



*SheviocK Parish Council*

The Bill Warren Room, SheviocK Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG  
Clerk: Mrs Nancy Gray Telephone: 01503 232996 Email: [sheviocKpc@btinternet.com](mailto:sheviocKpc@btinternet.com)

**The Minutes of the SheviocK Parish Council Meeting held on Monday 14<sup>th</sup> of May 2018 in the Schoolroom, Crafhole Methodist Chapel, Crafhole, commencing at 7.11pm.**

**Present:** Councillors: Chair Cllr S Medway, Vice Chair Cllr P Brooks. Cllr McGuinness. Cllr D Lester. Parish Clerk Mrs N. Gray

There were 6 members of the public present.

1. **APOLOGIES:** Cllr E. Ling, Cllr W. Evans,
2. **DECLARATIONS of INTEREST. (a) AGENDA ITEMS.** Cllrs Ling and Evans have a declared interest in agenda item 6, a5. Cllrs McGuinness declared an interest in agenda item 6 a2. **(b) GIFTS** None received.
3. **CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None received
4. **PUBLIC PARTICIPATION & 5. RESPONSE.**
  - Mr Dunn reported that he had contacted Highways regarding the damage to the dropped kerb, at the layby of the Crafhole Community Shop. The **Clerk** will add to the ongoing list for highways and file a second report. Cllr Lester also advised to report such issues on the website "Fix my street", as you can pin point and mark the issue directly onto a map.
  - Mr Dunn asked if his letter concerning Planning item 6 a5 had been received by the Parish Council. The clerk confirmed that it had been circulated to those who had not a declared interest.
  - The Clerk also confirmed to Mr Bootland that his letter regarding planning item 6a5 had also been circulated as above.

**6. PLANNING**

- a) **1.PA18/03107:** The Old Rectory Georges Lane SheviocK Torpoint Cornwall PL11 3EL  
Demolition of covered Courtyard and Restoration of Old Rectory through conversion of existing six flats into 3 self-contained houses - Mr Tim Bacon.  
PA18/03108.The Old Rectory Listed Building.  
It was proposed by Cllr Lester, seconded by Cllr Medway with all in favour to support the application.
- 2. PA18/03722:** Tredis House, Tredis PL11 3ER. Proposed Demolition of existing garage building and construction of new residential dwelling land at Tredis House and associated works - Mr & Mrs B Wiggett. It was proposed by Cllr Lester, seconded by Cllr medway with all in favour (Cllr Brooks) to support this application.
- 3. PA18/03943:** 1A Coastguard Cottages Donkey Lane Portwrinkle, Torpoint Cornwall PL11 3BT. Reconstruction of the single storey kitchen extensions to provide a utility room, shower room and enlarged sitting/dining room on the ground floor and a bedroom and a bathroom on the first floor. - Mr And Mrs M Horncastle.  
Councillor Medway proposed, Cllr McGuinness seconded with all in favour to support this application but include the following recommendations: that the planning conditions to take into consideration that: As all construction materials and vehicles will need to use the one steep and narrow drive for access (which is a shared driveway). It is not inconceivable to anticipate some damage as a result. Therefore, there is a need to manage construction to mitigate the disruption to the neighbouring

properties on Coastguard Cottages, damage to the driveway and the restricted access via Donkey Lane, which will impact on Crusoe Cottage and Cove Cottage at the bottom.

Parking on the driveway frequently becomes a problem and site boundaries need to be very clearly understood by the contractors to ensure that neighbouring properties are not blocked.

**4. PA18/01478:** Proposal Demolish redundant pole barn and erect detached bungalow, Old Orchard Tredrossel Farm Shevioc Cornwall. Applicant Ms Sally Hunt. Cllr McGuinness proposed, Cllr McGuinness proposed, Cllr Books seconded with all in favour to support the application but would like to recommend that the drainage design protects the main property from the run off from neighbouring livestock (sheep).

**5. PA18/02890:** Proposal Renovation and extension at first floor level of premises damaged by fire. Finnygook Inn, Crafhole. Applicant Mr J Earle G W Earle Hotels: Discussion took place, addressing issues raised by Mr Bootland and Mr Dunn in their letters to both the Parish Council and Cornwall Council (as viewable on website <http://planning.cornwall.gov.uk/online-applications>) together with information provided in support of the application from a member of the public at the meeting and letters of support submitted to the Parish Council. It was resolved, with 3 Councillors for and 1 against, to object to this planning application, in its current format. To also include in the response to Cornwall Planning that:

The existing first floor plans do not show the interior layout, prior to the fire, therefore it is hard to compare the existing pre-fire layout with the proposed layout. There is clarification needed regarding the application site plan. The site plan shows the red boundary line on the eastern side of the site which runs adjacent to the neighbouring Lynher House. The site of an old lane runs directly alongside this this boundary line spanning westwards to the walls of the Finnygook and connects the two parts of the B3247. It has always been used as a "public right of way". There is currently an application (WCA561) for a Modification Order to the definitive map, filed with Cornwall Council.

