



SheviocK Parish Council

The Bill Warren Room, SheviocK Memorial Hall, Craffhole, 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 Monday the 10th of February 2025 at 7:00pm in the Kennedy Room, SheviocK Memorial Hall, Craffhole.

Present: Councillors: Chair Cllr S. Medway, Vice Chair W Evans, Cllr Brooks, Cllr D Lester, Cllr I Court, Cllr L Jenkins. Parish Clerk Mrs N. Gray. There were 3 members of the Public present.

1. **APOLOGIES.** Cllr P Stone,
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 and police reports. See also Cornwall Councillor, K Ewert's <https://sheviocKparish.org.uk/wp-content/uploads/2025/02/jan-2025-update-2.pdf>
 - a) A parishioner has raised concerns re: works being carried out at the Log Cabin, Portwrinkle. The Chair noted the "single storey side extension" PA24/02345 certificate of lawfulness, which was granted by CC. **Cllr Medway** will further inspect.
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: None.
 - c) To receive Cornwall Council's decisions on the following planning applications:
 - PA24/09744** Listed building consent for construction of retaining structure to eastern boundary bank of graveyard. Installation of new below ground surface water drains. Location, St Marys Church SheviocK Torpoint. Applicant: Mrs Jenny Bushrod, St Marys SheviocK Church Parochial Council. Pending
 - PA24/09743** Construction of retaining structure to eastern boundary bank of graveyard. Installation of new below ground surface water drains. Location, St Marys Church SheviocK Torpoint Cornwall. Applicant: Mrs Jenny Bushrod St Marys SheviocK Church Parochial Council. Pending
 - PA24/09151.** 73m x 46m 3G Football Turf Pitch (9v9), Torpoint Community College. Pending.
 - d) **EP&E Local Plan.** Cornwall Council seeking views from Local Councils by March 19th. Re: sites put forward for housing development. **All Cllrs** asked to consider deliverability/risks that could impede deliverability/suitability/ sites that that could come forward within the next 3 years and identify land that has not been put forward. To resolve response at the March 10th PC meeting. See also correspondence item 22. bullet point 3.
7. **FUTURE OF THE COMMUNITY SHOP.** Struggling to meet running costs. Use or loose. Shop lease due to expire, can stay temporarily until find new location. **Shop committee ask the community to help with ideas for the future of the shop.** The Memorial Hall grounds or building suggested by shop committee, due to parking and easier/safer access, potential for greater footfall as already a central hub. Mr I Lister has volunteered to conduct feasibility report. **Cllr Jenkins advised to obtain Market Research to evaluate future need/use of shop if relocated. The Shop committee was advised to approach the Memorial Hall Committee to discuss feasibility.**
8. **BEACH SAFETY RESCUE EQUIPMENT.** Portwrinkle Harbour maintained/checked by the Harbour authorities (via Cormac). Finnygook beach equipment missing. no longer being

checked by Harbour Authorities, as privately owned. Clerk has informed Antony Estate requesting replacement equipment and safety checks. **(Clerk)**

9. HIGHWAYS MATTERS TO REPORT

- a) **Crafthole Traffic improvements.** Pending date from CC to complete scheme. Pending response from Cornwall highways emphasising the need to remove the remaining Mount Edgcombe signage as per the agreed/original plans and consultation to reduce traffic through the narrows. **Clerk** to continue to chase.
- b) **Polsoe Hill, Tredis Turn off. Road safety improvements.** Clerk/Cllr K Ewert to request the police attend the next meeting.
- c) **Bollard/SWW Finnygook lane pinch point.** Pending SWW's response to clarify if the protruding tank is in use, and for what purpose?(**Clerk** to chase)
- d) **Safety review A374.** Pending Safety review findings from Cormac.
- e) **Overgrown/narrowing footway, Sheviock adjacent to A374.** Clerk has reported. CC do not classify as "high risk" but is on the annual clearance schedule.
- f) **Obscured Give way sign** Trewickel lane prior to crossroads with B3274/Horsepool Lane. **Clerk** to report

10. CLIFF EROSION PORTWRINKLE/ FUTURE PROOFING FINNYGOOK LANE. Clerk to contact CC to verify if Cormac have completed repairs to existing sea wall defences/provide photos.

RE: cliff fall adjacent to Jolly Roger/Finnygook Lane. **Clerk & Cornwall Councillor K Ewert** to chase response from Mr R Hobbs, Coastal Erosion Dept, to:

- Verify if they are now in contact with the landowner re: Cliff Stability report/drainage mitigation and advice as requested.
- Stress the need to establish and provide a time frame for when the cliff will reach/threaten Finnygook lane and plan for the possible rerouting for future access to Portwrinkle, in an area of "Managed retreat."
- To establish any methods to delay the erosion from above and at sea level, to protect Finnygook Lane/Cornwall Council assets.

11. FOOTPATHS

- a) **Crafthole Permissive path projects. re: Crafthole East B3274 to Trethill: Cllr Medway** to respond to the NT and cc **Cllr Evans**, inviting to further discuss gates/fixtures/route.
- b) **Sheviock Permissive footpath.** Pending A374 Safety Review, Comac/CC re: use of roadside verge for part of footpath (A374).
- c) **Update Footpath number 5 Lady well/Coombe Lane,** Positive meeting. CC Countryside access will round over path at top to prevent road surface water eroding path. It will sort drainage and resurface. Owner of fishing reservoir will clear out leat to direct drainage to stream.
- d) **Footpath 1, Sheviock. Clerk** Pending response from Antony Estate and Cornwall Council Countryside Access Team (**Clerk to chase**), prior to organising ASAP 2nd site meeting with All/ Ginnette Sutherland, Community Engagement Officer, Tamara Landscape Partnership and Tamar Valley National Landscape. Together with their Land Manager.
- e) **Amber's way. Cllr S Medway** to organise working party, for the slight re-routing of path to avoid subsidence once the weather improves.
- f) **Finnygook Way. Cllr Evans** to source timber. **Cllr Evans /Medway** to organise working party to replace 5 x step rises. Budget from asset replacement reserves/parish plan reserves. First Daffodils are out.
- g) **Planning Inspectorate, RE: Addition of Restricted By Way, Finnygook Inn, to the Definitive map,** final decision from Planning Inspectorate, pending.

12. FINANCE

- a) The Chair proposed, with all in favour, to approve the February payments, as listed further below. **Cllrs Brooks and Lester** to approve online.
- b) Cllr Brooks checked and signed the reconciled January Bank statements, with the ledger.

13. PREPARATIONS FOR ELECTIONS May 1st. Clerk to place information on boards/website. Further information on becoming a Councillor placed in foyer of Memorial Hall. Clerk to collect candidate packs from Torpoint Library, prior to next meeting. Cllr Medway to place information in Newsletter.

14. **PORTWRINKLE CAR PARK ORDER.** CC Highways have approved Amendments to Order. **Clerk** to establish procedures for Public consultation prior to next meeting.
15. **CAR PARK ENFORCEMENT SLA 2025-2026.** The chair signed and dated the Acceptance (**clerk** to send to CC).
16. **FINANCIAL REGULATIONS. Cllr Medway** to review prior to March meeting. (**Clerk** to provide link to NALC model financial regs 2024. **PARISH RISK ASSESMENT.** (**Clerk** to review and complete prior to March meeting).
17. **LMP (LOCAL MAINTENANCE PARTNERSHIP) FOOTPATH CUTTING 2025.** Cllr Medway proposed with all in favour to approve agreement for £892.69 to cut parish PROWs. **Clerk** to send Acceptance to CC.
18. **SHEVIOCK EMERGENCY PLAN.** Volunteer co-ordinator and alternate co-ordinator needed for Crafhole section of information cascade system. **Cllr Medway** to place information in Newsletter. **Cllr Jenkins** to approach Tredis community for 2nd Tredis co-ordinator. Ongoing.
19. **OPEN SPACE/PLAY PARK.**
 - a) **Wooden Play park equipment.** Cllr Evans proposed, Cllr Brooks seconded with all in favour to approve Greenscheme's play trail option 2, at £10,000 net for the replacement wooden balance equipment, as previously agreed using £3267.33 Cil funds and mix of part of the Open Space and asset replacement reserves. **Clerk** to inform Greenschemes
 - b) **Aeroskate.** replacement bearings potentially arriving this week, **Clerk** to advise **Maintenance/Cllr Medway.** **Pendulum swing** repaired.
 - c) **Gym equipment, maintenance update.** Installation of O Ring for side walker completed; stainless washers added. Cllr Lester noted that Maintenance had some paint and limiters left. (**Maintenance**) to use green paint on rusted areas.
 - d) **H&S Maintenance weekly check.** **Cllr Medway** volunteered until March meeting. **Clerk** to pass forms.
20. **St MARY'S CEMETERY SHEVIOCK. Transferral of Maintenance.** C. Cllr K Ewert not at meeting re: update.
21. **CORRESPONDENCE RECEIVED.**
 - **Ideal Homes. Response offering £100 sponsorship for parish Defibrillators.** The Chair gave thanks for generous offer. **Clerk** to provide Ideal homes with bank details.
 - **Tamar Valley Community Connections Spring Forum, 1st March 1-3pm. Tamar Valley Centre, Drakewalls.** <https://www.eventbrite.co.uk/e/tamar-valley-community-connections-spring-forum-tickets-1223262584319?aff=oddtcreator> . Noted
 - **Cornwall Council RE: Planning. "Interim policy position statement" Consultation. Jan 25th -21st Feb.** <https://www.cornwall.gov.uk/media/rdja1xeh/interim-policy-statement-final-draft.pdf>. Noted see planning item 6d.
22. **MINUTES. Sheviock Parish Council meeting held on Monday 13th of January 2025** The Chair proposed, Cllr Evans seconded with all in favour, to approve the minutes as being true and correct.
23. **MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item.** Pending response from CC prior to being able to respond to Mr R Kilbride, re: request for clarification on Cornwall Council's commitment to maintaining infrastructure and repairs to the sea wall/ defences, in an area of managed retreat. Portwrinkle. see item 10.
24. **VE DAY 80. May 8th, 2025.** **Clerk** has circulated list of jobs/H&S. To update at next meeting. **Clerk** to purchase hazard tape.
25. **PARISH SPRING CLEAN. Scheduled weekend March 22/23.** **Clerk** to place posters. It was noted that Portwrinkle Bus shelter needed cleaning. **Maintenance** to purchase road marking white line paint.
26. **UPDATES FROM OTHER GROUPS- if not covered in the agenda –Flower Beds Subgroup** Cllr Stone away. **Play Park and Open Space** see also agenda item 19; **Tree Warden, Cllr Lester:** Free tree offer, Torpoint Library, Weds 12th Feb 2-4. (**Cllr Brooks**) to collect one for Open Space. **Defibrillators – Clerk** chasing the replacement of 2 x replacement parts for locator lights. **Cllr Brooks** attempting to confirm date of Public CPR and defibrillator usage training with Mr M Lavis/tie in with hall use at weekends.

- (pending). **Cllr Evans** to fabricate sponsor's board (pending). **Clerk** to add Cllr Jenkins as guardian to Tredis defib on The Circuit (pending). **South East Cornwall CAP-** meeting March 4th (**Clerk**) to check if Cllr Stone can attend. **RPPTUG**. Online meeting on 17th Feb. To plan questions for Cornwall Councillor candidates re: Public transport. Also Meeting with CC in March re: potential changes. See item 5a. **Devolution: Maintenance** pending the painting of the Toilets until the air is warmer. **Maintenance** to then secure mobility hand rails, one each per cubicle wall. **Cllr Evans** to pass handrails to maintenance.
27. **All ITEMS FOR INCLUSION IN FUTURE MEETINGS**. Annual Parish meeting. Approval of Financial Regulations and Parish Risk Assessment Schedule. