



### *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 October the 13<sup>th</sup> 2025, at 7pm in the Kennedy Room, SheviocK Memorial Hall, Crafhole. Present: Councillors:** Chair Cllr W Evans, Cllr L Jenkins, Cllr D. Humphreys. Cllr S. Medway, Cllr D Lester. Parish Clerk Mrs N. Gray. Cornwall Councillor K Ewert. There were no members of the public present.

1. **APOLOGIES.** Vice Chair Ian Court, Cllr P. Stone.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** Cllr Evans and Cllr Lester declared an interest in agenda item 12. **GIFTS** None.
3. **CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None
4. **PUBLIC PARTICIPATION and 5. RESPONSE TO PUBLIC PARTICIPATION** to include forum postings, correspondence/emails unless covered under agenda item. Cornwall Councillor K Ewert's monthly update from Sep: <https://sheviocKparish.org.uk/wp-content/uploads/2025/10/september-2025-cllr-kate-ewert-1.pdf>  
 Cllr Ewert noted that: CC has commenced work on 5 Dawney Terrace and it is due to be ready to let, shortly. (Further info from CC Cllr K. Ewert next to corresponding items below).
  - a) A Parishioner has raised concern regarding depth of digging at Whitsand Bay Hotel. Clerk confirmed that no new planning notifications have been received. **Clerk** to contact owner of Whitsand Bay direct, to establish reason for works.
  - b) A Parishioner raised concern that the Highways speed sign upon exiting Crafhole gives false impression of leaving a 30mph zone rather than 20mph zone (as the smaller 20 mph zone graphics underneath are illegible in daylight). This has been previously reported to Highways. **Cornwall Cllr Ewert** to raise with Highways. **Cllr Medway** to provide photos of signage.
  - c) A Parishioner has asked if the overgrown hedging on cliff -which obstructs views from seafront benches around SWW pump station, Portwrinkle- can be cut back? Clerk advised that this is private land and not on Parish cutting schedule. **Clerk** to contact Antony Estate.
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: None.
  - c) To receive Cornwall Council's decisions on the following planning applications:
    - **PA25/05287** Construction of 4 dwellings including access and associated works. Land West Of SheviocK Barton Farmhouse, SheviocK, PL11 3EH Applicant Antony Estate. Pending decision
    - **PA25/00805** Retrospective permission, installation of four glamping units and associated infrastructure. Land East Of Higher Tredis Farm, SheviocK. Pending decision.
6. **HIGHWAYS MATTERS TO REPORT**
  - a) Traffic through Crafhole. Completion of Crafhole road improvements. SWW was due to commence work adjacent to Crossroads (Crafhole) Oct 6<sup>th</sup>, Clerk has reported to CC Highway's K. Dixon, she is chasing response from SWW.