Shevioc Parish Council would like to request that this boundary line is verified for the records.

**b) Planning applications received after the agenda finalised:** None

**Planning decisions form Cornwall Council:** None received.

## **7. MINUTES OR NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED:**

a) Minutes of the Parish Council Meeting held on April 9th. It was **RESOLVED** that the Chairman sign the Minutes as being a true record of that meeting. Proposed by Cllr Medway seconded by Cllr McGuinness, with all in favour. **Clerk.**

**8. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES.** All covered either in the action Tracker ongoing or an agenda item.

**9. HIGHWAY MATTERS, Update:** The Clerk compiled a list of all the reported and ongoing highway concerns. This was given to Mr Allen from Highways at the site visit attended by Cllr Medway, Cornwall Councillor George Trubody and Mr C Kennedy. The Clerk has requested a full update from Mr Allen/Highways concerning all issues raised, yet to be received. This list has been added to the action tracker so that issues are not removed until resolved. Clerk to add the "priority given, give way" sign request, near the mini roundabout at the shop **Clerk** together with the damage to drop kerb, outside Crafhole Community shop.

- Point F on the list: "The request to reinstate existing car parking spaces at the cross in Crafhole" has been acted upon, the tarmac is now exposed. It was agreed that angled parking-space lines would be painted, in part of the area, to increase the spaces available – **Cllr Medway. Paint in Clerk's office.**
- **Visibility issues Tredis Turn off**, bottom of Polscoe Hill. It was agreed that the Clerk would obtain costings from Highways and Antony estate, to remove the hedge and bank on the corner and insert stock fencing. Once this has been established then the Parish Council can consider the options.
- Councillor Lester noted that the pond/marsh bog, to the side of Georges Lane, Shevioc, before the Yealms, had become silted and the drainage pipes were now blocked and undermining the road. **Clerk** to request that Antony Estate dredge the silt to clear pipes, to prevent road damage.

