOLOGIES.** Vice Chair W Evans.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** Cllr P Stone declared a non-pecuniary interest in Agenda item 6 Planning. PA23/05505, as a non-adjointing neighbour. **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.
  - Cllr Jenkins stated that a parishioner had enquired about the cutting of footpath 8 (Tredis), as sections are overgrown. The Clerk advised that it had been cut this year. The vegetation is growing rapidly. Funding from Cornwall Council is for two cuts. She will ask contractor to cut back.
  - Cllr Court stated that a parishioner had asked for a zebra crossing in SheviocK across the A374 as noted a crossing is to be built in Antony across the A374. The Clerk noted that a pedestrian refuge, rather than a crossing is to be built in Antony on the A374 to aid residents to cross the A374, especially school children accessing Antony school. This has been part of a wider long-term plan at the junction. (See also item 7, Highways).
  - Cllr Stone stated that he wished to make a comment as a Parishioner, outside of his role of Cllr, Re: Agenda item 6c PA23/05505. As the nearest neighbour he has no objections to the application and submitted this on the CC Portal, he expressed concern with additional noise if hot tubs were to be used on the roof terraces.
  - Cornwall Cllr Kate Ewert had submitted her monthly update via email: <https://sheviocKpc.files.wordpress.com/2023/09/august-23-update-1.pdf>
6. **PLANNING.**
  - a) To receive details of planning applications received after the agenda published. None
  - b) To resolve the Parish Council's response on the following planning applications received before the agenda was published:
    - PA23/05017** Traditional roundhouse to complement the adjoining agricultural skills and heritage crafts classroom, to increase the capacity of the facility. Reservoir Field, Horsepool Lane, SheviocK. Mr Robbie Ryder. **Withdrawn**
    - PA23/05505** Demolish the three existing dwellings, build three new ones, and construct a new golf club house, with variation of condition 2 of decision PA13/04351 dated 16/12/2013. Location Westholme Finnygook Lane Portwrinkle. Applicant Terry Matthews Portwrinkle Developments and Hospitality Ltd. Cllr Stone declared an interest and did not participate in the any discussion. It was noted that this plan would replace the previously approved Planning application with some small changes such as roof height. Cllr Medway proposed, Cllr Brooks seconded with all in favour to support the planning application with a request that hot tubs not be used on the roof terrace due to adverse noise impact upon neighbours. **(Clerk).**

- c) To receive Cornwall Council's decision on the following application(s). **PA23/05006**  
Proposed use of the Annexe at Willow Tree, Crafhole for use by family, friends, and non-paying guests as well as for short term holiday letting. The Annexe Willow Tree Crafhole. Applicant Mr & Mrs William & Maxine Kelly. Approved with conditions.
- d) PA23/00897/PREAPP. **Pre application advice** for development of 4 houses. - Land West Of Sheviock Barton Sheviock Cornwall PL11 3EH Antony Estates. Clerk to submit the following comments to Planning/ Antony Estate. No objections raised at this stage, although due consideration is needed re: Safety at the semi blind junction of Horsepool Lane and the A374; Sewerage and increased strain on old infrastructure; Minimal disruption to existing trees/privacy. Policy 1, primary residence clause, of the Rame NDP would be applied. The proposed development is within the Sheviock Settlement boundary.
- e) Proposed upgrade of existing base station installation at Cornerstone 122750 / 88826 / 004001 02 SITE 4001, GEORGE LANE, CRAFTHOLE, TORPOINT, PL11 3EH. Noted.
- 7. HIGHWAYS MATTERS TO REPORT**
- a. Any items to report: Clerk to chase Highways regarding Virtual meeting re: consultation of plans to improve traffic flow through Crafhole. (Clerk/CC Ewert)
- b. **A374 speed through Sheviock. (Clerk/ Cllr Ewert)** to chase Highways regarding request for speed information from existing VSDU, plus request for temporary mobile speed capture unit at the Eastern gateway into village (traffic from the East/ferry).
- 8. FOOTPATHS**
- a) Lady Well – Footpath number 5, requested repair to footbridge. **Clerk/ Cllr Ewert** to chase Countryside Access Team/Cormac, noting deterioration and safety concerns, plus contribution to repair. To include request for reopening of footpath 1.
- b) Sheviock Permissive path project Sheviock. Route map. Cllr Court provided map. **Clerk** to forward to landowners.
- c) Antony Estate offer of discussion re: B3247 Crafhole East, Permissive footpath proposal. **Clerk** to arrange meeting.
- d) WCA 561 Definitive Map Modification Order, application on land adjacent to the Finnygook Inn. Update. This is facing an objection to the Restricted Highway decision. Case to be heard by the planning inspectorate.
- e) Footpaths can be scheduled for cut (**Clerk**)
- 9. OPEN SPACE/PLAY PARK.**
- a) **Aeroskate grinding noise.** Green Schemes, advice from manufacturer - pending.
- b) A wooden bench from Portwrinkle has been moved to the Open Space, due to a new recycled plastic memorial Bench donation for Portwrinkle.
- 10. DOG RESTRICTIONS, Harbour and Hoodny Beach. End to summer restrictions. 10-6pm July 1st-August 31st, 2024.** To be reviewed by CC in 2025. The Council wished to commend the Enforcement Officer, Mr G Dyer for his efforts this summer. He had managed to encourage all those he spoke to - who were contravening the ban, to adhere to the law without issuing any fixed penalty tickets.
- 11. St MARY'S CEMETERY SHEVIOCK.** Transferral of Maintenance/repair to Cemetery Wall. Update from site meeting in July. It was agreed to: Try to find a solution together and prevent division. (PCC is Parochial Church Council as opposed to Sheviock Parish Council)
- PCC/Diocese to obtain updated quote/costs due to inflation.
  - Meet virtually, via Teams, in September (**Clerk to organise with Cllr Ewert**)
  - Mr J Moules to raise with issue with central administration (C.E) and seek advice.
  - PCC agreed to place hold on Closure/Transference of Maintenance.
  - PCC to seek advice from Building control and undertake regular inspections (if needed) for the safety of the residents in Glebe House.
  - It was noted that this is going to be a nationwide issue that needs to be discussed at a higher level between the Government/Church of England.
- 12. CORRESPONDENCE RECEIVED, not covered in the agenda.**
- **CALC -Guide to taking part. D-Day 80th Anniversary on 6th June 2024.** National beacon lighting. It was agreed to make an ongoing agenda item.
  - **Cllr K Ewert/Cornwall Council. Adjustments to Steet Lighting.** Risk assessments will take place in certain areas/towns across Cornwall, where this may cause risk.
  - **Mrs B Earnshaw. CLOSURE OF CRAFTHOLE POST OFFICE. Outreach Post Office facility, clarification.** It was noted that not all Councillors had seen all correspondence

