



Sheviocck Parish Council

The Bill Warren Room, Sheviocck Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG

Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: sheviocckpc@btinternet.com

The Minutes of the meeting of Sheviocck Parish Council, held on Monday the 14th of April 2025 at 6:50pm in the Kennedy Room, Sheviocck Memorial Hall, Crafhole.

Present: Councillors: Chair Cllr S. Medway, Vice Chair W Evans, Cllr Stone, Cllr D Lester, Cllr I Court, Cllr Brooks. Parish Clerk Mrs N. Gray. Cornwall Cllr Kate Ewert.

1. **APOLOGIES.** Cllr L Jenkins.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** None **GIFTS** 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.
 - The Chair noted that a parishioner had concerns re: faulty/loose road sign, prior to mini roundabout/Crafhole. **Clerk** to report to Highways. **C. Cllr Ewert** will also report direct to Cormac.
6. **PLANNING.**
 - a) To receive details of planning applications received after the agenda published: None.
 - b) To resolve the Parish Council's response on planning applications received before the agenda was published: None.
 - c) To receive Cornwall Council's decisions on the following planning applications:
 - **Non Material Amendment in relation to PA24/01863** dated 03.05.2024 to amend rear landscaping walls with balustrade and change new openings to be finished in black instead of grey. 1 Whitsand Bay View Portwrinkle. Approved with conditions.
 - **PA25/00866** Proposal Listed Building Consent for removal and replacement of contaminated floor (modern structure) and small section of contaminated internal wall (original structure). Temporary removal of wooden door (original feature). Tredis House Barn, Sheviocck. Applicant: Ms Jane Hammond. Pending.
 - **PA24/09151.** 73m x 46m 3G Football Turf Pitch (9v9), Torpoint Community College. (Pending)
 - **PA25/00805** Retrospective permission, installation of four glamping units and associated infrastructure. Land East Of Higher Tredis Farm, Sheviocck. To receive feedback form Deviocck Parish and Cornwall Council (pending).
 - **PA2501513.** Donkey's Halt, Portwrinkle. Construction Management Plan and Structural design statement posted on Cornwall Council online planning portal. Pending.
7. **HIGHWAYS MATTERS TO REPORT**
 - a) **Crafhole Traffic improvements.** Pending date from CC to complete scheme. **Clerk. Cornwall Cllr Ewert** to continue to chase.
 - b) **PolSCO Hill, Tredis Turn off.** Road safety update. Following a site meeting with C Cllr Ewert/Police/residents of the Old Forge; Highways has commissioned and conducted a safety study. They have compiled ways to mitigate the risk by a possible change of junction; build out; additional signage; advisory speed reduction. It has been placed on the safety scheme funding list but will compete with other schemes. **Clerk** to also submit it to on the next round of Highway's scheme funding (CAP). The Police will centralise all reports from this area to ensure that reports are given the address of the Old Forge.
 - c) **Bollard/SWW Finnygook lane pinch point.** Pending SWW's response to clarify if the protruding tank is in use, and for what purpose? (**Clerk** continue to chase)
 - d) **Safety review A374.** Pending completion from Cormac.
 - e) **Mobile Speed Survey.** On the list, **Clerk** to chase when this is being reallocated.

