



### *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 8<sup>th</sup> January 2024 at 7:00pm in the Kennedy Room, SheviocK Memorial Hall, Craffhole. Present: Councillors:** Chair Cllr S Medway, Vice Chair Cllr W. Evans, Cllr P Brooks, Cllr I Court, Cllr D Lester, Cllr P Stone. Cornwall Cllr K Ewert, Parish Clerk Mrs N. Gray. There were 6 members of the Public present.

1. **APOLOGIES.** Cllr L Jenkins.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** Cllr S Medway declared an interest in agenda item 6, PA23/05369, as his land borders on driveway as shown on the site plan **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. Please see Cornwall Councillor K Ewerts Monthly update on Parish website or click here. <https://sheviocKpc.files.wordpress.com/2024/01/dec-23-update.pdf>
  - Mr P Cade, email sent to Clerk: Requesting safety review of Tredis turn off/bend at Bottom of Polsce Hill. It was noted that another vehicle had come off the road and through fence into the Garden of the Old Forge. The white lines had recently been repainted to improve visibility. Cllr K Ewert has already raised with Highways, not much accident data has been filed with the police in comparison with the number of accidents here. She will ask residents at the Old Forge for further information i.e. cause/time/conditions and number of previous accidents. **Clerk** to contact Highways to ask for safety improvement suggestion i.e. 3rd chevron at Tredis Turn off. (**Clerk** to respond to Mr P Cade). **Clerk** to ask Antony Estate to politely request that Mr Robbie Ryder complete hedge cutting/relaying, prior to bird nesting season, on the opposite side of road at bend, to also improve visibility at this junction from the A374.
  - Donkey's Halt, Planning application. Objections raised by emails from neighbouring residents sent to the Clerk and from members of the Public in attendance. In reference to Cliff stability, drainage; integrity of retaining wall; plan for foundations; parking; adverse impact on Conservation Area and loss of historic View due to height and material of roof; privacy concerns; Future Access concerns to "The Nooke." (see response/planning item 6b.)
  - Mr & Mrs J&L Wilson outlined the amendments made to their revised planning application for number 1 West Lane, to address previous objections made. In brief, 3 x north East facing windows are now obscured and the larger window -with the Juliet balcony - has been removed. The North West facing extension has been dropped back and moved slightly to the North East/reduced in size to mirror size of adjoining property and the larger arched top window is reduced to smaller square style. A second layer and skin are being added to the retaining wall/parking area as was not yet complete. Trees were removed due to roots causing damage to drain and wall plus it caused issues to telegraph pole. Boundary line revised. This revised application will be resolved at a Special SheviocK Parish Council Planning meeting on Friday the 19<sup>th</sup> of January in the Kennedy Room, Memorial Hall at 10:30 am, members of the public are welcome to attend.

## 6. PLANNING.

- a) To Note Planning applications received after the agenda was published.  
**PA23/08833:** Proposal Two storey rear and two storey side extension, 1 West Lane, Crafhole. Applicant Mr And Mrs J And L Wilson. Amendments to original plans. Comment to be resolved at a Special Planning meeting at 10:30am on Friday the 19<sup>th</sup> of January, The Kennedy Room, Memorial Hall, Crafhole. (see also Public Participation above)
- b) To resolve Parish Council's response on the following applications received before the agenda was published.  
**PA23/08579** Replacement cabin for use as holiday accommodation and associated landscaping. Donkeys Halt, Donkey Lane, Portwrinkle. Applicant Alice Henry. After discussion, Cllr S Medway proposed, with all in favour to object to this application. Please view the full response on the Sheviock Parish Council website, adjacent to these minutes' appendix 1 (or click here). <https://sheviockpc.files.wordpress.com/2024/01/pa2308579-donkeys-holt-response-jan-2024.pdf>  
**PA23/05369** Proposal: The construction of two new dwelling houses and a minor addition to existing dwelling. Location 13 Burns View Crafhole. Applicant Mr M Redshaw. Consultation deadline Feb 14th. To resolve if there are any further comments. Cllr Medway declared an interest and took no further part. It was noted by the Clerk that any resubmission of existing comments made was not necessary (The Planning officer had confirmed that all previous comments would be taken into consideration and still viewable). There is no redesign to the plans, it was a technical requirement to resubmit the application due to applicant having to file article 13/14 (notice to owner or part owner of part of the land). Clerk noted the site meeting, Jan 11<sup>th</sup>, with the Cornwall Council Planning officer and Applicants. Cllr Evans to attend with Cornwall Councillor K Ewert.
- c) To receive Cornwall Council's decisions on applications:  
**PA23/08949** Proposal: Certificate of lawfulness for existing use: Confirmation of planning use as residential. Trewin Coach House, Sheviock. Applicant Mr Usman Haq. Pending  
**PA23/08922** Proposal: Certificate of Lawful Development for an Existing Use of mobile home as permanent dwelling. Mobile Home at Trethill Farm, Trethill Lane, Crafhole. Applicant Miss Sarah Rundle. Granted  
**PA23/09602** Proposal: Works to trees in a Conservation Area for Ash (T1) - remove. Ash (T2) -remove. Hawthorns Georges Lane Sheviock. Applicant Fitzpatrick. Decided not to make TPO.