- b) SWW tank/Bollard, protruding hazard, Finnygook lane, Portwrinkle pinch point. Clerk noted that SWW are unable to shave off the corner protrusion of cement tank, as would weaken it.
- c) Polscoe Hill, Tredis Turn off. CC K Ewert advised that following the safety review costs are being established for safety improvements that are to be implemented by CC. Cllr Ewert will be attending a meeting with Cornwall Highways re: proposals and findings.
- d) Safety Review A374. Cornwall Councillor K Ewert will be attending imminent meeting to receive results following road safety review (to include: lack of visibility at junctions with A374 from Georges Lane/Horsepool Lane/ speeding vehicles/pedestrian safety through SheviocK/ request from PC for potential use of roadside verge for part creation of footway). **Cllr K Ewert**
- e) Overgrown and unusable footway adjacent to A374 Polbathic. Clerk has contacted cluster parishes and St Germans' Parish Council requesting support for this footway be maintained and cut. **Clerk** to re- contact highways/St Germans PC. **Cllr Evans/Clerk** to request this is on the agenda for the next Cluster meeting (Oct 28<sup>th</sup> tbc)
- f) Overgrown vegetation narrowing the B3274 outside Sydenham House– (pending cut).
- g) Highways Scheme funding (CAP). Launching September/October, noted.
- 7. **CLIFF EROSION PORTWRINKLE/ FUTURE PROOFING FINNYGOOK LANE.** Pending date for virtual meeting from Mr R Hobbs, Environmental Resilience and Adaptation Manager CC, regarding development of a Coastal Change Management Plan-potentially to incorporate into revised NDP, To be discussed at next Cluster meeting. **(Cllr Evans /Cllr Stone/ Clerk).**
- 8. **FOOTPATHS**
  - a) **Crafthole Permissive path projects. re: Crafthole East B3274 to Trethill:** Clerk to invite Highways for site meeting, to discuss proposals. **Clerk** to ask CC if a safety review (circa £2000) could propose safety solutions in to help the project move forward, or, if it would simply repeat Cornwall Council's current stance on the risks posed to pedestrians crossing the road; as the PC need to be able to justify any spending. **(Clerk)**
  - b) **SheviocK Permissive footpath.** re: use of roadside verge for part of footpath (A374). Pending response/findings from CC following the completion of its A374 Road Safety Review. Pending response from Antony Estate re: use of corner section of land at gates A374 **(pending).**
  - c) **Footpath number 5 Lady well/Coombe Lane** CC Countryside Access have re-confirmed that works will be conducted this autumn but no date scheduled (pending)
  - d) **Re-opening of Footpath 1.** Countryside Access have re-confirmed that works will be conducted this autumn, date still to be scheduled (pending).
  - e) **Finnygook Way.** Cllr Evans passed receipt (for wood, for step risers costing £200) to Clerk - to process for November payments. **Chair** volunteered to conduct work, potentially with **Cllr Medway, Cllr Humphries and Cllr Stone.**
  - f) **Footpaths, pre-winter cut.** It was agreed to cut Finnygook Walk and re-assess the remaining paths at the Nov meeting. **Clerk** to advise contractor.
  - g) **Amber's way improvements.** Cllr Medway thanked Mr Steve Savage and Mr Paul Babbage for their efforts/time when helping – in the rain- to re-route the path, where it had subsided.
  - h) **Continued closure of permissive footpath to Blackball beach/Whitsand Bay.** Pending response from the National Trust.

## 9. FINANCE

- a) The Chair proposed, with all in favour, to approve the October payments, listed further below.
- b) Cllr Lester checked and signed the reconciled September bank statements and ledger.
- c) Mid Term budget report, Full account circulated to the C. In brief: On track. Total income so far £26,569.73 this does not (yet) include reimbursement from devolution budget to cover share of insurance, staff National insurance and pension costs, or items purchased with the parish credit card. Awaiting grass and footpath cutting SLA grants from Cornwall Council. Some items rose above the predicted inflation of 2.1 % however the budget accounts for a small

