



### *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 meeting of Sheviock Parish Council, held on Monday the 9<sup>th</sup> of June 2025, at 7pm in the Kennedy Room, Sheviock Memorial Hall, Crafhole. Present: Councillors:** Chair Cllr W Evans, Vice Chair Ian Court, Cllr S. Medway, Cllr D Lester, Cllr P. Stone, Cllr L Jenkins, Cllr D. Humphreys. Parish Clerk Mrs N. Gray. Cornwall- Cllr Kate Ewert. There was one member of the public present.

1. **APOLOGIES.** None
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 May : <https://sheviockparish.org.uk/wp-content/uploads/2025/06/may-2025-cllr-kate-ewert-1.pdf>  
Cllr Ewert also noted her Community Chest fund of £1400 approx. £200 per Parish, open to bids from community groups/projects. (see also item 16 cemetery).
  - a) Chair thanked Cllr Medway for his considerable contribution as outgoing Chair of Sheviock Parish Council, noting the many projects, meetings, services and events that he has both steered and voluntarily given his time to.
  - b) A parishioner noted vegetation obscuring the double-yellow lines and shortening the width of Finnygook Lane, to the front of St Malo and the Whitsand Bay Hotel. Plus overgrown footway between Finnygook lane and Whitsand Bay view. **Clerk** to write to adjacent property owners to cut their hedging/vegetation. To note footway (not PROW) is maintained by CC but on a limited cutting schedule.
  - c) Cllr Medway noted hedging protruding onto road at site of the new build property on the B3274 after the crossroads on the Downderry road, Crafhole. **Clerk** to contact owner.
  - d) A Parishioner stated that a man had knocked on doors around the parish asking for money/help. It was noted that some residents were uncomfortable with this, mixed experiences. The church had been helping but was now closed for building works. Cornwall Cllr Ewert noted that Cornwall Council were aware of his situation.
  - e) Cornwall Cllr Ewert noted that a parishioner had asked when the temporary mains water pipe would be relayed in Whitsand Bay View? SWW are awaiting building debris to be removed, which is covering the burst water pipe near the back of the hotel. **Cornwall Cllr Ewert** to chase SWW. **Clerk** to contact owner of Whitsand Bay Hotel to ask if it is on their land and if so, request the repair be made as soon as possible.
  - f) Cllr Ewert noted funding now in place for works to repair section of the Eastbound carriage way on the A374, to start anytime. Traffic lights control system currently in place.
  - g) Cornwall Cllr K Ewert noted a letter from resident thanking all involved in supporting a Portwrinkle resident who has now moved to a property, with a lifetime residency.
  - h) Cllr Medway noted enquiry from resident asking for an allotment. **Cllr Medway** to forward the resident details for Antony Estate, re: Ladywell allotments and land behind homes in Horsepool lane, Sheviock.
  - i) Cllr Medway noted concern from parishioner re: Horses in the harbour also leaving mess on slipway. It was noted that CC signage states no Horses in the harbour. **Clerk** to contact Livery owner Mr K Andrew to remind riders/owners to respect restrictions.
  - j) Cllr Medway noted request from Portwrinkle resident to prevent double decker buses entering Portwrinkle, as damaging road when turning at Whitsand Bay. Cllr Ewert noted that Double-Deckers were needed elsewhere along this same route. **Cllr I Court** to pass to RPPTUG.
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: **PA25/02749.** Retrospective application for change of use of land from agricultural/forestry to utility land; creation of an enlarged access onto road, erection of fencing, and making of a hardstanding on the site of a previous dilapidated cattle shed, 3no. buildings/structures; a composting toilet, a woodstore, and a repurposed

lorry trailer store with lean-to covering. In addition, it is proposed to rebuild the barn workshop on the made hardstanding. Location: Land East Of Sconner House Polbathic. Applicant Mr Grant Coppock. The Chair proposed, Cllr Lester seconded with All in favour to support this application. **(Clerk)**

**PA25/03393** Proposed conversion of the part of the existing Trewin Coach House, at ground floor, which has not already been in established residential use. Trewin Coach House, Shevioc. Applicant: Mr Usman Haq. The Chair proposed, Cllr Medway seconded with All in favour to support this application. **(Clerk)**