## 7. HIGHWAYS MATTERS TO REPORT

- a. Traffic through Crafhole, road improvements. Date of virtual meeting with Highways. Adam O'Neil from Highways has apologised, via Cllr K Ewert, for the delay (due to other projects being undertaken) He hopes to update in Early Spring.
- b. A374, Cllr Kate had noted that the current road reinforcement works and traffic lights on the A374 should be finished by mid-February, due to extensive engineering required to do the job well.
- c. Donkey Lane, overgrown Hedge blocking access. Clerk to request Highways to cut prior to Bird Nesting season. Noting Emergency Plan access route.
- d. Virtual Meetings with Highways/ Gateway Parishes. Outlining proposed 20mph Roll Out. 4<sup>th</sup> of March 1:30-16:30 and 14:00-17:00 11<sup>th</sup> of June 2024.
- e. Gritting. **Clerk** to request Highways grit Finnygook Lane, noting school bus early am.
- f. 2<sup>nd</sup> set of speed data imminent. RE: Speeding through Sheviock A374. Cllr Court noted that the Raw Data from first readings had been made unavailable to Councillors for interpretation.

## 8. FOOTPATHS

- a) **Sheviock Permissive footpath project.** Clerk to check with Highways if fencing is required along grass verge (A374) noting precedent of existing footpath between Trulefoot and Polbathic without fencing.

## 9. OPEN SPACE/PLAY PARK.

- a) **Gazebo shingle roof tiles missing.** Maintenance and Cllr Medway to assess and replace with spare tiles in stock.

- b) **Dog Ban Signage received from Cornwall Council. Maintenance** to place signage on the two interior gates leading into the children's play area. Fixed penalty tickets can be issued if dog(s) are found in the Children's Play area. It was noted that Dogs can enter the Open Space area **if** on a lead (field with Gazebo/Gym equipment). However this is not a designated dog exercise area and fixed penalty tickets can also be issued if owners fail to clean up after their dogs.
- 10. St MARY'S CEMETERY SHEVIOCK.**  
All information being shared between Cornwall Council /Diocese/PCC and Parish Council. Virtual meeting set for 7<sup>th</sup> Feb 1-2pm 2024. No update.
- 11. CORRESPONDENCE RECEIVED, not covered in the agenda.**
- Laura Tarling (External Affairs Manager, Post Office). Response outlining reasons/costs for not opening outreach facility. It was agreed that the Parish Council would not take this any further at present but would support the Shop committee if needed.
  - Lisa Grigg. South East Cornwall CAP. Template to report projects to CAP. The **Clerk** noted cracks to the sea wall defences, Portwrinkle. It was agreed to report direct to Cornwall Council to request repairs initially, rather than via the CAP. Template noted for future use.
- 12. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED. Minutes of the Parish Council meeting held on Monday the 11<sup>th</sup> of December 2023**  
The Clerk noted the following corrections: Item 12. The year should read 2023 not 023. Item 6a) PA23/05369 Reads "Cllr Evans proposed, Cllr Lester seconded, with All in favour" It should read, "Councillor Evans proposed, with All in favour."  
Further to the above changes, Cllr Medway proposed, with All in favour, to approve the minutes as being true and correct.
- 13. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES.** None/covered in agenda.
- 14. FINANCE**
- a) Cllr Medway proposed, Cllr Lester seconded with all in favour to approve the payments listed below for January 2024.
  - b) Cllr Brooks signed the reconciled bank statements from December 2023.
  - c) Lloyds online banking set up. Pending. Cllr Medway and Cllr Brooks have access to "view only" online account but still pending all remaining signatories to be able to view/submit/authorise payments, in line with banking mandate. (**Clerk** to chase).
  - d) Cllr Evans gave thanks to the Finnygook Inn, noting a £55 donation, following their quiz night. To be allocated towards the upkeep of the Finnygook Defib unit. (**Clerk** to bank).
- 15. D-DAY 80<sup>th</sup> ANNIVERSARY, 6<sup>th</sup> JUNE 2024. (Clerk) to remain an agenda item.**
- 16. UPDATES FROM OTHER GROUPS-** if not covered in the agenda –**Flower Beds Subgroup Cllr Stone.** 2 x Pampas grass have now been removed. Cllr Medway proposed with All in favour to offer a one-off contribution towards upkeep costs for Crafhole Gateway flowerbed/Tredis view, from the Devolution Flowerbed budget. Cllr Medway to contact Mrs L Erasmus for receipt for stone chippings used, to ascertain costs and confirm donation at next meeting. **Christmas Tree:** Special thanks was given to **Ideal Homes and The Polbathic Cider Collective** for the provision of the Parish Christmas tree and lights/decorations, at Crafhole Cross. **Play Park and Open Space (Cllr Brooks/Jenkins.** See agenda item 9. **Tree Warden (Cllr Lester).** Nothing to report. **Defibrillators.** Two new, replacement external cabinets have been installed in Portwrinkle. **Liskeard and Looe and Cornwall Gateway CAP.** The next meeting is March 5<sup>th</sup>. **RPPTUG (Cllr Court).** An interim January Timetable for route 75 is in place – due to road closure in Kingsand/Cawsand. Clerk has placed timetables on notice boards at Sheviok Portwrinkle and Crafhole; **Parish Environment and Climate Change Plan Committee. (Cllr Stone)** No meeting. **Devolution: Car Park & Toilets. 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 placed also within the Public toilets and on Facebook. (**Clerk**)
- 17. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Allocate policies and Procedure for Annual Review. Review Parish Plan.
- 18. DATE OF NEXT PARISH COUNCIL MEETING:** 7pm, Monday 12<sup>TH</sup> of February.  
**The Chair declared the meeting closed at 20.45.**