- contingency, plus planned accrualment for reserves for maintenance and parish projects which can absorb rises. Clerk predicted that we should come in on budget. Any projects/asset maintenance have additional planned reserves. Total spent after 6 months = £14,424.20.
- d) Torpoint Library Grant: After discussion, the Chair proposed with all in favour to award £410.07 to Torpoint Library under power S137, spending the limit for the each of the 37 registered users from the parish. The remaining budget allocation to go towards the parish defibrillators and Parish Christmas tree. (Clerk to advise TTC and set up payment for Nov.
- 10. SHEVIOCK EMERGENCY PLAN.** Pending Cllr Court to circulate PDF final draft copy to Councillors to approve at November meeting, as well as resolve the method of circulation to those on communication cascade.
- 11. OPEN SPACE/PLAY PARK.**
- a) **Weekly maintenance/H&S check.** Maintenance now undertaking weekly checks.
- b) **Cllr Jenkins** to replace chess pieces in Open Space (or bring to November meeting).
- c) The Chair proposed, with all in favour to approve the necessary repair and maintenance works, as quoted by Greenschemes, following findings from the Annual Paly Park Inspection by the Play Park inspection Co Ltd. (Clerk to contact Greenschemes). Clerk to contact Fresh air and fitness outlining minor faults with Gym equipment.
- 12. TOURIST INFORMATION/PHONE BOX.** Repainting of phone box Crafhole. Cllr Evans and Lester declared an interest, as related to contractors providing two of the 3 quotes to be discussed. Leaving only 3 Cllrs, therefore not enough for a quorum, postponed until November meeting. Clerk to purchase Tourist information sign (pending).
- 13. PARISH COUNCIL WEBSITE AND EMAIL** move to gov.uk. Pending response from Western Web Ltd. (Clerk)
- 14. CORRESPONDENCE RECEIVED.** covered in agenda.
- 15. MINUTES: Sheviok Parish Council meeting held on Tuesday 16<sup>th</sup> of September 2025.** The Chair proposed with all in favour, to approve the minutes as being true and correct - bar the following corrections: pg. 1, first line date to read "September" 16<sup>th</sup> 2025. Pg 2 item 9 Finance b) to read Cllr "Jenkins", *not Cllr Lester*.
- 16. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item.**
- Previous request for bench at bus shelter, Crafhole (Pending response from bus co/Cllr Court). Plus response from CC re upgrade of bin to seagull proof/closed bin. The Clerk noted that the current bin is not on CC map but has reference number, pending response from CC.
  - Previous request for dog waste bin Tredis. Clerk noted that Cornwall Council's policy is to not take on any new bins. Clerk will discuss further with Biffa/CC
  - Response from CC re: cross hatching/double yellow lines above the harbour on Finnygook road. Highways reiterated that the worn Cross hatching was not appropriate for the location, so will not be reinstated despite discussions. However double Yellow lines will now be prioritised for repainting.
  - To report response from Antony Estate are: request to improve and reinstate access steps/sea defence wall step, to rockpool beach (West Finnygook beach) from east of the harbour. Pending response.
- from Antony Estate. The Clerk noted that somebody has temporarily reinforced the rock access down. (Clerk)
- Response from Highways/police re: request for speed capture/mobile speed unit Crafhole narrows/terraces. Pending (Clerk).
- 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)** nothing to report. **Defibrillators.** Replacement lids and connector magnets now installed at Portwrinkle locations. **Clerk** awaiting electrician to re-attach backing board/electrical check at Tredis and Silas cove (parts required in office – both AED units are working though. **Clerk** awaiting “location” stickers from BHF. Clerk advised that paramedic has offered to undertake Public defib training(after the New year) and additional guardian duties for Tredis (**Clerk to arrange**). **Cllr Evans** to fabricate sponsor’s board (pending). Clerk reported ongoing issue with EDF bill for Tredis defib . **South East Cornwall CAP:** Awaiting minutes from meeting, Cllr Stone not at meeting. **RPPTUG.** Cllr Court not at meeting. **Car Park:** Clerk to remind Just Park and Flowbird of winter tariff change before Nov 1<sup>st</sup>. **Maintenance** to paint white line gradually/quiet times. **Public Toilets: Cllr Medway** agreed to investigate Legionella testing/risk assessment, Clerk provided quotes. **Maintenance** painting of toilets and fitting internal cubicle door handles, plus mobility hand rails, one each per cubicle wall (pending).
- 18. POTENTIAL CHANGES TO PORTWRINKLE CAR PARK ORDER. PUBLIC CONSULTATION.** A reminder, the Public consultation is underway until Nov 1<sup>st</sup>, 2025, see parish website, Portwrinkle noticeboard and Portwrinkle car park notice board. **ALL** To review any responses and resolve decision at next PC meeting on Nov 10<sup>th</sup>2025.
- 19. PARISH POPPY DISPLAY.** Clerk to obtain from Mrs P Brooks. **Clerk/Maintenance** to install. **Chair** to retrieve Remembrance flag.
- 20. PARISH CHRISTMAS TREE.** The Chair proposed with All in favour to allocate £50 towards the Parish Christmas tree and lights. The Finnygook and ideal Homes have also offered contributions tbc. **Chair** to organise.
- 21. ALL ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Draft Precept budget for 2025/2026. Tourist info kiosk repainting quotes. Portwrinkle Car Park, to resolve whether to approve changes to the Off street Parking Order. Approval of Emergency Plan/method of circulation/printing. Public Toilets Legionella testing.
- 22. DATE OF NEXT Parish Council Meeting,** Monday November 10<sup>th</sup>, 2025, at 7pm.
- The Chair declared the meeting closed at 20:09**
- Nancy Gray, Parish Clerk, Clerk’s Office, Sheviock Memorial Hall, Crafhole, PL11 3DG. Telephone: 01503 232996  
Email: [sheviockpc@btinternet.com](mailto:sheviockpc@btinternet.com) **NB. A draft copy of the minutes from previous Parish Council meetings are posted [www.sheviockparish.org.uk](http://www.sheviockparish.org.uk)**

