



### *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 November the 10<sup>th</sup> 2025, at 7pm in the Kennedy Room, SheviocK Memorial Hall, Crafhole. Present: Councillors:** Chair Cllr W Evans, Vice Chair Ian Court, Cllr P. Stone, Cllr D. Humphreys, Cllr S. Medway, Cllr D Lester. Parish Clerk Mrs N. Gray. There were no members of the public present.

1. **APOLOGIES.** Cllr L Jenkins. Cornwall Councillor K Ewert.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** Cllr Evans and Cllr Lester declared an interest in agenda item 14. **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 October. <https://sheviocKparish.org.uk/wp-content/uploads/2025/11/october-2025-cllr-kate-ewert.pdf>
  - A parishioner had approached Cllr Medway re: Overgrown hedging obstructing pedestrians on the B3274 Donderry road, outside Mr J Steven's property. **Cllr Evans** will obtain direct contact details for Mr Stevens, as uncertain if original letter had been received.
  - Cllr Lester noted more flooding /mud/potholes, on bend of Horsepool Lane, despite clearance work to embankment. **Clerk** to contact Antony Estate re: broken drainage pipe. **Clerk** to report potholes to Cornwall Highways.
  - Cllr Medway had been approached by parishioner asking when footpath 5 was due to have repair works. **Clerk/Cllr K Ewert** to re-chase "Autumn" date form Cornwall Council. (see item 9c).
6. **PLANNING.**
  - a) To receive details of planning applications received after the agenda published:  
PA25/07605 Alteration and extension of existing breakfast room. Trethill House, SheviocK. Mr and Mrs M Batten. Noted. **Clerk** to request extension to resolve response on Dec 8<sup>th</sup> meeting.
  - 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. Approved with 14 conditions including Primary residence clause, Cil levy, Construction Traffic Management Plan and programme of works. The Plan shall provide for: i) construction vehicle details (number, size and type); ii) vehicular routes and delivery hours; iii) the parking of vehicles of site operatives and visitors iv) loading and unloading of plant and materials v) storage of plant and materials used in constructing of the development; vi) wheel washing facilities and vii) measures to control the emission of dust and dirt during construction.

- **PA25/00805** Retrospective permission, installation of four glamping units and associated infrastructure. Land East Of Higher Tredis Farm, Sheviock. Pending decision.
- 7. HIGHWAYS MATTERS TO REPORT**
- a) Traffic through Crafhole. Completion of Crafhole road improvements. SWW has completed work. **Clerk** to ask K Dixon from Highways re: scheduled dates to now complete the scheme.
  - b) Polscoe Hill, Tredis Turn off. Cornwall Cllr K Ewert previously advised that following the safety review CC are establishing costs prior to scheduling work. (pending receipt of proposed works/findings).
  - c) Cornwall Council Safety Review of the A374: Completed, yet to share findings with the PC/Public (imminent).
  - d) Response from Highways: Telematic speed capture data, B3274 Crafhole terraces, taken from past 12 months. "Well within tolerances" under free flowing conditions: westbound 21.13 mph, eastbound 21.75.  
Response from police re: mobile speed capture unit request: advised to contact Community speed-watch. (**Clerk**) to forward responses to Mr P McLaren
  - e) Community Highways Improvement Programme: 2026-2029. Priorities agreed for provisional expressions of interest were: 1) footway and permissive path alongside the westbound carriage way of A374, to connect bottom of lane/Ladywell footpath 5 to lower section of Sheviock Lane. 2) permissive path B3247, East Crafhole to connect with NT path opposite Trethill lane. 3) Speed hump removal – (if deemed safe) Crafhole nr Cobblestones on B3247, due to impact noise disturbing residents, especially during the night.
- 8. RAME CLUSTER MEETING** (28th October) Cllr Medway reported: **Safety review A374** completed pending findings from CC. **Rame NDP** Primary residence clause valid until 2030, no further action to be taken at present. **Emergency Plan development.** Clerk to share Sheviock Emergency Plan (omitting parishioner contact details/data) with Cluster parishes.
- 9. 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 (**Clerk/CC K Ewert**).
- 10. FOOTPATHS**
- a) **Crafhole Permissive path projects. re: Crafhole East B3274 to Trethill: Pending response** from Highways re: site meeting, safety review clarification. (**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, date pending. **Clerk** to ask **CC Kate Ewert** to help push for commencement date.
  - d) **Re-opening of Footpath 1.** Countryside Access have re-confirmed that works will be conducted this autumn, date still to be scheduled (pending). To coincide with works to footpath 5 above.
  - e) **Finnygook Way.** Cllr Evans has replaced step risers, further 6 needed to complete. **Cllr Evans** to contact **All Cllrs** re: working party.
  - f) **Footpaths, pre-winter cut.** Clerk to obtain quote from footpath contractor for good cut back of hawthorn/ Saunders lane footpath, to 1.5 meters especially near lower section/ blackthorn.
  - g) **Continued closure of permissive footpath to Blackball beach/Whitsand Bay.** No response from National Trust re: request to reopen. **Clerk** to advise NT that closure sign is missing.
  - h) **Circular 13, Tredis View:** wooden gate post leaning to one side: **Cllr Medway** to organise working party.