sent by the Shop committee to the Post Office. Any discrepancy did not lie with Cllr Lester She stated clearly what she had been told in April by the Outreach provider: that he would not be willing to take on this service. It was noted however that The Shop Committee had been told in April by the same Outreach provider that he would be willing to provide this service.

- **Response received from Laura Tarling, External Affairs Manager. Post Office.** It was noted that the Kennedy room in the Memorial Hall could be a potential room for an outreach service. It was agreed to respond (copying in Mr M Walls, Cllr Ewert). Stating once again the incorrect distance to St Germans Sub Office. Noting the primarily older age population, the inability to walk via footpaths or footways, or travel by public transport to the sub-Post office in St Germans; Incorrect details on Post Office website/opening hours page. The limited hours of outreach only provision as opposed to Full Post Office/services in Millbrook and Kingsand. The willingness for an outreach provider to provide a service, the ability to provide a room for an outreach service. The demand and need for a service. **(Clerk)**
- **CAP (Christians Against Poverty).** Flyer re: Debt Centre in postcodes PL10 & PL11. Noted flyer on community board in Portwrinkle.
- **CAP (Cornwall Area Community Partnership. South East Cornwall: Updating the Clean Air for Cornwall Strategy: Engagement workshops with CAP representatives - poll for dates commencing October 16<sup>th</sup>.** Noted.
- **CAP Community Capacity Fund.** It was agreed to ask for the criteria of the funding and if this was on a first come first served basis - unlike the older Gateway Community Highways Scheme. **(Clerk)**
- **Autumn Parish Clean Up. 23<sup>rd</sup>/24<sup>th</sup> of September.** Clerk to place posters on boards.
- 13. **MINUTES.** Sheviocck Parish Council meeting held on the 10<sup>th</sup> of July 2023. Cllr Medway proposed with all in favour to approve the minutes as being true and correct.
- 14. **TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES.** The letter of support for the Torpoint and Rame 3G multisport pitch was approved. **Clerk** to send to TTC.  
External Audit report pending receipt.
- 15. **PORTWRINKLE CAR PARK TICKET MACHINE.**
  - a) **Just Park Mobile payment system.** App ready to go live and signage ready to be installed. Just awaiting Cornwall Council to set up login details for enforcement team.
- 16. **FINANCE**
  - a) Cllr Medway proposed, Cllr Brooks seconded with all in favour to approve the payments listed below for September 2023.
  - b) Cllr Brooks signed the reconciled Unity bank statements from August 2023.
  - c) Mid Term Parish Precept Budget report as of August 31st. The budget is going as planned. Expenditure was £12340.69, out of the planned annual budget spend of £24,043. However, this includes £3477 from the planned open space reserve, to replace the safer surface matting in the park.  
We have yet to spend on Parish projects i.e., permissive footpath projects, or potentially contribute towards Digital real time displays for bus shelters/footpath 5 replacement bridge. These items can also be funded by the Cil grant reserve.  
We have reserves and budget to purchase the new external housing for defib unit(s) in Portwrinkle. The overspend in the s137 grant funding budget is due to the coronation event entertainment and teddy bear keyrings, however the Council agreed (as previously recorded in the minutes) to allocate excess general reserves from the previous year's budget that could be used after this year's budget was finalised.
  - d) The Clerk noted that the online banking facility for Lloyd's treasury account is pending set up by them. Statement received that day. £1823.50 of ticket machine revenue deposited in August.
  - e) New Parish Precept, Savings account Unity. It was agreed to set this up to receive higher interest on the parish reserves. To follow the existing bank mandate of 2 councillor signatories to authorise, using the existing signatories. Cllr Medway and Brooks signed the application. **Clerk** to send.
- 17. **UPDATES FROM OTHER GROUPS-** if not covered in the agenda –**Flower Beds Subgroup Cllr Stone.** Pampas grass needs removal to expose hydrangea by the "It's

