



SheviocK Parish Council

The Bill Warren Room, SheviocK Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG
 Clerk: Mrs Nancy Gray. Telephone: 01503 232996 Email: clerk@sheviocKparishcouncil.gov.uk

1. **The Minutes of the meeting of SheviocK Parish Council, held on Monday March the 9th 2026, at 7pm in the Kennedy Room, SheviocK Memorial Hall, Crafhole. Present: Councillors:** Chair Cllr W Evans, Vice-Chair Ian Court, Cllr D. Humphreys, Cllr S. Medway, Cllr D Lester, Cllr Jenkins. Cllr P Stone. Parish Clerk Mrs N. Gray. Cornwall Councillor K Ewert. There were no members of the Public present.
2. **APOLOGIES.** None
3. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** None **GIFTS** None.
4. **CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None
5. **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 February: <https://sheviocKparish.org.uk/wp-content/uploads/2026/03/february-2026-update.pdf> Cllr Ewert noted that that Cornwall Councillor M. Gibbons can be contacted during her temporary period of recovery, following a planned operation. She hopes to return around Mid-April. All wished her a speedy recovery.
 - It was noted that the Tamar Crossings, Tag Admin Public Consultation is now open online at: <https://www.tamarcrossings.org.uk/about/tag-admin-consultation/> There will be a **drop-in consultation event at Torpoint Council Chambers, Committee Room on 17 March from 4pm-7pm. Or at Isambard House, Saltash on 25 March from 4:30-6:30pm.** where there will be an opportunity to view the proposals and speak to members of the Tamar Crossings team.
 - Decomposing, dead badger on the road/verge of SheviocK Lane. **Cllr Medway** to report to CC/Environmental health for removal.
 - Cllr Humphries had been approached by parishioner regarding noise complaint. This is not within the power of the Parish Council. Cllr Humphries to advise parishioner to raise concern direct with property concerned, keep a noise diary/recording for potential submission to Environmental Health.
 - The Chair noted that the Village shop have advised that it will close on March 31st, 2026. It will relocate to the old snooker room, within the Memorial Hall; with intentions to open by the end of April. Help is needed to move items to temporary storage in Crafhole. Please notify shop if able to volunteer.
 - The Chair gave thanks to the Finnygook Inn, who have donated £68 proceeds from their Quiz to the Parish defibrillators. **Clerk** to bank.
 - Cllr Court had been approached regarding Planning application at 34 Whitsand Bay View (PA2600763 creation of dropped curbed, conversion of garage and construction of balcony). Requesting need for opaque glass privacy panel on Eastern side of proposed balcony, to maintain privacy to neighbouring property, number 35. After brief discussion it was agreed that the Clerk submit a comment supporting request. The Clerk noted that this application

should have been agenda item but had been overlooked due to email swapover. No comments other than the above had been submitted by neighbouring properties.

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: **See also Item PA26/00763 under Public participation.**
PA25/08635 Proposal Proposed wildlife pond set within the estate grounds of Trewin House, Shevioc Torpoint Cornwall. Applicant Mr Usman Haq . The Chair proposed, Cllr Court seconded with All in favour to support this application.
PA26/01322 Proposal Works to trees subject to a TPO - dismantling of 1 x Beech tree Location Sconnerway, Polbathic. Applicant Mr Michael Wright F&W Forestry. Cllr Lester as Tree warden stated the tree was badly damaged. Cllr Lester proposed with All in favour to approve this application.
- c) To receive Cornwall Council's decisions on the following planning applications Tredis Barn Shevioc.**PA25/07605** Alteration and extension of existing breakfast room. Trethill House, Shevioc. Mr and Mrs M Batten. Approved with conditions.
- d) Query from Deviock PC re: movement of unit. Re: PA25/00805 glamping units and associated infrastructure. Land East Of Higher Tredis Farm. Cllr Jenkins note that the unit had not been moved. It was however noted the weather had been very poor/ground sodden. It was agreed to respond/ inform Deviock Parish Council and request it ensure that the units are moved as per the plans/conditions. (**Clerk** to contact Deviock PC).
<https://www.cornwall.gov.uk/planning-and-building-control/planning-applications/online-planning-register/>

7. HIGHWAYS MATTERS TO REPORT

- a) To receive safety review results/recommendations from CC/Cormac re: Polscoe hill. A triangular build out has been recommended plus chevrons. Awaiting date for implementation.
- b) To receive dates for A374 Shevioc improvements. Pending
- c) To receive date for completion of delayed works: Crafhole traffic improvements. Pending.
- d) Road surface deterioration, Tredis. **Clerk** submitting site visit request with CC. **Clerk** to request Deviock Parish Council do the same and note that SWW have classified smaller water cocks (opposite Tredis cottages) as a priority, due to concerns with road surface/mud having potential to contaminate drinking water.
- e) Embankment collapse and mud on road, Donkey Lane. **Clerk** to report to CC to request clearance referring to its status as Emergency road access for Portwrinkle within the Emergency Plan.