## 11. FINANCE

- a) The Chair proposed, with all in favour, to approve the November payments, listed further below. Cllrs Lester and Medway to authorise via online banking.
- b) Cllr Lester checked and signed the reconciled October bank statements and ledger.
- c) PARISH PRECEPT BUDGET April 1<sup>st</sup>2025-March 31<sup>st</sup>, 2026. Draft budget circulated, provisional rise of 3.5 % (despite slight increase to tax base) to cover: cost of inflation; additional maintenance hours to cover weekly park checks; additional funds for parish amenity grass cutting to meet current costs/excessive growth. Also some items i.e. insurance rose above predicted inflation in 2025-2026. Precept/budget to be approved at December meeting. It could rise further as have decreased budget for asset replacement and parish plans to prevent this.

**12.SHEVIOCK EMERGENCY PLAN.** Pending Cllr **Court** to circulate PDF final draft copy to Councillors to approve at December meeting. **Clerk** to obtain quotes for printing circa 50 copies for December meeting.

## 13. OPEN SPACE/PLAY PARK.

- a) **Weekly maintenance/H&S check.** Maintenance.
- b) Cllr **Jenkins** to replace chess pieces in Open Space (or bring to Dec meeting).
- c) Schedule of repairs on play park equipment (pending) from Green schemes; to act upon recommendations from External play park inspection. Response pending re: wooden knot/split on balance roller on new wooden trail equipment.
- d) Fresh air and fitness quote for repair/minor faults with side walker Gym equipment plus insertion of new limiter. Cllr Evans proposed with all in favour to approve quote with request to meet contractor on site during repair work.**(Maintenance/Clerk)**

**14. TOURIST INFORMATION/PHONE BOX.** Repainting of phone box Craithole. Cllr Evans and Lester declared an interest and left the room - as related to 2 of the prospective contractors providing quotes. After discussion it was agreed to approve the 2<sup>nd</sup> lowest quote due to price plus previous experience of phone box painting in adjacent parish. It was believed that the lower quote had not allowed for a true understanding of the amount of time needed to carry out a lasting finish. **Clerk** to advise all contractors.

**15. PARISH COUNCIL WEBSITE AND EMAIL move to gov.uk.** Western Web Ltd will carry out development work once deposit payment approved (see finances) below. **Western Web/Clerk** will provide instructions/training. **Cllrs** to continue as usual with their own separate PC email addresses, until receive new email instructions from **Clerk**. **Chair** to advise Memorial Hall re: future of website/ separate website for hall.

## 16. CORRESPONDENCE RECEIVED.

**The Two Minute Foundation: Offer of beach litter pick equipment and board, Portwrinkle Harbour slip.** All approved the offer, **Clerk** to respond.