**PA25/03394** Listed Building Consent for the proposed conversion of the part of the existing Trewin Coach House, at ground floor, which has not already been in established residential use. Trewin Coach House Shevioc PL11 3EW. Applicant: Mr Usman Haq. The Chair proposed, Cllr Medway seconded with All in favour to support this application. **(Clerk)**

c) To receive Cornwall Council's decisions on the following planning applications:

- **PA25/03176** Single Storey Side Extension. 1 Carew Close, Crafhole. Applicant Gemma Brannan. (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, Shevioc. Clerk noted revised plans now submitted, including use of septic tank for drainage and repositioning of units. Pending feedback from Devioc Parish and Cornwall Council: pending.

## **7. HIGHWAYS MATTERS TO REPORT**

- a) Traffic through Crafhole, road improvements. Pending update from K. Dixon of Cornwall Council. SWW have highlighted drain cover at cross.
- b) Polscoe Hill, Tredis Turn off. To receive safety review recommendations from CC/Cormac (pending)
- c) SWW/Bollard, Protruding hazard, Finnygook lane, Portwrinkle pinch point. Pending response.
- d) Safety Review A374. Pending update on road safety review. Clerk to chase speed capture unit for westbound carriage, Shevioc Gateway.
- e) Mobile Speed Survey. Unit temporarily in Crafhole, by the hall.
- f) Tredis Potholes. Clerk to submit request to highways / plus online reporting via CC site.

**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. **(Clerk)**

**9. SUITABILITY AND PROVISION OF BEACH SAFETY RESCUE EQUIPMENT, FINNYGOOK BEACH.** It was agreed to reply to Antony estate, advising them to obtain/pay for the RNLI assessment, following this the Parish Council would take on the monitoring of the rescue equipment and contribute to its provision with landowner(s).

## **10. FOOTPATHS**

- a) **Crafhole Permissive path projects. re: Crafhole East B3274 to Trethill:** Pending response from Highways re: proposed footpath and exit to cross B3247; plus potential traffic control required when creating exit onto the B3247. **Pending** 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,** CC have confirmed it will undertake work this financial year. Date TBC.
- d) **Footpath 1.** **Clerk** to confirm 30<sup>th</sup> of June for site meeting with Mr J Clapp of the Countryside Access Team, **Cllr Evans** to attend. **Clerk** to advise/invite Antony Estate and confirm timings
- e) **New interpretation boards from March 31<sup>st</sup>, for Shevioc/Crafhole circular footpaths,** sponsored by Tamar Valley National Landscape. **Maintenance** to reinstall Tredis View/circular 13 board. Shevioc board to be installed once last section of footpath 1 is reopened - as may cause people to try walking along closed footpath. **Clerk** to request new directional footpath post sign from Countryside Access.
- f) **Amber's way.** **Cllr S Medway** to organise working party, re: re-routing of path to avoid subsidence. Pending.
- g) **Finnygook Way.** **Cllr Evans/Medway** to organise working party to replace 5 x step riser (pending)
- h) **Footpath cutting.** Due to exceptional growth it was agreed to bring forward the footpath cutting schedule for permissive paths Finnygook way, The circular permissive footpaths 13, plus Amber's way. Remaining paths to be kept under observation/cut if required. **(Clerk)**

## **11. FINANCE**

- a) The Chair proposed, with all in favour, to approve the June payments, as listed further below. **Cllrs Evans and Lester** to approve online.
- b) Cllr Lester checked and signed the reconciled May Bank statements, with the ledger.
- c) Councillors Evans and Lester have confirmed they have NO conflicts of interests with the external auditors BDO LLP. **Clerk** to submit form with Audit.
- d) Internal Auditor's report. The Clerk had previously circulated all documents associated with the audit and accounts, including end of year budget reports. Auditor's report sheet. No large items to note, only minor

- enquiry checking if a payment item had been submitted along with the quarterly vat, which it had. Some minor vat not reclaimed from Clerk's expenses due to receipts not showing vat but nominal amount.
- e) **ANNUAL GOVERNANCE STATEMENT 2024/25.** The Chair proposed with All in favour to approve and sign as correct the Annual Governance Statement for 2024/25, as part of the Annual Return.
  - f) The Chair proposed, with All in favour to approve and sign the Annual Accounting Statement 2024/25 as being correct.
12. **REVIEW STANDING ORDERS.** Cllr Jenkins noted no other changes to NALC template apart from minor raised with Clerk, plus the Quorum of 4 Cllrs to match current standing Orders. **Clerk** to update and add to website.
  13. **REVISION TO CAR PARK ORDER PORTWRINKLE.** It was agreed to commence Public consultation in October, 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 to illustrate the raise in summer tariffs and mobile home overnight restrictions 11pm-8am. (**Clerk** to prepare consultation documents, ready for boards/website publishing in October).
  14. **SHEVIOCK EMERGENCY PLAN.** Update ongoing/pending (**Cllr Court**). **Cllr Medway** to ask Mr B Gibbs and Mr T Lightly for mobile contact number.
  15. **OPEN SPACE/PLAY PARK.**
    - a) **Flower/fruit beds Open Space.** Kayden Casey has kindly volunteered upkeep the beds. It was noted that he can contact Cllr P Stone for any requirements.
    - b) **Cllr Jenkins** to complete weekly H&S checks and return chess pieces to games table in Open Space.
    - c) **Maintenance/Clerk** continuing to work through H&S Play park inspection recommendations. **Maintenance** Priority: water butt stabilisation
  17. **St MARY'S CEMETERY SHEVIOCK. Transferral of Maintenance.** Cornwall Cllr K Ewert confirmed that a 50/50 financial split between CC and the diocese has been formally agreed. CC will issue written confirmation of the agreement, parishioners will not be charged for repairs to the retaining listed wall/burial ground. Work has commenced and letters circulated to local residents by Mrs J Bushrod. Following completion, the transferral of the cemetery to CC (via the PC) will resume.
  18. **CORRESPONDENCE RECEIVED.**
    - Mr R Baker. Email re: overgrown Cornwall Council footway, Portwrinkle. See item 4b
    - Mrs P Humphries of Lifespace cabins. Parking request during works to property in Portwrinkle. It was agreed they can purchase tickets as usual from machine, but spaces cannot be guaranteed/enforced. Advise early arrival each day, plus to contact owner of Whitsand Bay hotel/Antony estate in case other parking available (**Clerk**)
    - Cornwall 25 Prime. Grant funding. Circulated to Hall (Cllr Evans plus Mrs P Brooks) and to community shop.
    - CALC. Councillor training dates including Code of conduct. **Clerk** to book Cllr Humphries on code of conduct training – **Cllr Humphries** to advise of selected date.
    - Harbour Authorities. They are aware of damage to harbour walkway and awaiting funding (pending) **Clerk** has reported further deterioration. (pending repair/funding).
  19. **MINUTES: Sheviock Parish Council meeting held on Monday 12<sup>th</sup> of May 2025** Cllr Court proposed, with all in favour, to approve the minutes as being true and correct. **Minutes of the Annual Parish Council Meeting held on Monday 12<sup>th</sup> of May 2025.** Cllr Court 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.** Cllr Humphries (allocated rep of Tourist info kiosk) noted that the telephone kiosk at the Cross needs painting. **Clerk** to add to maintenance list.
  21. **UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds.** Thanks was given to Mrs A. Evans and D. Medway for work on cross flowerbed, also to submit invoice for compost /items for cross flowerbed to Clerk. **Cllr Evans** to price up potential guttering/water butt for cross bus shelter. **Tree Warden, Cllr Lester:** Nothing to report. **Defibrillators.** 2 x replacement parts for locator lights obtained delivery on route. **Clerk** arranging with electrician for installation at Jolly Roger and SWW Pump house. **Clerk** pricing alternative options for signage to include what 3 words location. **Cllr Jenkins** to contact Mr M Lavis, via Mrs P Brooks/Clerk, re: Public CPR and defibrillator usage training. **Cllr Evans** to fabricate sponsor's board (pending). **Clerk** to add Cllr Jenkins as guardian to Tredis defib on The Circuit (pending) - Clerk checking in the interim. The Finnygook will continue to make contributions. **South East Cornwall CAP:** No meeting. **RPPTUG.** Electric busses in service from July. Of the £10,000,000 funding from Gov to CC, circa £5.5 million will be allocated to maintaining existing services. £4.2 million to capital funding i.e. RTP1 boards. AGM 6:30pm, June 23rd in Torpoint Council Chambers. It was agreed, with all in favour to select the following priorities 1) Number 75 route to Plymouth. 2) bus connection with St Germans station. 3) Sunday bus service. (**Cllr Court** to pass to RPPTUG) **Devolution: Car Park.**