8. **CLIFF EROSION PORTWRINKLE/ FUTURE PROOFING FINNYGOOK LANE.** RE: cliff fall adjacent to Jolly Roger/Finnygook Lane. Mr R Hobbs, Coastal Erosion Dept has advised that has been a revision to the coastal erosion predictions as issued by the environment Agency, which is still being interpreted but approx. between 2055-2115 CC has not received cliff stability report from landowner. **Clerk** to arrange meeting with Mr R Hobbs re: creation of 'Coastal Management Plan' and invite Landowners Mr Earle and Antony Estate Manager. **Cllr Stone** to attend.
Harbour authority aware of missing slab on Harbour wall and attempting to schedule/fund repair (pending).
9. **FOOTPATHS**
 - a) **Crafthole Permissive path projects. re: Crafthole East B3274 to Trethill:** Meeting scheduled with National Trust, 23rd April 1:30pm. **Clerk** to also invite Antony Estate. **Cllr Medway /Clerk.**
 - b) **Sheviock Permissive footpath.** re: use of roadside verge for part of footpath (A374). Pending completion of A374 Safety Review, Comac/CC. **Clerk** to confirm with Antony Estate use of corner section of land at gates A374 and Sheviock Lane.
 - c) **Update Footpath number 5 Lady well/Coombe Lane,** Pending fallen tree clearance Antony estate. Pending drainage and resurfacing work by CC. Pending Owner of fishing reservoir to clear out leat to direct drainage to stream. **Clerk** to chase CC.
 - d) **Footpath 1, Sheviock. Pending response from CC re:** Capital funding/costings and proposed site meeting. Community Link Officer, Catherine Thompson, is chasing Chris Monk from CC.
 - e) **Tamara National Landscape interpretation boards.** Pending receipt.
 - f) **Amber's way. Cllr S Medway** to organise working party, for the slight re-routing of path to avoid subsidence. Pending.
 - g) **Finnygook Way. Maintenance of steps. Cllr Evans** advised Tom Cox is sourcing wood. **Cllr Evans/Medway** to organise working party to replace 5 x step riser
 - h) **Finnygook Inn OPE. Planning Inspectorate has decided upon the Addition of a Restricted By Way, to the definitive map.** It noted in its conclusion that the Parish Council had originally applied for a PROW, not a restricted byway, also that Cornwall Council have advised the Owner could apply for a stop up of part of the width.
 - i) **First cut of All footpaths.** To be scheduled for first week in May, due to paths becoming inaccessible during No Mow May in previous year. **(Clerk)**
10. **FINANCE**
 - a) The Chair proposed, with all in favour, to approve the April payments, as listed further below. **Cllrs Brooks and Lester** to approve online.
 - b) Cllr Brooks checked and signed the reconciled March Bank statements, with the ledger.
 - c) Cllr Evans proposed, Cllr Lester seconded with All in favour to: add All Cllrs as Signatories for the Parish Unity accounts, to ensure banking continuity/capability, as per the mandate of 2 x signatories required to authorise payments, following departure of (signatory) Cllr Brooks in May. **Clerk** to organise.
11. **ELECTIONS MAY 1st.** Public Cornwall Council elections only. There will be no Parish Council Elections, as the seats/candidates were uncontested.
12. **STANDING ORDERS, REVIEW.** Pending Cllr Jenkins not at meeting.
13. **SHEVIOCK EMERGENCY PLAN. Ongoing Cllr Court/Stone.**
14. **OPEN SPACE/PLAY PARK.**
 - a) **Replacement of older wooden balance trail equipment.** Installation complete. The Chair commended Green Schemes Ltd. Cllr Brooks noted that some apparatus unsuitable for 3years/under.
 - b) **Annual, External Play Park Inspection.** Report received. Pendulum Swing chain - links replaced. **Clerk** to obtain 3 x quotes for impact tests. **Clerk/Maintenance** to action low risk items on list.
 - c) **H&S Maintenance weekly check. Cllr Stone** volunteered for the weekly checks until May meeting. **Clerk** passed forms.
15. **St MARY'S CEMETERY SHEVIOCK.** Pending written confirmation from Cornwall Council re: agreement currently being finalised, between Cornwall Council and the Church of England, which does not pass costs for repairs to retaining wall directly to parishioners.
16. **CORRESPONDENCE RECEIVED.**

- Saltash Tunnel, overnight Closures have commenced 8pm-6am, diversions in place.
- 17. MINUTES. SheviocK Parish Council meeting held on Monday 10th of March 2025**
Cllr Medway proposed, with all in favour, to approve the minutes as being true and correct.
 - 18. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item. BEACH SAFETY RESCUE EQUIPMENT.** It was agreed to contact the RNLI: re suitability of rescue equipment. Dependant on outcome it was agreed to work with Antony estate under power S137 to contribute towards the provision of safety equipment, from the devolution budget/car park funds and conduct monthly inspection. **Clerk** to contact Antony Estate/RNLI.
 - 19. VE DAY 80. May 8th, 2025, proclamation 9:15pm, Beacon lighting 9:30pm.**
Jobs/times allocated. **Clerk** to update and circulate list.
 - 20. UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds, Cllr Stone.** Bog garden seeds awaiting rain at Public Toilets. **Play Park and Open Space** see agenda item 14; **Tree Warden, Cllr Lester:** Nothing to report. **Defibrillators – Clerk** chasing the replacement of 2 x replacement parts for locator lights. **Cllr Brooks** to confirm date of Public CPR and defibrillator usage training with Mr M Lavis/tie in with hall use at weekends. (pending). **Cllr Evans** to fabricate sponsor's board (pending). **Clerk** to add Cllr Jenkins as guardian to Tredis defib on The Circuit (pending). Ideal Homes pending £100 donation from Ideal Homes defibrillator sponsorship. **South East Cornwall CAP AGM** meeting 1st July venue Tbc **RPPTUG.** Response to Questions posed to Cornwall Councillors candidates pending. 'Tamar Connections' timetable coming out in 2/3 weeks. Go Cornwall bus timetable available in foyer of Memorial Hall and from Community shop. **Devolution:** It was agreed to repaint car park space white lines. **Clerk** to source paint 5L, **Maintenance** pending the painting of toilets and fitting internal cubicle door handles mobility hand rails, one each per cubicle wall. **Cllr Evans** to pass handrails to maintenance. Staffing. **Clerk** in talks with second potential relief self-employed cleaner to help cover shifts.
 - 21. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Annual Parish Council meeting prior to monthly SheviocK Parish Council meeting. Portwrinkle Car Park Order Consultation (May meeting). Register of interests.
 - 22. All other business.** The Chair thanked all the Councillors especially Cllr Paula Brooks for her valuable contribution as a Parish Councillor since 2016, she will be standing down as a Councillor as of May 1st, 2025.
 - 23. DATE OF NEXT Parish Council Meeting,** Monday May the 12th 2025 at 7pm. TBC.
The Chair declared the meeting closed at 8.13pm
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