8. CLIMATE RESILLIANCE, FUTURE PROOFING FINNYGOOK LANE/HARBOUR PORTWRINKLE

Harbour Authorities completing repairs to Harbour walkway. Fault Line appearance on Terrace at Silas Cove **Clerk** to report concerns to Silas cove/Mr Earle.

Clerk and CC K Ewert to continue to chase date for virtual meeting with Mr R Hobbs, Environmental Resilience and Adaptation Manager CC. re: Consideration to develop a Coastal Change Management Plan.

9. FOOTPATHS

- a) **Crafhole Permissive footpath project.** Following site meeting, 2 possible routes outlined and feasible. Clerk has submitted Safety report to Highways for inclusion within the CHIP Expression of Interest submission.
- b) **Shevioc Permissive footpath project.** As above, route outlined and EOI submitted. **Clerk** to contact Mr D Leonard grass cutting contractor re: safety training for roadside cuts adjacent to national speed limit.

- c) **Gold PROWs Footpath 1 & 5. Date for works.** Pending. **Clerk** continuing to chase. All delayed due to Cornwall Footpath team staff illness and delay on other sites.
 - d) **Fallen trees, footpath 9.** Pending response from land owners and Cornwall Council. **(Clerk)**
 - e) **Footpath cuts:** Await further growth/passable at present. To consider at April meeting.
- 10. FINANCE**
- a) The Chair proposed, with all in favour, to approve the March payments, listed further below. **Cllrs Lester and Medway** to authorise via online banking.
 - b) Cllr Lester checked and signed the reconciled Feb bank statements and ledger.
 - c) Annual Review of Current banking signatories/mandate. Currently 6 Councillors are registered as signatories, which is sufficient, 2 required for authorisation.
 - d) Lloyds Corporate card. Cllrs Evans and Medway signed the new administrator form to change/add Clerk as administrator. **Clerk** to Submit form to Unity. No changes can be made without 2 signatories (Parish Councillors).
- 11. OPEN SPACE/PLAY PARK.**
- a) **Weekly maintenance/H&S check.** Clerk chasing Fresh air and Fitness regarding recent repair work to limiters.
 - b) Contractor to give first cut to the Play Park/Open Space. **(Clerk)**
- 12. PARISH COUNCIL WEBSITE AND EMAIL, move to gov.uk.**
- a) All Councillors have new gov.uk capability. All email communication to go via the gov.uk emails moving forward. Clerk has set up forwarding from previous email address. **Clerk** to amend on all paperwork moving forward and advise Cornwall Council/All Contacts. New Clerk's email address is clerk@sheviockparishcouncil.gov.uk.
 - b) **New Parish Council Website.** www.sheviockparishcouncil.gov.uk. **Clerk** to respond to Western web regarding addition of all new councillor's email addresses, to the contact page, prior to it going live.
- 13. BUS SHELTER, KIMBERLY FOSTER, CRAFTHOLE.** Clerk obtaining quotes for new Shelter with in preparation to apply for grant from CC. Digital Real Time Information displays. **Cllr Court and Clerk** to make enquiries if/when this is going to take place and if so, at which shelters.
- 14. PORTWRINKLE SEAFRONT CAR PARK**
- a) The Chair proposed with all in favour to approve and sign CC Enforcement Service Level Agreement (SLA). **Clerk** to submit to CC.
 - b) New Tariff/Information board pending delivery. **Maintenance** to erect it on receipt, weekend commencing March 14th in time for seasonal tariff change.
 - c) **Clerk** to contact Just park and Flowbird re: tariff update. **Clerk** to update Website information.
- 15. ANNUAL REVIEWS,**
- a) **Financial regulations.** It was agreed to keep as is, bar addition of new email/website.
 - b) **Parish Risk assessment.** Most actions completed **Clerk** finalising for April sign off.
 - c) **Sheviock Parish Plan.** Clerk to add upgrade of Kimberly Foster bus shelter to plan. Aside from this addition, it was resolved to keep plan as is; all items ongoing, some near completion. **Clerk** to add plan to new website.
 - d) **Register of Interests Cllr Stone reviewed and signed his register.** Clerk to send All updated Registers to CC and place link on new PC Gov.uk website.
 - e) **Staff reviews.** To be scheduled for September **(Clerk)**
- 16. TORPOINT COMMUNITY COLLEGE/YMCA.** Ongoing Pending update from TTC. £2000 Cil donation for All weather MUGA (MULTI USE GAMES AREA) remains in earmarked reserves.
- 17. CORRESPONDENCE RECEIVED.**
- **Email: Antony Estate. Review of Life safety Equipment and signage. Request for combined action regarding result of review/ safety signage new holding unit required.** Clerk to email all parties re: costings and implementation.

