



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 Tuesday the 16th of July 2025, at 7pm in the Kennedy Room, SheviocK Memorial Hall, Crafhole. Present: Councillors: Chair Cllr W Evans, Vice Chair Ian Court, Cllr L Jenkins, Cllr D. Humphreys. Parish Clerk Mrs N. Gray. There were two members of the public present.

1. **APOLOGIES.** Cllr P. Stone, Cllr S. Medway, Cllr D Lester.
 2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** Cllr Evans declared an interest in agenda item 12. **GIFTS** None.
 3. **CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None
 4. **PUBLIC PARTICIPATION and. RESPONSE TO PUBLIC PARTICIPATION** to include forum postings, correspondence/emails unless covered under agenda item. Cornwall Councillor K Ewert's monthly update from Aug: <https://sheviocKparish.org.uk/wp-content/uploads/2025/09/august-2025-cllr-kate-ewert-1.pdf>
 Cllr Ewert also noted: SWW Chief executive has been invited to answer Cllr Questions at Full Council (Cornwall); Excessive cost of School bus/transport on Peninsula/area, if not attending nearest suitable is too high. Please contact Cllr Ewert if you are affected by these costs, as she will be raising it with CC.
- a) Cornwall Council property (5 Dawney Terrace, Crafhole) lying empty since May, yet people waiting on housing list? Cornwall **Cllr K Ewert** currently raising with Cornwall Council Portfolio holder.
 - b) Blocked drains Crafhole terraces, parishioner told by CC that Highways is not responsible for its clearance. **Clerk/CC K Ewert** to contact highways.
 - c) Overgrown footpath below Black ball. This footpath has been closed by the NT, due to threat of/previous landslip. **Clerk** to contact NT to stress importance of path as escape route from tidal cut off and request repairs/reopening of path (previously told no funding).
 - d) The Chair noted the sad passing of Mr Michael Snowling, who had made a great contribution to the community especially in his Prior role(s) as Chair and long serving member of the Parish Council, and Chair of the Memorial Hall. His wake will be from 3:30pm on Tuesday the 23rd of Sep, SheviocK Memorial Hall.
 - e) Two members of the Public raised concerns re: Planning item **PA25/05287** Construction of 4 dwellings; noting concerns of disruption/ mess/ noise/ access/parking difficulties during build, due to the planned access utilising access lane for the 10 existing properties.
5. **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: **PA25/05287** Construction of 4 dwellings including access and associated works. Land West Of SheviocK Barton Farmhouse, SheviocK, PL11 3EH Applicant Antony Estate. This was previously looked at during Pre - APP stage, following discussion the Chair proposed, seconded by Cllr Jenkins, with all in favour to support the application with the following provisos:
 - A Construction Management Plan is created and agreed upon, prior to any work commencing. This is asked due to the plan to use the small access lane, which already services 10 properties/parking at a premium. The plan should include wheel washing, road cleaning and repair to any road surface damage. A consideration for timings, vehicle size and number of vehicles on site, to ensure that residents can easily access/leave/park; avoiding peak hours where residents leave/return from work. Avoiding excess noise, disruption and unsociable working hours - due to scale of build and close proximity to existing residences.
 - Antony Estate work with Highways to consider Road safety recommendations for the increased use at the junction with Horse pool Lane onto/off the A374 – which lies on a sharp bend with limited view. (A safety review of the A374 is currently being undertaken by Cornwall Highways for SheviocK/A374)
 - The "Principal residence" policy 1 of the Rame NDP, is applied.
 (Clerk to send to CC, CC K. Ewert and Antony Estate)