Ticket machine fault light, **Cllr Medway** cleared but monitoring. **Cllr Stone** to purchase kitchen scales for verification of bag weight. **Maintenance** to paint white line gradually/quiet times. **Public Toilets:** The Parish Council expressed its thanks to Mr S Lester (Part time Maintenance) who swiftly dealt with 3 separate call outs, one being immediately on the day of returning from holiday, ensuring that the toilets remained open for the Public. **Pending items: Maintenance** Painting of toilets and fitting internal cubicle door handles plus mobility hand rails, one each per cubicle wall. **Cllr Evans** to pass handrails to maintenance. Staffing. **Clerk** to arrange induction/H&S with new “cover” self-employed cleaner.

**22. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** October Public consultation Car Park tariffs and mobile homes.

**23. DATE OF NEXT Parish Council Meeting,** Monday July 14<sup>th</sup> 2025, at 7pm.

The Chair declared the meeting closed at 8:45pm

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**NB. A draft copy of the minutes of the previous Parish Council meetings are posted** [www.sheviockparish.org.uk](http://www.sheviockparish.org.uk)

#### DEVOLUTION ACCOUNT

June devo payments to authorise and Direct debits/incoming to report from May				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	Cleaning wage			
Frances Jackson	Bus travel expenses to /from Portwrinkle .			£27.00
S. Lester	Devolution maintenance wage			
S. Lester	Maintenance expenses. 2 x soft close toilet seats with 10% reduction £8.98. Mileage to Trago return 22 miles x 45p £9.90			£18.88
Natasha Wilson	Cleaning services			£144.00
Cheryl Sampson	Cleaning services			£54.00
Cornwall Council	Car Park Enforcement April, did not receive bill until after May meeting			£45.00
SW Hygiene	Sanitary bin x 2 disposal, annual contract.	£51.11	£255.56	£306.67
D Leonard	Seafront cut April/May			£50.00
<b>Direct Debit to report</b>				
Unity	Service charge set banking fee			£6.00
<b>INCOMING</b>				
PO	Ticket machine revenue			736.00
Mr C Hoskins	Online donation for flowerbeds			25.00
Just Park	Online car park revenue			974.67
PO	Ticket machine revenue			£617.75
PO	Ticket machine revenue			£834.05

#### PARISH ACCOUNT

June Parish Payments to authorise, plus direct debits to report and incoming received from May				
Pay who	For What/Description	Vat	net	Total
Sheviok Memorial Hall	Monthly rent Parish Council office			£70.00
Nancy Gray	Parish wage			
Gary Dyer	Enforcement wage			
D Leonard	grass cutting Cornwall Council amenity x1 inv 620			£100.00
D Leonard	Footpath cutting ( April/May) inv 619			£600.00
D Leonard	Parish amenity x (April may) inv 621			£450.00
N Gray	Clerk's expenses and travel			£14.43
CL accounting SW LLP	Annual internal audit fees	£64.00	£320.00	£384.00
<b>Direct Debits to report from May</b>				
Lloyds credit card	credit card fee for purchases made			£57.49
	set monthly card fee			£3.00
	ink cartridges black xl plus pack of cartridges black and colours.	£4.67	£49.82	£54.49
Unity Bank	set monthly banking fee			£6.00
Nest	Staff pension, includes employee contribution taken from wage			£74.46
<b>INCOMING</b>				
				£0.00