**Mr L Geary: Cornwall Council, standard of repairs to road - edges crumbling already, Portwrinkle.** Highways have advised Cornwall Councillor K Ewert that this is a new product , the finish is rougher but takes a while to settle in. **Clerk** to provide feedback to highways.

**D. Hoskins. Fenced off location of bench, SW coastal path Portwrinkle.** This is not a Parish council owned asset, footpath/seats managed by SW Coastal path Association/ CC. **Clerk** to advise/direct D. Hoskins.

**17. MINUTES: Sheviock Parish Council meeting held on Monday October 13<sup>th</sup>, 2025.** The Chair proposed with all in favour, to approve the minutes as being true and correct - bar the following corrections: **Noted, prior to Public participation item 4.** The Chair noted the sad passing of Mr Michael Snowling, who greatly contributed throughout the years, both in time and effort to the service of the parish, via his many roles both on the Parish Council and as

previous Chair of the Memorial Hall Committee. Condolences sent to the family.” The Clerk apologised for omitting in the previous minutes.

**18. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item.**

- To report response from CC/City bus re: request for bench and closed bin at Kimberly Foster bus shelter, Crafhole. Grant advice provided by CC. **Clerk** to collate quotes for new bus shelter/partial grant funding, for Dec meeting. CC will replace bin to a seagull proof/closed bin.
- To report response from CC re: request for dog waste bin Tredis. Policy of “No new bins/collections - would need to pay. CC providing quote- pending. **(Clerk)**
- To report response from Antony Estate re: request to improve initial access(steps) to rockpool beach -East of the harbour. Pending.
- Hedging from Cliffs blocking view from Benches at SWW pump station. Response from Antony Estate - not priority for funding but would permit others to cut - if could do so safely from non-cliff side. **Clerk** to advise parishioner who made enquiry.
- Speed signage “leaving 20 mph zone” faded. CC. will replace signage

**19. UPDATES FROM OTHER GROUPS-** if not covered in the agenda –**Flower Beds.** Nothing to report **Tree Warden (Cllr Lester)** nothing to report. **Defibrillators.** **Clerk** awaiting electrician to re-attach backing board at Tredis and undertake electrical checks a Tredis and Silas cove (parts required in office – both AED units are working though. **Clerk** awaiting “location” stickers from BHF. **Clerk** organising Public defib training with Paramedic( pending dates) and additional guardian duties for Tredis. EDF billing dispute for Tredis defib ongoing, **Clerk** contacting ombudsman/BBC Spotlight. **South East Cornwall CAP:** next meeting in Jan. **RPPTUG.** Public meeting, Tuesday 11<sup>th</sup> November, 2pm. Antony Parish Hall. **Cllr Court** to attend. **Car Park:** **Clerk** to remind Just Park and Flowbird of winter tariff change. **Maintenance** to paint white line gradually/quiet times. **Public Toilets: Cllr Medway** completed Legionella Risk assessment. **Maintenance** to install insulation and lids to cold water tanks. **Clerk** to replace no drinking water signs. **Maintenance** painting of toilets and fitting internal cubicle door handles, plus mobility hand rails, one each per cubicle wall (pending).

**20. POTENTIAL CHANGES TO PORTWRINKLE CAR PARK ORDER. PUBLIC CONSULTATION**

- No negative feedback received, it was therefore proposed, by the Chair with All in favour, to rescind the current “Shevioc Parish Council off Steet parking Order” (Portwrinkle Seafront Car Park) as of March 15th 2026 (to coincide with the start of the summer tariffs) and approve the proposed changes to create the new “Shevioc Parish Council Off street Parking Order 2025” to replace current order on March 15th 2026.
- **Clerk** to: Publish “Notice of Making of Order” on website and Portwrinkle noticeboard - with all details on parish website; Advise CC Highways and Enforcement of Making of revised Order and request draft revision to SLA enforcement agreement for March 2026; Collate draft revised Parking tariff board -to be erected just prior to March 15<sup>th</sup>, 2026.

**21. PARISH CHRISTMAS TREE. In progress/Ongoing. Cllr Evans.**

**22. ALL ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Approve Precept budget for April 1<sup>st</sup>, 2026/2027.