# PARISH PRECEPT ACCOUNT

Oct Payments to authorise plus direct debits to report and incoming received from Sep 2025				
Pay who	For What/Description	Vat	net	Total
Sheviok Memorial Ha	Monthly rent Parish Council office Standing Order on 9th of each month			£70.00
Nancy Gray	Parish Clerk's Precept wage			
Nancy Gray	Clerk's expenses parish. Tavel expenses and printer paper			£10.75
Gary Dyer	Enforcement wage			
S Lester	Parish precept maintenance wage			
S Lester	Travel expenses			£3.60
D Leonard	Grass cutting, Cornwall Council Amenity Areas Sep inv. 682			£75.00
D Leonard	Grass cutting Parish Amenity Areas Sep inv 681			£250.00
CALC	Code of conduct training, Cllr Humphries	£25.00	£5.00	£30.00
Cornwall Council	1st of May 2025 Uncontested Parish Election Recharges, clerical fee, returning officer fee, nomination packs.			£288.68
Citizen's advice Cornwall, grant	(CAB) Cornwall Citizen's advice. Grant (as agreed at July meeting)			£50.00
<b>Direct Debit</b>				
Lloyds (unity corporate card)	Parish credit card monthly payment for purchases as shown below			£17.00
	<i>Lloyds set monthly card fee</i>			£3.00
	<i>Land Registry (Title Plan and title register, property info Cliffside cottage Portwrinkle re: beach /public access info to establish if owned land below. Not initial access steps just land directly below property to high water mark at medium tides.</i>			£14.00
Unity Bank	set monthly banking fee			£6.00
BT	Business phone and internet	£79.12	£395.61	£477.24
Nest	Staff pension, includes employee contribution taken from wage			£74.46
<b>INCOMING</b>				£0.00
Cornwall Council	Parish precept second and final instalment			£13,055.00
Unity Bank	Interest on Parish savings/earmarked reserves			£177.61

# DEVOLUTION ACCOUNT

Oct devo payments to authorise Direct debits/incoming to report from Sep 2025				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's monthly wage			
Nancy Gray	Clerk's expenses, Batteries for 4 x lights in Public toilets (Torpoint Hardware)	£3.65	£18.25	£21.90
Frances Jackson	cleaning wage			
Frances Jackson	Bus travel expenses to /from Portwrinkle. No car. 25 tickets each at £3, Also managed to have			£75.00
S. Lester	Devolution maintenance wage.			
Natasha Wilson	Cleaning services			£230.00
Cheryl Sampson	Cleaning services inv 001016			£36.00
Bunzl	Cleaning and stock supplies. Inv 07/408137 including antimould treatment	£24.16	£120.82	£144.98
<b>Direct Debit to report</b>				
<b>Unity</b>	bank fee manual cash handling			£48.00
<b>Unity</b>	Service charge set banking fee			£6.00
<b>INCOMING</b>				
<b>Interest</b>	Interest Devolution deposit account			£431.74
<b>PO</b>	Ticket machine revenue			306.20
PO	Ticket machine revenue			937.40
Just Park	Online car park revenue			2,334.76