- 10. BIN FINNYGOOK BEACH, TOP OF PATHWAY 12.** Cornwall Council has installed a new double jubilee bin, on the nearest Council owned land, in the main car park, to increase capacity. It was resolved to authorise the placement of the summer wheelie bin outside the Jolly Roger Café, from May 15<sup>th</sup> (or ASAP) until the 15<sup>th</sup> September, on a once weekly collection, as per the agreed budget resolution. **Clerk** to organise. The clerk has received the Fly -tipping enforcement signage. Mr C Kennedy has kindly offered to fix it to plyboard and erect onto the fence at the top of path 12. **Clerk** to provide the Jolly Roger with 2 copies. It was resolved to create a temporary sign stating. "If full, use alternative bin" to place above/on wheelie bin (**Clerk**). It was resolved to remove the dog bag containers x 2 Portwrinkle, once all bags used, as no longer funded and had been adversely used as a dog waste bins. **Cllr Medway to remove.**
- 11. DEFIBRILLATORS, Update:** The defib units have now been installed at the Sheviock phone kiosk and Portwrinkle SWW pump station. 5/6 have now been installed in the Parish, Tredis x1, Sheviock x1, Portwrinkle x 2, Crafhole x1. The 6<sup>th</sup> is to be installed at the Finnygook once the site is reopened. It was discussed about re-siting this 6<sup>th</sup> Crafhole defib unit for 24/7 access, however, there is no further money available from the budget to drop a powerline and install meter, especially as there are additional running costs for each defib unit, many Parishes only have 1 unit. It was agreed that there is one already in Crafhole that people can use in the interim. CPR/defib-training can now be scheduled at the Memorial hall and advertised in the Newsletter **Clerk to arrange.** Clerk noted that the defib units are being monitored and records kept by herself, Cllr McGuiness to second monitor Tredis. Cllr Lester to monitor Sheviock. Clerk will also keep records for Memorial hall defib. **Clerk** will continue to monitor Jolly Roger and SWW pump station and has yet to ask Mrs Hughes to take on. A green upside-down tick in the top right corner indicates that the unit is ready for use. **Clerk** to price signage.
- 12. PARKING ENFORCEMENT SLA.** The contract has been signed By Cllr Medway and passed onto the Rame Parish Councils. Enforcement is in place.
- 13. PROVISION OF DOG WARDEN**  
The **Clerk** is scheduled to attend a meeting on Tuesday 15<sup>th</sup> with TTC and their Enforcement Officer to arrange for site visits to enforce the Parish Dog Order in Portwrinkle, along with dog littering enforcement within the Parish. He also has the power to issue penalty notices for littering in general. **Dog Order signage.** It was agreed that the green arrow sign, pointing to the Dog friendly beach, should be re-sited on the lower eastern side of the main path, below the dry moorings. As it has been argued by visitors that the sign is misleading, encouraging them to continue to the harbour beach. **Cllr Medway to re-site** along with attempting to re-fix the harbour dog order signage, if not possible **Clerk** will re-order.
- 14. CAR PARK METER.** Awaiting date from Cormac for the repositioning of machine. Clerk has chased but they cannot yet provide a date. **Clerk** to advise Cllrs of date/ arrange with Cllr Medway to be onsite and cordon off area for work.
- 15. PORTWRINKLE TOILETS maintenance:**  
The clerk advised that the painting treatment of toilet floors will take place over two days from week commencing June 11<sup>th</sup>. The toilets will be closed to the Public for two days as two coats have to be applied/ dry.  
Councillor Medway has fitted the new hooks on the back of the doors and will fit the replacement toilet roll holder in the ladies' eastern cubicle. **Cllr Medway** The Council and Clerk thanked him for his maintenance efforts. The clerk reported that both relief cleaners have received their training and have completed shifts, together with the main cleaner, working different days throughout the week.
- 16. UPDATES FROM OTHER GROUPS – Flower beds Sub Group Portwrinkle:** Sheviock Parish Council expressed their gratitude to Mrs J Wilkinson for her efforts in maintaining, as well as overseeing the flowerbeds. It was also noted to thank Mr P McClaren for his recent efforts. **Clerk** to pass on. More volunteers are required to tend the beds. Please contact Cllr Brooks. **Coastal Communities Group (Cllr Lester)** Nothing to report. **Play Park and Open Space.** Moles have moved on. **Clerk** to establish date/chase report for the Rospa Inspection. **Footpaths:** The grant application has been successful for the extension of the circular footpath at the lower part of polscoe hill. **Clerk/chair to sign acceptance form.** Thanks was given to Mr C Kennedy for his efforts in pursuing the grant. It was agreed to

continue to authorise Mr Kennedy to co-ordinate the leader footpath project alongside the Clerk .

**Community Gateway meeting** Millbrook. scheduled 29<sup>th</sup> May 6:30. **Clerk to advise Cllr Ling. RPTUG:** Mrs Mathias has kindly forwarded the information from the last meeting. This has yet to be passed to the clerk. It will be circulated to the Parish Council as soon as received (**Clerk**).

- 17. DATA PROTECTION/GDPR.** The **Clerk** has received GDPR training on May the 3<sup>rd</sup>. She is preparing a policy and auditing documents regarding the General Data Protection regulation coming into force on May 25<sup>th</sup>. Following advice given by CC and Calc, it was proposed by Cllr Lester, seconded Cllr Medway with all in favour to: appoint the Parish Council as the Data controller and the Clerk as the Data protection Officer, in the interim until further clarification is given by Calc and CC. (**Clerk to work with GDPR toolkit**) It was advised that a single Councillor could not be the data protection officer.
- 18. CORRESPONDANCE**– covered in the agenda items. The Clerk informed the Council, following advice given during the GDPR training, that unless a person has given consent for their details to be shared then names and identifiable information should not be circulated within the Parish Council, shared or recorded in the minutes of the meeting. It has been advised to discuss the **issue raised** only.
- 19. ANNUAL REVIEW OF POLICIES, PROCEDURES AND FINANCIAL RISK ASSESMENT.** The Clerk will circulate the allocation of policies, delegated to each specific Councillor, to each be reviewed prior to the June meeting with a view to minuting and adopting all revised versions.

**20. ANNUAL BUDGET REVIEW End of year 2017/8**

**Parish:** As of March 31st, 2017, there was a Parish budget over spend of £623.54. The clerk circulated the budgets comparing the over and underspends. Two grants were outstanding to be received for Footpath and Parish Amenity cuts from CC 2017-8 but had been applied for in March 2017. **Clerk Devolution:** There was an underspend of £437, this was due to not having to pay business rates on the car park, but then having to spend more on ticket machine maintenance. Clerk will publish the 2017/8 accounting statement on the website [www.sheviockparish.org.uk](http://www.sheviockparish.org.uk) following the Audit.