- c) To receive Cornwall Council's decisions on the following planning applications:
PA25/02749. Retrospective application for change of use of land from agricultural/forestry to utility land; Land East Of Sconner House Polbathic. Applicant Mr Grant Coppock. Withdrawn
- **PA25/00805** Retrospective permission, installation of four glamping units and associated infrastructure. Land East Of Higher Tredis Farm, Sheviock. Pending
- d) **Cllr Evans** to raise necessary revision of current Rame NDP at Cluster. Clerk to advise K Ewert and Catherine Thomson (CC Link).
- 6. HIGHWAYS MATTERS TO REPORT**
 - a) Traffic through Crafhole. Completion of Crafhole road improvements. Pending response, on return to office, of K. Dixon of Cornwall Council.
 - b) Polscoe Hill, Tredis Turn off. CC K Ewert advised that M W Glassup form Highways is finalising the Safety report then will send to the Clerk.
 - c) SWW tank/Bollard, protruding hazard, Finnygook lane, Portwrinkle pinch point, request to shave off corner - protrusion of cement tank. The Clerk noted no response from SWW. **Clerk** to forward to **CC K Ewert** to raise with SWW.
 - d) Safety Review A374. Pending update/completion of road safety review.
 - e) Highways have responded regarding promised speed capture unit for westbound carriage. They are currently capturing data by remote method to probe vehicles equipped with GPS devices and/or cameras, which allow for continuous survey along the entire road route.
 - f) Flooding/effects of torrential rain. (See also correspondence item 14 Cllr J Kidd). Flooding/ Mud on Horsepool Lane. Mud/water runoff from field and Georges's Lane Drainage pond. Clerk has contacted Antony Estate. **Clerk** to set as August reminder to request Antony to dredge drainage pond. Flooding/ torrential run off down Finnygook Lane/Eco house to beach. **Cllr Evans** to raise at Cluster, to incorporate into Emergency Flood planning. (**Clerk** to advise CC K Ewert and Catherine Thompson, CC Link) see also item 7.
 - g) Whitsand Bay View. Temporary South West Water Pipe still in place. The Clerk has contacted Street works CC Highways to chase completion of work before Sep 29th permit deadline(**CC K Ewert** to also chase)
 - h) Flooding/ torrential run off down Finnygook Lane/Eco house to beach. Cllr Evans to raise at Cluster to incorporate into Flood planning.
 - i) Overgrown vegetation narrowing road B3274 outside Sydenham House– Clerk to re-contact property owners via letter, re: polite request/reminder to cut back vegetation following excessive recent growth, advising if no action is taken the PC will report to Highways to request cut but this would incur cost to property owner.
 - j) Highways Scheme funding (CAP). Launching September/October, noted.
 - k) Sheviock Lane road sign illegible. (opposite Kimberly Foster) **Clerk** to report to CC.
- 7. CLIFF EROSION PORTWRINKLE/ FUTURE PROOFING FINNYGOOK LANE.** Pending return/response of Mr R Hobbs, Environmental Resilience and Adaptation Manager CC, regarding development of a Coastal Change Management Plan, potentially to incorporate into revised NDP (**Clerk**).
- 8. FOOTPATHS**
 - a) **Crafhole Permissive path projects. re: Crafhole East B3274 to Trethill:** **Clerk** to respond to highways to see if funding could be allocated for the necessary safety review for the crossing areas, plus approx. cost of review.
 - b) **Sheviock Permissive footpath.** re: use of roadside verge for part of footpath (A374). Pending completion of A374 Safety Review, Comac/CC. Pending response from Antony Estate use of corner section of land at gates A374 and Sheviock Lane (**pending**).
 - c) **Footpath number 5 Lady well/Coombe Lane** pending response from Countryside Access re date for work to commence this financial year. **Clerk** to re-chase.
 - d) **Re-opening of Footpath 1.** pending response from Countryside Access re date for work to commence this financial year. **Clerk** to re-chase.
 - e) **Finnygook Way.** **Cllr Evans** pending receipt of wood for replacement of step risers (approx. cost £200 wood, steels approx. £50 - covered in reserve budget). (Pending/in progress) Free chippings arriving shortly. Chair has volunteered to conduct work, potentially Cllr Medway to aid.
 - f) **Footpaths, pre-winter cut.** **Cllrs** to walk and report on condition to schedule pre winter cut.
 - g) **Tredis footpath (8)** **Clerk** to meet **Cllr Jenkins** to assess area to cut.
 - h) **Polbathic footway alongside A374.** Clerk has forwarded request to St Germans, and Cluster Parishes to support maintenance upkeep of path by CC. (Pending response).
- 9. FINANCE**
 - a) The Chair proposed, with all in favour, to approve the September payments, as listed further below.
 - b) Cllr Lester checked and signed the reconciled September bank statements, with the ledger.
 - c) Mid Term budget report. **Clerk** to report for October meeting.