## PARISH PRECEPT ACCOUNT

Jan 2024 Parish Payments to raise/authorise and DD & payments taken and incoming to report from Dec 2023				
Pay who	For What/Description	Vat	net	Total
Sheviock Memorial Hall	Rent for Office			£63.50
Nancy Gray	Clerk's Parish Wage			
Gary Dyer	Enforcement hours			
S. Lester	parish maintenance wage			
S. Lester	Expenses mileage 90p mileage. Plus heavy duty fixing glue £18.70 gross vat 3.12 net £15.58	£15.58	£3.12	£19.60
N Gray	Clerk's expenses £4.50			£4.50
EDF	Tredis defib unit	£0.47	£9.39	£9.86
PENDING Torpoint Town Council	PENDING Grant from CIL Levey for Rame All Weather 3g Pitch. PENDING			£2,000.00
<b>Direct Debits to report</b>	<b>DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT</b>			
Lloyds Bank	<i>Parish credit card total. Broken down as detailed below</i>			£305.37
	<i>set monthly card fee</i>			£3.00
	<i>HMRC payee plus fee for credit card payment</i>			£229.07
	<i>Torpoint Hardware. Additional Batteries Portwrinkle Toilet lights 13/11</i>	£3.22	£16.08	£19.30
	<i>Amazon Market place 17/11 1 x HDMI cable gross £7.99, plus 1 x pack nitrile gloves total both at £7.99 total £15.98 net £13.32 vat 2.66. 1 x pack of cleaning gloves £7.99 vat £1.33 net 6.86</i>	£3.99	£19.98	£23.97
	<i>Amazon Market place 20/11</i>	£0.92	£4.59	£5.51
	<i>The Range/wilks 20/11 paper/ items for office</i>			£9.52
	<i>B&amp;M Plymouth 02/12. Mini heater capital purchase for office</i>			£15.00
BT	<i>Quarterly bill</i>	£55.52	£277.58	£333.10
Nest Pensions	Staff pension			
Service charge	Unity Bank set banking fees on account			£18.00
<b>INCOMING</b>				£0.00
Precept savings account	Interest on New Parish savings account			£108.49

## DEVOLUTION ACCOUNT

Jan 2024 Devolution Dec Payments to raise/authorise and DD & payments taken and incoming to report from Dec 2023				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	Cleaning wage			
Natasha Wilson	Cleaning services			£120.00
Cornwall Council	Enforcement SLA			£41.33
<b>Direct Debits/Payments to report</b>	None			£0.00
<b>Unity Bank service charge</b>	Set banking fee on account			£18.00
<b>INCOMING to report</b>				
<b>Interest</b>	Devolution deposit savings account interest			399.04
Just Park credit	Parking Portwrinkle car park, mobile app revenue gross			2.62
Lloyds Bank deposit account	Ticket machine income cash deposit account 7th Dec			765.80
Lloyds Bank deposit account	car park income weekly parking ticket x1. cash Mrs T Colrein			5.00