**23. DATE OF NEXT Parish Council Meeting,** Monday Dec 8th, 2025, at 7pm.

The Chair declared the meeting closed at 20:31

Nancy Gray, Parish Clerk, Clerk’s Office, Shevioc 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

Nov Payments to authorise plus direct debits to report and incoming received from Oct 2025				
Pay who	For What/Description	Vat	net	Total
Sheviocck Memor	Monthly rent Parish Council office Standing Order on 9th of each month			<b>£70.00</b>
Nancy Gray	Clerk Parish wage.			
Nancy Gray	Clerk's expenses parish. Tavel expenses (Notice boards mins and agendas/defibs/beach rescue equipment)			<b>£4.50</b>
Gary Dyer	Enforcement Officer			
S Lester	Parish Maintenance wage			
S Lester	mileage 3 miles			<b>£1.35</b>
D Leonard	Parish Amenity Areas October inv. 695			<b>£250.00</b>
D Leonard	ad hoc Footpath cut Oct inv 696			<b>£75.00</b>
D Leonard	CC Amenity Areas October inv 698			<b>£75.00</b>
Western Web Ltd	New design of Parish Council website plus Gov uk domain, plus set up and cloud gov.uk emails (1 year)	£65.40	£327.00	<b>£392.40</b>
Torpoint Town Council	Library grant, confirmed at October meeting, based on current number of parishioners registered.			<b>£410.07</b>
Mr W. Evans	10 chestnut steps (wood) unit price £20 per unit for Finnygook steps.			<b>£200.00</b>
<b>Direct Debit</b>				
Lloyds (unity corporate card)	Parish credit card monthly payment for purchases as shown below			<b>£187.99</b>
	<i>Lloyds set monthly card fee</i>			<i>£3.00</i>
	<i>Avast security</i>	<i>£18.33</i>	<i>£91.66</i>	<i>£109.99</i>
	<i>Survey Monkey. Dogs on beach survey - to be reclaimed from devolution at end of year</i>			<i>£75.00</i>
Unity Bank	set monthly banking fee			<b>£6.00</b>
Nest	Staff pension, includes employee contribution taken from wage (devo and parish wage combined - part reclaimed form devo budget at end of year			<b>£89.35</b>
<b>INCOMING</b>				<b>£0.00</b>
cash donation	Parish Defibrillator donations from box/Memorial Hall/Craft fair.			<b>£17.85</b>

## DEVOLUTION ACCOUNT

Nov devo payments to authorise Direct debits/incoming to report from Oct 2025				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's set monthly wage is £189.26			
Frances Jackson	cleaning wage			
Frances Jackson	Travel expenses			<b>£102.00</b>
S. Lester	Devolution maintenance wage			
Natasha Wilson	Cleaning services			<b>£180.00</b>
Cheryl Sampson	Cleaning services inv 00132			<b>£90.00</b>
Bunzl	cleaning/stock varied	£18.55	£92.74	<b>£111.29</b>
Bunzl	Cleaning blue wypall roll inv 07/409716	£6.40	£31.99	<b>£38.39</b>
D Leonard	Seafront cut inv 697			<b>£25.00</b>
Cornwall Council	September SLA Car park enforcement visits 8100620672			<b>£165.38</b>
SWW	Water and sewerage charges 5th July to Oct 13th			<b>£552.09</b>
<b>Direct Debit to report</b>				
<b>HMRC VAT</b>	HMRC VAT Quarterly charge			<b>£1,540.71</b>
<b>Unity</b>	Service charge set banking fee			<b>£6.00</b>
<b>INCOMING</b>				
<b>PO</b>	Ticket machine revenue			458.15
PO	Ticket machine revenue			652.60
PO	Ticket machine revenue			585.90
PO	Ticket machine revenue			409.05
Just Park	Online car park revenue			712.80
R Woodley	winter permit online transfer			5.00
S. Wakefield	winter permit			10.00
<b>L Geary</b>	<i>To note: Winter permit £5cash given banked Nov 4th so will show up next month on accounts.</i>			