DEVOLUTION ACCOUNT

Final end of year March internal transfers for report 2025				
Pay who	For what/Description	Vat	Net	Total
end of year Internal transfers				
From Devolution to Parish Precept	reimburse precept £400 to cover nest pension and share of employers NI costs			£400.00
From Devolution to Parish Precept	reimburse precept £310 to cover share of Insurance			£310.00
From Devolution to Parish Precept	reimburse parish precept for purchases made with Credit card for items for devolution toilet/maintenance			£159.82

April 2025 Devolution Payments to raise/authorise and DD & payments taken and incoming to report from March 2025				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	cleaning wage			
Natasha Wilson	Cleaning services			£180.00
Cherly Sampson	Cleaning services			£36.00
Cornwall Council	Feb Enforcement for Car park SLA Inv 8100556121			£44.52
S. Lester	Maintenance wage			
Mr P Stone	Cllr reimbursement for purchase of wild flower seeds for toilet flower bed	£2.00	£9.98	£11.98
Bunzl	Bunzl, stock and cleaning items. Public Toilets. Inv 07/397929	£13.43	£67.16	£80.59
Source for business	Sewerage charges (drainage) Portwrinkle car park. 1st April 2025 - March 31st 2026.			£792.87
Direct Debits/Payments to report				
Unity bank	set monthly service fee on account			£6.00
INCOMING				
Unity	interest on devolution deposit account			£465.87
Post Office	Car park ticket machine revenue			132.80
Post Office	Car park ticket machine revenue			207.35
Just Park	car park revenue online			44.56

Parish Account

End of year, March 2025 Parish Payments to authorised end of March 2025				
Pay who	For What/Description	Vat	net	Total
Green Schemes Solutions Ltd	Balance trail removal of old/supply of new and installation. Invoice sin-327	£2,199.40	£10,997.00	£13,196.40

April 2025 Parish Payments to raise/authorise and DD & payments taken and incoming to report from March 2025				
Pay who	For What/Description	Vat	net	Total
Shevioc Memorial Hall	Rent for Office Standing Order)			£70.00
Shevioc Memorial Hall	Annual rent for use of Kennedy room Lounge for meetings x 11. Inv 20250315			£93.61
Nancy Gray	Clerk's parish wage			
Gary Dyer	Enforcement hours			
N Gray	Clerk's expenses, items for office (paper, pens, tape £12;57).Travel expenses(£4.50) agendas/minutes.			£17.07
Mr S Lester	Maintenance wage			
Mr S Lester	Maintenance expenses, travel £4.50. 2 x D Shackles - play park 4.38	£0.74	£3.64	£8.88
Shevioc Parish Newsletter	invoice for advert for grass cutting tender in issue 131			£11.00
Lynher Valley Partnership	Inv 3506 Annual rent for Playpark/Open Space.			£100.00
Dean Leonard	Inv 597. Ad hoc Hedge cutting play park. Plus removal of waste			£70.00
Dean Leonard	Inv 596 Play Park area ad hoc cut			£50.00
PENDING	PENDING Grant from CIL Levey for Rame All Weather 3g Pitch. PENDING		PENDING	£2,000.00
Direct Debits to report DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT from previous month				
Nest	Clerk's combined pension, Clerk's share held back from wage			
Lloyds Bank	Parish credit card total. Broken down as detailed below			£507.77
	set monthly card fee			£3.00
	Amazon ink	£9.49	£47.47	£56.96
incoming credit on card	Defib pad gave Credit, due to complaint reimbursement: batteries supplied having a shorter expiry date.		Credited to card	£39.31
	HMRC ETMP (staff quarterly payee)			£359.15
	Microsoft, subscription to office 365	£13.33	£66.66	£79.99
	Amazon Ink and lone worker personal alarms	£7.99	£39.99	£47.98
BT Direct debit	Business fibre internet/phone	£67.61	£337.96	£405.57
Unity bank	Monthly banking service fee			£6.00
INCOMING INCOMING				
Unity bank	Unity bank interest on precept savings/allocated reserves			£194.80
Internal transfer incoming	Internal transfer into Parish account from devolution budget account. To cover purchases made with precept credit card , for devolution items/products over the year.			£159.82
Internal transfer incoming	to reimburse precept £310 to cover devolution account budget for share of Insurance cost.			£310.00
Internal transfer incoming	to reimburse precept £400 to cover nest pension and share of employer's NI costs by devolution account budget.			£400.00