- d) External Auditor's report for accounts April 1st, 2024, to March 31st, 2025, published on Website and circulated previously to Cllrs. All approved no findings. Minor scope for improvement; advice to create the mandatory Gov.uk email and compliant website this 2025/26 year (agenda item 13).
 - e) Unity additional Cllrs as signatories, application approved. Cllrs Jenkins and Stone to complete set up. Cllr Court has completed.
 - f) Publication of Local Government Services PayScale agreement 2025/26. **Clerk** to apply it to Enforcement Officer/Clerk's wage.
- 10. SHEVIOCK EMERGENCY PLAN.** Cllr Court circulated draft, **Clerk** to pass minor additional info to Cllr Court. **Cllr Court** to circulate PDF final draft copy to **Cllrs** to sign off at next meeting.
- 11. OPEN SPACE/PLAY PARK.**
- a) **Weekly maintenance/H&S check.** Cllr Jenkins to complete revised weekly checklists. **Clerk** to ask Maintenance if wishes to take on weekly checks. **Clerk** confirmed budget available to do so.
 - b) **Cllr Jenkins** to replace chess pieces in Open Space.
 - c) Greenscheme's quote for Resi PD Survey and HIC testing, minor works/parts following Annual Inspection (feedback and quote to be received this week) **Clerk** to circulate once received.
 - d) Open Space flower/vegetable beds. Thanks to be passed to Kayden for his voluntary upkeep efforts.
- 12. TOURIST INFORMATION/PHONE BOX.** Repainting of phone box Crafhole. Cllr Evans declared an interest as related to contractor providing a quote. **Cllrs** to obtain further quotes, detailing actions/costs. Only 3 Cllrs, therefore not enough for a quorum. **Clerk** to purchase Tourist information sign (pending).
- 13. PARISH COUNCIL WEBSITE AND EMAIL** move to gov.uk. Cllr Evans proposed, Cllr Court seconded to work with Western Web Limited to: create "Gov.uk" Clerk and Cllr email addresses, plus Council website; to meet mandatory regulations, as well as improve accessibility/accountability. (**Clerk** to contact Western Web Ltd).
- 14. CORRESPONDENCE RECEIVED.**
- Resident: Camping tents on Hoodny beach, plus concern that they could be using beach as a toilet. It was noted this is not Parish Council land, the Parish Council has no power regarding this. **Cllr Lester** to advise parishioner to contact Antony Estate.
 - R. King Speeding vehicles through Sheviok. What is being done and timeline? Clerk to respond noting Highways items 6 d and 6e.
 - Mr P Maclaren. Traffic through Crafhole, speeding near eastern end of Crafhole, request for speed cameras at both ends of village. It was noted that any funding for this would need proof of speeding vehicles. **Clerk** to request Highways to monitor speed (TBC). **Clerk** request mobile traffic police speed camera capture unit attend site. (TBC) if above occurs to request speed data is shared.
 - Peninsula Transport Rural Mobility Fund. Clerk/Cllr Court forwarded to RPTUG
 - Cornwall Fire and Rescue Service, invite to complete 5 min survey to shape Community Risk Management Plan 2026-30 <https://letstalk.cornwall.gov.uk/crmp> **All Cllrs/Parishioners** invited to complete
 - Cllr J Kidd. Maker and Rame. Recent Flooding experiences/Emergency Plan. To consider working at Cluster Level. **Clerk** to respond, suggesting the inclusion of Flood resilience/Emergency Planning, plus Rame NDP update/revision be on the agenda at the next Cluster meeting. See also items 6f and 7.
 - Parishioner raised: Perceived underground works at Whitsand Bay Hotel. Is underground parking being considered? Has there been a planning application? It was noted that no new planning has come through.
 - Community Link. Torpoint Consultation on Community Hub (library) and square design. open for public consultation <https://app.gocollaborate.co.uk/cornwall/torpoint-town-project/>. Noted, Parishioners are invited to respond as use the Community Hub/Library.
 - Parishioner, consideration for bench at Kimberly Foster bus shelter, Crafhole. Plus relocation/removal of dog waste/litter bin. **Clerk/Cllr Court** to discuss with CC/Bus company regarding grants for shelters/retrofitting of seats. **Clerk** to request new closed "seagull proof" style bin from CC. (TBC).
- 15. MINUTES: Sheviok Parish Council meeting held on Monday 14th of July 2025.** The Chair proposed with all in favour, to approve the minutes as being true and correct.
- 16. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item.** Clerk to update NALC 2024 **Standing Orders** re: previously approved quorum of 4 on website (still pending). **Access/Exit step to western end/rockpools Finnygook beach** nr Harbour. **Clerk** to ask Antony Estate re: re-formation of Access step. **Damage to end of Harbour wall**, Clerk to re-chase Harbour Authorities with updated photos. (Harbour authorities trying to obtain funding). **Repainting of Cross Hatching above Harbour Portwrinkle.** **Clerk** to recontact Highways stating that the PC disagrees with their decision not to re-paint, as the cross Hatching ensures clear access to the Harbour/beach for the Coastguard/emergency Services.
- 17. UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds.** Cllr Stone not at meeting. **Cllr Evans** to price up potential guttering/water butt for cross bus shelter (pending) **Tree Warden (Cllr Lester)** not at meeting. **Defibrillators.** **Maintenance** to install replacement lids/Led connector magnet at Silas Cove defib and SWW Pump house defib. **Clerk** awaiting delivery of "location" stickers from BHF. **Cllr Humphries** to conduct Public CPR/Defibrillator training, 12 pax per slot (certified trainer). **Cllr Humphries** to check with Chair re: booking availability Memorial Hall and provide dates. **Clerk** to then compile "sign up" for foyer at hall. Public can then sign up against available slots. (CPR training equipment in Clerk's office). **Cllr Evans** to fabricate