behind you” sign, in Portwrinkle Car Park. Possibly for the Parish Clean up. Clerk noted devolution budget funding available if contractor is required to help. **Play Park and Open Space (Cllr Brooks/Jenkins**. See agenda item 9; **Tree Warden (Cllr Lester)**. Nothing to report; **Defibrillators**. Electrician to check External protective cabinet at SWW pump station Portwrinkle (25<sup>th</sup> Sep). If cannot repair **Clerk** to purchase two external cabinets (Jolly Roger and SWW Pump station) **Clerk** to change the batteries at Finnygook AED October. **Clerk** to order second spare; **RPPTUG (Cllr Court)**. New bus timetable published. Disappointment with connections/number 75. RPPTUG committee meeting 5<sup>th</sup> October. **Cllr Court** to re-raise the need for Digital display units, in parish. It was agreed to offer a potential financial contribution from Cil funds/parish plan reserves. **Cllr Court** to ask for costs and if solar displays can be used in Portwrinkle also to note EE Coverage best signal; **Parish Environment and Climate Change Plan Committee (Cllr Stone)** nothing to report; **Devolution: Car Park & Toilets (see item 15)**. **Clerk** continuing to advertise for self-employed ad hoc cleaner(s) for back up, in case of illness, unavailability of current cleaning team. Parking permit would be provided. Advert to be placed also within the Public toilets and on Facebook. (**Clerk**). **Cllr Stone** will ask Mr J Earle/Portwrinkle Holidays.

**18. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** D Day 80<sup>th</sup> Anniversary. Beacon lighting 6<sup>th</sup> June; Staff Appraisals.

**19. DATE OF NEXT PARISH COUNCIL MEETING:** 7pm, Monday 9<sup>th</sup> October 2023

**The Chair declared the meeting closed at 20:32.**

**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](http://www.sheviockparish.org.uk).**

## PARISH PRECEPT ACCOUNT

Sep 2023 Parish Payments to raise/authorise and DD & payments taken and incoming to report from August 2023				
Pay who	For What/Description	Vat	net	Total
Sheviock Memorial Hall	Rent for Office			£63.50
Nancy Gray	Clerk's parish wage (£661.92), minus Clerk's parish and devo nest pension contribution £31.99-based on entire wage including devolution.			
Gary Dyer	Dog littering Enforcement PSPO hours 8 hours £88.08 minus £16.20 tax. No hol taken			
s.Lester	Parish Maintenance wage			
S. Lester	Expenses mileage			£2.70
EDF	Tredis Defib unit.	£0.47	£9.39	£9.86
N Gray	Clerk's expenses travel, notice boards for mins in July . Also for deb checks.			£4.50
Mr D Leonard	inv 409 Parish Amenity			£480.00
Mr D Leonard	Inv 410 Footpaths budget			£150.00
Mr D Leonard	inv 411 CC Amenity Areas			£60.00
NBB Recycled Furniture/ No Butts Bin Co Ltd	Stonehenge recycled bench for Portwrinkle seafront. We have been credited £9 from previous purchase overpayment as should have been total £558	£93.00	£465.00	£549.00
<b>Direct Debits to report</b>	<b>DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT</b>			
Lloyds Bank	<b>Parish credit card total. Broken down as detailed below</b>			£78.99
	set fee			£3.00
	Amazon Ink for office	£4.83	£24.16	£28.99
	123 reg. Parish website domain	£4.80	£23.98	£28.78
	Safety Signs for less. Seasonal Dog restriction signage for beach and harbour	£7.83	£39.17	£47.00
<b>ICO</b>	Data Protection annual registration fee with The ICO	£0.00		£35.00
Nest Pensions	pension (employees contribution taken direct from wages at the time)			£55.98
<b>INCOMING</b>				
Mr I Ough	Donation towards replacement bench Portwrinkle. Memorial Recycled bench. Location Portwrinkle Seafront adjacent east of the property Cliffside.			£465.00