**21. FINANCE**

- a) Internal Auditors report: It was noted that the internal auditor had signed off the accounts for 2017/18. Dated 08/05/18. It was noted that box c was the only box that was ticked No. The internal auditor however also noted that this was due to the Parish Council having not completed the Financial Risk and policy review in May 2017 but noted, on the report, that the Clerk was undertaking this in May 2018. The Chair explained that during the time May 2017 to September 2018 there had been a change in Chair, a reduction in the number of Councillors to 4 volunteers and the Clerk left. Therefore, in this period of change it was overlooked. The new Clerk started in September 2018 and in this time has updated the asset register and checked the insurance cover, updated the bank mandate, checked the keys/passwords control cover and data back-up. She noted that bank accounts are and have been, reconciled each month and signed by two separate councillors, then minuted at the meetings. Therefore, the financial risks covered within the policy, had mostly been covered in the year 2017/18. The Clerk advised that she has been compiling a year schedule plan of monthly Council/Clerk activities, with items also to place on the agendas. (**Clerk to circulate**) this should prevent items being overlooked in the future, especially if there is a change-over in Clerk/Chair etc.
- b) Annual Governance Statement: Councillor Medway Proposed, Cllr Lester seconded with all in favour to approve and sign the Annual Governance statement.
- c) Annual Accounting Statement. Councillor Medway proposed, Councillor Brooks seconded with all in favour to sign the Annual Accounting statement as being correct. **Clerk** to submit audit and advertise.
- d) Details of payments to be approved:

**PARISH ACCOUNT.**

- Sheviock Memorial Hall April rent for Clerk's office £63.25
- Nancy Gray Clerk's March parish hours
- Nancy Gray Clerk 4.75 hours overtime.
- Nancy Gray Clerk March Parish expenses (see attached expense sheet breakdown) £22.89
- C.A.F electricalInstallation of defibrillator Sheviock phone kiosk £314.50
- C.A.F electricalInstallation of defibrillator SWW pump station Portwrinkle £370.

- Tom Cox Grass cutting contractor. (Breakdown provided to Parish Council but invoices have been grouped) £201.25
- CL Finance Internal audit accountant fees £295
- CALC Annual subscription/membership £275
- CALC GDPR Training clerk £54

**Direct Debits taken to report**

- Lloyds Clerk’s card monthly fee (zero balance) £3
- Nest Pension Contribution for Clerk £10.44

**Incoming**

- Cc Precept first Half grant £10,137.00
- CC CTS grant £157.12
- CC Grant from 2017-8 Harbour -loss of income £700

**Devolution account**

- M Jakes Cleaner’s Wages for April
- Nancy Gray Clerk’s Devolution Wage for March
- N Gray Clerk’s devo expenses. For March. £31.98
- Julia Bradley Temp relief cleaner x 2 hrs
- Julia Bradley Basic cleaning items required as order delayed (authorised by Clerk) £13.55
- Frances Temp relief cleaner x 2 hours
- SW Hygiene Annual contract for sanitary bin collection £215.98
- SWW Quarterly bill for water/sewage toilets £164.98
- CC Rates for public toilets (no charge for Car park) raised for authorisation last month but not put online for payment -now online) £900
- Joanne Foster Refund of weekly parking ticket as could not use (originally received in April see incoming below)
- Bunzl Bulk Cleaning supply order for toilets plus first aid supply, 282.16 (of which 47.02 is vat)
- Bunzl Second part of bulk order /cleaning supplies £68.84

**Incoming April**

- Car park tickets £111.85 (April incoming only – more received since but to report in May accounts at June meeting)
  - Weekly ticket £35 (to be refunded see above)
- e) Cllr Brooks proposed, Cllr Medway seconded with all in favour to approve the cheques and online bank payments covering clerk’s wages/expenses/Cleaner’s wages/external purchases shown above.
- f) Cllrs Lester and McGuiness signed March’s reconciled bank statements.

**22. ITEMS FOR INCLUSION IN FUTURE MEETINGS.** As shown in minutes

**23. DATE OF NEXT MEETING. Mon June 11<sup>th</sup>**

There being no further business the Chair closed the meeting at 9:02pm.

Signed..... Date.....

Chairman, SheviocK Parish Council

NB. A copy of these Minutes can be found on the SheviocK Parish Council Website:  
[www.sheviocKparish.org.uk](http://www.sheviocKparish.org.uk)