



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

The Minutes of the meeting of SheviocK Parish Council, held on Monday the 12th of May 2025, at 7pm in the Kennedy Room, SheviocK Memorial Hall, Crafhole.

Present: Councillors: Vice Chair Ian Court, Cllr S. Medway, Cllr P. Stone, Cllr L Jenkins, Cllr D. Humphreys. Parish Clerk Mrs N. Gray. Cornwall, Cllr Kate Ewert.

- 1. APOLOGIES.** Chair Cllr W. Evans, Cllr D. Lester,
- 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.
Cornwall Councillor K Ewert's monthly update from April:
<https://sheviocKparish.org.uk/wp-content/uploads/2025/05/april-2025-cllr-kate-ewert-1.pdf>
- a)** Cornwall Cllr Ewert noted that Highways were willing to look potentially remove the speed cushion on the b3274, near Ivy cottage, Crafhole, due to impact noise and complaints from the residents. In response, the Parish Council agreed to support this request.
- b)** Cllr Stone noted the need for an improved mobile signal in Portwrinkle. Cllr Ewert stated she we investigate government policy.
- c)** The Clerk noted a parishioner's request for location/information signage to be installed near external AED (defibrillators). In response it was agreed, the **Clerk** cost signage.
- d)** Cllr Ewert noted that Highways (Mr W. Glassup) will forward the safety review recommendations for Polscoe hill/Tredis turn off, once finalised. **Clerk** to also submit funding request to the CAP Highways scheme once recommendations received.
- e)** Cllr Ewert noted that she would chase CC Highways re: delay in completing the Crafhole traffic flow scheme (creation of extra parking near Finnygook Inn/telephone kiosk) due to SWW pipes/manhole.
- f)** Higher Tredis Fram, retrospective planning for glamping units. Cllr Ewert noted that Cllr Armand Toms plus new Cornwall Cllr Mark Gibbons (who has been made aware of the planning application) would advise of any updates from Cornwall planning. The Clerk noted that the yurt was no longer in place and applicant making changes to drainage.
- g)** Beacon. The Parish Council wished to thank: Mr Malcom Biles for his hard work in preparing the beacon for VE Day and help in clearing the site the following morning; Mr K Andrew for use of the field; Mr Michael Gray for volunteering as qualified first Aider on site; Cllr Medway for preparations and all involved with the set up and Marshalling on the night.
- 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:
PA25/03176 Single Storey Side Extension. 1 Carew Close, Crafhole. Applicant Gemma Brannan. Cllr Medway proposed, Cllr Jenkins seconded with all in favour to support this application. (**Clerk** to notify planning)
 - c)** To receive Cornwall Council's decisions on the following planning applications:
 - **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, Shevioc. Applicant: Ms Jane Hammond. Approved.

- **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, Shevioc. To receive feedback form Devioc Parish and Cornwall Council: pending. See agenda item 4 Public participation.
- **PA25/01513.** Donkey's Halt, Portwrinkle. Discharge of conditions 4 5 6 & 10 of decision notice PA23/08579, approved.

7. HIGHWAYS MATTERS TO REPORT

- a) **Crafthole Traffic improvements.** See Agenda item 4e.
- b) **Polscoe Hill, Tredis Turn off.** Road safety update. Agenda item 4d.
- c) **Bollard/SWW, Finnygook lane pinch point.** Pending SWW's response to clarify if the protruding tank is in use, and for what purpose? Tank now labelled. (**Clerk** to chase re: potential of shaving off corner protrusion).
- d) **Safety review A374.** Pending completion from Cormac.
- e) **Mobile Speed Survey.** On the list, **Clerk** awaiting date for relocation to Shevioc Eastern gateway and Crafthole, Memorial Hall.
- f) Faulty/loose road sign, prior to mini roundabout/Crafthole. **Clerk** has reported to highways who misdirected the repair. Clerk has chased, pending repair.

8. CLIFF EROSION PORTWRINKLE/ FUTURE PROOFING FINNYGOOK LANE. Pending meeting to discuss the development of a Coastal Change Management Plan/with Cornwall Council Coastal Erosion dept, Mr Earle and Antony Estate. **Cllr Stone** to attend. Harbour authority aware of missing slab on Harbour wall and attempting to schedule/fund repair (pending, **Clerk** to chase).