<b>Aug 2023 Parish Payments to raise/authorise and DD &amp; payments taken and incoming to report from July 2023</b>				
<b>Pay who</b>	<b>For What/Description</b>	<b>Vat</b>	<b>net</b>	<b>Total</b>
Sheviok Memorial Hall	Rent for office June, July and August £63.50 x 3			<b>£190.50</b>
Nancy Gray	Clerk's parish wage			
Gary Dyer	Dog littering Enforcement PSPO hours			
s.Lester	Parish Maintenance wage			
S. Lester	Expenses mileage and materials			<b>£7.80</b>
EDF	Tredis Defib unit.	£0.47	£9.39	<b>£9.86</b>
N Gray	Clerk's expenses travel, notice boards for mins in July . Also for deb checks.			<b>£4.50</b>
HMRC Cumbernauld PAYEE	payee quarterly April, May June ref 475PX003672652403			<b>£95.38</b>
<b>Direct Debits to report</b>	<b>DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT</b>			
Lloyds Bank	<b>Parish credit card total. Broken down as detailed below</b>			<b>£44.03</b>
	<i>set fee</i>			<i>£3.00</i>
	<i>Torpoint Hardware. Mop/bucket to be reclaimed from devolution at end of year.</i>			<i>£12.25</i>
	123 reg. Parish website domain	£4.80	£23.98	<b>£28.78</b>
Nest Pensions	pension (employees contribution taken direct from wages at the time)			<b>£57.50</b>
<b>INCOMING</b>				
Cash deposit	Cash deposit. Donation towards Parish defibs. (Memorial Hall/PC takings from sale of tea/coffee and cakes during the Parish Coronation event £121.45. See minutes from July meeting).			<b>£121.45</b>
HMRC VAT	Quarterly VAT filed. Rebate received.			<b>£543.00</b>

## **DEVOLUTION ACCOUNT**

<b>2023 Devolution Sep Payments to raise/authorise and DD &amp; payments taken and incoming to report from August 2023</b>				
<b>Pay who</b>	<b>For what/Description</b>	<b>Vat</b>	<b>Net</b>	<b>Total</b>
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	cleaning wage			
S Lester	Maintenance wage			
Natasha Wilson	Cleaning services			<b>£150.00</b>
Cornwall Council	Parking Enforcement Services SLA (July)ref			<b>£41.33</b>
Bunzl	Refillable soap dispensers for public toilets x 2	£6.59	£32.93	<b>£39.52</b>
Bunzl	stock/cleaning products and consumables for public toilets	£48.08	£240.39	<b>£288.47</b>
SWW	Water and sewerage charges Portwrinkle Public Toilets. 18th April to 28th July meter reading taken. (£253.90 water £393.31 sewerage)			<b>£647.21</b>
South West Signage Limited	Inv 6050. Production supply and delivery of Just Park ticket instruction sign, for Portwrinkle Car park.	£26.00	£130.00	<b>£156.00</b>
<b>Direct Debits/Payments to report</b>	None			<b>£0.00</b>
<b>INCOMING to report</b>				
Ticket machine revenue	Deposited to new Lloyds bank account			1,823.50

<b>2023 Devolution Aug Payments to raise/authorise and DD &amp; payments taken and incoming to report from July 2023</b>				
<b>Pay who</b>	<b>For what/Description</b>	<b>Vat</b>	<b>Net</b>	<b>Total</b>
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	cleaning wage			
S Lester	Maintenance hours			
Natasha Wilson	Cleaning services			<b>£90.00</b>
Cornwall Council	Parking Enforcement Services SLA ref			<b>£41.33</b>
<b>Direct Debits/Payments to report</b>	None			<b>£0.00</b>
<b>INCOMING to report</b>				
Ticket machine revenue				1,110.20
Ticket machine revenue				1,044.60