- **Email from Antony Estate, meeting request.** Clerk to arrange dates with **Cllrs Lester, Court** and **Jenkins**. Cllrs to include access steps to Portwrinkle rockpool area, Sheviock and Crafhole permissive footpath projects -Including siting of livestock fencing for proposed Sheviock Permissive footpath route.
- 18. MINUTES: Sheviock Parish Council meeting held on Monday Feb 9th, 2026.** The Chair proposed with All in favour to approve as being true and correct bar the following inclusion under item 4 Public Participation. "The floor was opened to the Public; the Chair invited the member of the Public to speak but they declined."
 - 19. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item.** Emergency Plan; pending receipt from printers (**Clerk**)
 - 20. UPDATES FROM OTHER GROUPS-** if not covered in the agenda –**Flower Beds.** Clerk to email Mr D Leonard to discuss removal of ivy from toilet-block/removing weeds and growth from base of benches/bins/curbing of Portwrinkle flowerbeds & car park plus base of small stone cliff wall (**Cllr Stone** to oversee).**Telephone Kiosk Crafhole, Cllr D Humphries** to empty prior to repainting by **Maintenance.** **Tree Warden (Cllr Lester)** Nothing to report. **Defibrillators.** Clerk organising renewal of paediatric pads. **Clerk** to obtain provisional dates for Public CPR training in April via Cllr Evans and Paramedic. Locator Light Silas Cove (**Clerk** has contacted electrician). EDF billing dispute has been filed with the Ombudsman. **South East Cornwall CAP:** Tamar Tag meeting March 12th Virtual 5:30-6:30pm. **Cllr Lester** to attend. **RPPTUG Cllr Court** to attend meeting with CC. **Cllr Court** to give advance warning that there may be more school children accessing the bus services from September (Plymouth/other) due to closure of Torpoint Community College 6th form to year 12 pupils. **Car Park:** see also item 14. Maintenance has painted white lines. **Public Toilets: Maintenance** cleaning walls to ascertain if require painting.
 - 21. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Annual meeting of SPC, advance scheduling for May 18th 2026.
 - 22. DATE OF ANNUAL PARISH MEETING.** Monday the 13th of April at 7pm (TBC)
 - 23. PARISH SPRING CLEAN** weekend of March 21st/22nd as detailed in Parish Newsletter. **Clerk** to organise posters.
 - 24. DATE OF NEXT Parish Council Meeting,** Monday 13th of April 2026, to follow immediately after the Annual Parish meeting which starts at 7pm TBC.

The Chair declared the meeting closed at 20.34

Nancy Gray, Parish Clerk, Clerk's Office, Sheviock Memorial Hall, Crafhole, PL11 3DG.

Telephone: 01503 232996 email clerk@sheviockparishcouncil.gov.uk **NB. A draft copy of the minutes from previous Parish Council meetings are posted www.sheviockparish.org.uk**

PARISH PRECEPT ACCOUNT

March 2026 Payments to authorise plus direct debits to report and incoming received from Feb 20256				
Pay who	For What/Description	Vat	net	Total
Sheviock Memorial Hall	Monthly rent Parish Council office Standing Order on 9th of each month Total for year April 1st 2025 -March 31st 2026 £840.00			£70.00
Sheviock Memorial Hall	Hire of lounge/Kennedy room April 1st 2025 -March 31st 2026 11 x £8.50			£93.50
Nancy Gray	Parish Wage, Clerk.			
Nancy Gray	Clerk's expenses parish. Tavel expenses (Notice boards mins and agendas/defibs/beach rescue equipment)			£4.50
Gary Dyer	Enforcement hours			
Gary Dyer	Enforcement expenses.			£10.98
S Lester	Maintenance. Parish wage.			
S Lester	Maintenance expenses mileage 4 x 45p £1.80. Fixings for sign £4			£5.80
Direct Debit				
Lloyds (unity corporate card)	Parish credit card monthly payment for purchases as shown below			£680.53
	<i>Lloyds set monthly card fee</i>			<i>£3.00</i>
	<i>WordPress. Annual Parish website fee (keeping in unison until PC website established and Memorial Hall</i>			<i>£85.00</i>
	<i>HMRC Employer's PAYE and National Insurance £580.34 plus Card fee £12.19 (direct debit being set up) charge covers period over one quarter</i>			<i>£592.53</i>
Unity Bank	set monthly banking fee			£6.00
Nest	Staff pension			£76.83
INCOMING				£0.00

DEVOLUTION ACCOUNT

March devolution payments to authorise Direct debits/incoming to report from Feb 2026				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's set monthly wage			
Frances Jackson	Cleaning wage			
Frances Jackson	Bus travel expenses to /from Portwrinkle. 32 single ticket tickets each at £3 managed to obtain lifts for remaining journeys			£96.00
Natasha Wilson	Cleaning services			£144.00
Cheryl Sampson	Cleaning services INV-00167			£72.00
Bunzl	Cleaning supplies and stock Portwrinkle 07/414176	£47.69	£238.47	£286.16
Cornwall Council	Enforcement SLA Portwrinkle Car Parkref:8100654107			£45.00
Direct Debits/payments to report				
Unity	Service charge set banking fee			£6.00
	HMRC VAT Quarter. Nov,Dec, Jan			£877.72
INCOMING				
Just Park	Online car park revenue			53.56