9. SUITABILITY AND PROVISION OF BEACH SAFETY RESCUE EQUIPMENT, FINNYGOOK BEACH. Clerk to forward quote for safety report/advice, from the Lifeguard/RNLI to Antony estate. Cllr Jenkins pending response from National Coast Watch Institute re: safety equipment provision advice.

10. FOOTPATHS

- a) **Crafthole Permissive path projects. re: Crafthole East B3274 to Trethill:** Following a positive Meeting with National Trust, **Clerk** to contact Highways re: proposed footpath and exit to cross B3247; plus potential traffic control required when creating exit onto the B3247, should works take place. The NT would undertake works to their standard, quote circa £6000, with potential for NT to absorb some of the cost. Pending confirmation from Antony Estate re: approval for use of section of land south of the B3247. (**Clerk**)
- b) **Shevioc 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 Shevioc Lane (pending).
- 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** awaiting response.
- d) **Footpath 1.** Clerk to confirm with Cllr Evans, on his return, preferred site meeting date (on any Monday May/June) with Mr J Clapp of the Countryside Access Team, then advise CC/Antony Estate.
- e) **New interpretation boards from March 31st, for Shevioc/Crafthole circular footpaths,** sponsored by Tamar Valley National Landscape have been temporarily removed. Maintenance to permanently erect at agreed locations. **Clerk (Maintenance).**
- 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.

11. FINANCE

- a) The Vice Chair proposed, with all in favour, to approve the May payments, as listed further below. **Cllrs Medway and Lester** to approve online May 24th
- b) Cllr Jenkins checked and signed the reconciled April Bank statements, with the ledger.
- c) Cllr Medway proposed, Cllr Humphreys seconded, with All in favour to: add as banking signatories with online banking access for the Unity Bank accounts, Cllrs Jenkins, Stone,

- and Court. To ensure banking continuity/capability, as per the mandate of 2 x signatories required to authorise payments. Signatory Cllr Medway signed the application form, Cllrs Evans and Lester to sign in presence of Clerk, on their return. **Clerk** to then submit forms.
- d) Cllr Medway proposed, Cllr Jenkins seconded with All in favour to approve the annual Parish Insurance Quote with Clear Councils.
- e) All Councillors have confirmed they have NO conflicts of interests with the external auditors BDO LLP. Clerk to submit form with Audit.
- 12. REGISTER OF INTERESTS.** Cllrs Humphreys, Medway, Court and Lester have completed the new electoral term, register of interest forms; **Cllr Evans** to complete and pass to clerk by Monday May 19th at the Clerk's Office, for **Clerk** to submit all to Cornwall Council for the website/also keep copies on record.
- 13. REVIEW STANDING ORDERS. (Cllr Jenkins)** pending
- 14. REVISION TO CAR PARK ORDER PORTWRINKLE.** It was agreed the **Clerk** should advise date for period of Public consultation in late summer, to allow for 6 week consultation time, plus subsequent Parish Council meeting to resolve way forward following consultation. Should new order be approved it would then be applied for the commencement of the summer season, March 15th, 2026, allowing time to obtain and erect new signage.
- 15. SHEVIOCK EMERGENCY PLAN.** Update ongoing/pending (**Cllr Court**)
- 16. OPEN SPACE/PLAY PARK.**
- a) **Cllr Jenkins** to complete weekly H&S checks and return chess pieces to games table in Open Space. **Clerk** to place poster re: Tending of Open Space flowerbed on Park noticeboard and contact Mrs D. Casey.
- b) **Maintenance/Clerk** continuing to work through H&S Play park inspection improvements/recommendations.
- 17. St MARY'S CEMETERY SHEVIOCK. Transferral of Maintenance.** Pending written confirmation (requested by the Clerk/Parish Council) of the agreement, now being finalised between the Diocese and Cornwall Council, which will not result in parishioners being charged for repairs to the retaining listed wall/burial ground.
- 18. CORRESPONDENCE RECEIVED.**
- Saltash Tunnel overnight Closures 8pm-6am, diversions in place Noted.
 - COFFEE MORNING, Sheviok Memorial Hall. Sat 24th May, 10am -12pm: In aid of raising funds for the Annual Flower show. All welcome. Coffee and chat with friends. Plants for Sale, cake stall, Bric a Brac and raffle. **Clerk** to post on website.
- 19. MINUTES: Sheviok Parish Council meeting held on Monday 14th of April 2025**
Cllr Medway proposed, with all in favour, to approve the minutes as being true and correct. **Minutes of the Annual Parish Meeting held on Monday 14th of April 2025.**
Cllr Medway proposed, with all in favour, to approve the minutes as being true and correct.
- 20. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item.** None.
- 21. UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds, Cllr Stone.** Mr Chris Hoskins has kindly donated £25 to the Crafhole Cross flowerbeds (this will be reported at next month's meeting under Incoming from May). **Clerk** to advise Andrea Evans of budget to purchase items for flowerbeds. **Play Park and Open Space** see agenda item 16. **Tree Warden, Cllr Lester:** Not at meeting. **Defibrillators – Clerk see Public participation item 4c.** **Clerk** chasing the replacement of 2 x replacement parts for locator lights. **Cllr Jenkins to contact Mr M Lavis re:** Public CPR and defibrillator usage training (pending). **Cllr Evans** to fabricate sponsor's board (pending). **Clerk** to add Cllr Jenkins as guardian to Tredis defib on The Circuit (pending). Thanks given to Ideal Homes for £100 donation re: defibrillator running costs -see finance to report below. **South East Cornwall CAP.** No meeting. **RPPTUG.** AGM 6:30pm, June 23rd in Torpoint Council Chambers. **Devolution: Clerk** to source road white paint 5L, **Maintenance** pending the painting of toilets/car park lines and fitting internal cubicle door handles plus 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 pending.

22. **All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Audit 2024-25. Date for car park order period of Public consultation.
23. **DATE OF NEXT Parish Council Meeting,** Monday June 9th, 2025, at 7pm.
The Chair declared the meeting closed at 8.29pm

Nancy Gray, Parish Clerk, Clerk's Office, Sheviock Memorial Hall, Crafthole, 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

May Devolution payments to authorise Direct debits/incoming to report from April				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	cleaning wage			
Natasha Wilson	Cleaning services			£180.00
SWW Source for business	Water and Sewerage charges (drainage) Portwrinkle Public Toilets			£226.84
Flowbird	Annual ticket machine maintenance contract	£116.54	£582.69	£699.23
Direct Debit to report				
Unity	Service charge set banking fee			£6.00
INCOMING				
PO	Ticket machine revenue			395.00
Just Park	Online car park income			378.16
PO	Ticket machine revenue			1,347.00

PARISH ACCOUNT

May Payments to authorise/report plus direct debits to report and incoming received from April				
Pay who	For What/Description	Vat	net	Total
Nancy Gray	Parish Wage			
Gary Dyer	Enforcement Officer wage			
Mr S Lester	Maintenance wage			
Mrs S Lester	travel expenses 3 miles			£0.90
EDF	Tredis defib, 31st Aug 2024 - March 31st delayed invoices money set aside from Defib budget - which was under budget by end of year , money still in account reserved.	£4.19	£83.81	£88.00
Clear Insurance Management Limited	Clear Councils Annual Parish Insurance premium £730.84 plus insurance premium tax £87.70, admin £50. Local councils insurance			£868.54
Direct Debits to report from April				
Lloyds credit card	credit card fee for purchases made		£0.70	£18.19
	set monthly card fee			£3.00
	hazard tape			£10.99
	Anna money admin charge , online vat filing	£3.50	£0.70	£4.20
Unity Bank	set monthly banking fee			£6.00
Nest	Staff pension, includes employee contribution taken from wage			£87.61
INCOMING				
Cornwall Council	first half of precept			£13,055.00
HMRC VAT	Quarterly VAT reimbursement			£195.55
Ideal Homes	Donation towards running of Parish AEDs (Defibrillators)			£100.00