- sponsor's board (pending). **Cllr Jenkins** to advise Clerk of contact details for local paramedic re: checking of defibs/Tredis. **Maintenance** to replace wooden backing board of Tredis Defib. **South East Cornwall CAP:** Nothing to report. **RPPTUG** SE Cornwall Zero emission bus launch 25th Sep.9:30-11 Torpoint ferry. Next meeting with Cornwall Transport is October. **Cllr Court** to raise: See item 4, School transport costs. **Cllr Court** to raise issue of busses regularly damaging Crosshouse, West Lane. To request bollard from bus co. **Clerk** to respond to highways noting they provided bollard at Georges lane under similar circumstances. **Car Park: Maintenance** to paint white line gradually/quiet times. **Public Toilets: Maintenance** Painting of toilets and fitting internal cubicle door handles plus mobility hand rails, one each per cubicle wall (pending). See item 19.
- 18.DOG RESRTICTIONS, HOODNY BEACH AND HARBOUR. Jul 1st- Aug 31st inclusive, no dogs 10am-6pm. Feedback from survey.** The Clerk noted 69% of responders were happy with the current restrictions/timing/ dates wanting no change. **Clerk** to pass this feedback to CC. Cornwall Council will Open its Public Consultation this Autumn re: Cornwall wide, dogs on beaches, restrictions.
- Dog Bin Tredis.** Cllr Jenkins noted request for dog bin. **Clerk** to request from CC/obtain details for location on current route.
- 19. POTENTIAL CHANGES TO PORTWRINKLE CAR PARK ORDER. PUBLIC CONSULTATION.** Clerk to publish consultation notice and draft order with schedule on: Website; at Car Park tariff boards; notice boards-where room. Consultation to commence from October 1st – Nov 1st. Parish Council to resolve decision at Nov Parish Council meeting. Cllr Court noted comment received, suggesting the PC incorporate evening tariffs. It was agreed to maintain the current 9-5pm chargeable timings, to prevent delay to the consultation process and to ensure any changes could potentially go through before the start of the summer season 2026. Evening tariffs could be looked at in the future if necessary.
- 20. RESIDENT WINTER CAR PARKING PERMIT.** It was agreed to continue with permit at £5. Residents to apply direct to the Clerk for details,
- 21. AUTUMN PARISH CLEAN UP 28/29TH Sep.** Clerk to publish notice on boards. **Cllr Ewert** to request waste disposal collection. (Clerk to advise Cllr Ewert of location/date required for collection).
- 22. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Poppies; Parish Christmas tree funding; Mid-term budget report. Public Consultation Car Park tariffs and mobile homes (Nov). Emergency plan update, approval and circulation/printing.
- 23. DATE OF NEXT Parish Council Meeting,** Tuesday October 13th, 2025, at 7pm.

The Chair declared the meeting closed at 21.02

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 from previous Parish Council meetings are posted www.sheviockparish.org.uk

DEVOLUTION ACCOUNT

Sep devo payments to authorise Direct debits/incoming to report from Aug 2025				
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.			£69.00
S. Lester	Devolution maintenance wage			
Natasha Wilson	Cleaning services			£126.00
Cheryl Sampson	Cleaning services inv 00108			£144.00
Eric Mailer	Cleaning services			£36.00
Bunzl	Cleaning and stock supplies. Inv 07/405943	£28.80	£144.02	£172.82
Bunzl	cleaning and stock supplies inv 07/406148	£6.40	£31.99	£38.39
Bunzl	Cleaning and stock supplies inv 07/406380	£2.59	£12.93	£15.52
Direct Debit to report				
Unity	Service charge set banking fee			£6.00
INCOMING (gross)				
PO	Ticket machine revenue			580.00
PO	Ticket machine revenue			491.40
PO	Ticket machine revenue			440.20
Just Park	Online car park revenue			1,668.60
PO	Ticket machine revenue			£947.00

August devo payments to authorise Direct debits/incoming to report from July 2025				
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.			£87.00
S. Lester	Devolution maintenance wage			
Natasha Wilson	Cleaning services 12x clean plus additional on 26th			£223.00
Cheryl Sampson	Cleaning services Portwrinkle toilets			£54.00
Eric Mailer	Cleaning services Portwrinkle toilets			£18.00
Direct Debit to report				
Unity	Service charge set banking fee			£6.00
INCOMING				
PO	Ticket machine revenue			483.65
PO	Ticket machine revenue			833.35
PO	Ticket machine revenue			270.10
Just Park	Online car park revenue			1,163.38
PO	Ticket machine revenue			£487.55
PO	Ticket machine revenue			£970.05
PO	Ticket machine revenue			£261.60

PARISH ACCOUNT

Sep Payments to authorise plus direct debits to report and incoming received from Aug				
Pay who	For What/Description	Vat	net	Total
Sheviok Memo	Monthly rent Parish Council office Standing Order on 9th of each month			£70.00
Nancy Gray	Clerk's Parish wage			
Gary Dyer	Enforcement wage			
S Lester	Maintenance wage			
S Lester	Expenses mileage 12miles			£5.40
D Leonard	Parish Amenity Areas July inv 664 Invoice received later in Aug past cut off date			£250.00
D Leonard	Cornwall Council Amenity Areas July inv 665			£75.00
D Leonard	footpath 5 Lady well cutting (plus additional ad hoc cutting back of overhanging trees and branches (late July) inv 666			£125.00
D Leonard	Parish Amenity Areas Aug inv 674			£250.00
Green Scheme Solutions Ltd	inv SIN- 321 (Terms due on receipt) bearings x nylon rollers caps and collars for Areoskate.	£35.28	£176.39	£211.67
BDO LLP	External Auditor annual auditing fee for accounts 2024-2025.	£63.00	£315.00	£378.00
N Gray	Clerk's expenses.			£2.25
Direct Debits				
Lloyds	Monthly credit card charges (items listed below)			£658.31
	<i>set monthly card fee</i>			<i>£3.00</i>
	<i>Anna Admin online VAT Filing tool</i>	<i>£0.90</i>	<i>£4.50</i>	<i>£5.40</i>
	<i>Cleaning in progress signs</i>	<i>£1.98</i>	<i>£9.91</i>	<i>£11.89</i>
	<i>Body security camera for Enforcement patrol</i>	<i>£8.00</i>	<i>£39.99</i>	<i>£47.99</i>
	<i>HMRC ETMP employee payee £12.14 card fee</i>			<i>£590.03</i>
Unity Bank	set monthly banking fee			£6.00
ICO	Information Commissioner's Office Annual Data protection fee			£47.00
Nest	Staff pension, includes employee contribution taken from wage			£74.46
INCOMING				£0.00

August Payments to authorise plus direct debits to report and incoming received from July				
Pay who	For What/Description	Vat	net	Total
Shevioc Memorial Hall	Monthly rent Parish Council office Standing Order on 9th of each month			£70.00
Nancy Gray	Clerk's Parish wage			
Gary Dyer	Enforcement wage			
S Lester	Maintenance wage			
S Lester	Expenses: mileage 6 miles £2.70. Sand and cement £5			£7.70
Cornwall ALC Ltd.	Annual Membership to CALC and NALC	£61.90	£353.88	£415.78
N Gray	Clerk's expenses, travel.			£4.50
Direct Debits				
Lloyds credit card	credit card purchases made overall monthly charge. See individual payments listed below			£252.38
	set monthly card fee			£3.00
	123 Reg parish sheviocparish.co.uk website domain 2 years	£2.60	£12.99	£15.59
	Lifebuoys direct. Lifebuoy and rope (Finnygook beach interim) -to be reimbursed by devo budget/	£13.29	£66.44	£79.73
	safety signs direct: dog beach seasonal beach restriction Portwrinkle x 2 signs different size ha	£9.54	£47.68	£57.22
	Amazon: devolution maintenance. Yellow floor safety signs x 2 £19.99, 3 x weighted safety cones £46.99 net £39.16 vat £7.83 , 2 x male operative cleaning in progress sign net £9.7 vat £1.96 . 1 maintenance in progress sign £24.27 net £20.23, vat £4.04 includes postage per item. *reduced net total from £73.13 to £69.16 due to combined postage actually £69.16 net.	£13.83	£69.16	£82.99
	Torpoint Hardware for devolution toilets, gloves m/L plus window/glass cleaner			£13.85
Unity Bank	set monthly banking fee			£6.00
Nest	Staff pension, includes employee contribution taken from wage			£74.46
INCOMING				
HMRC (vat)	Quarterly vat reimbursement			£1,504.17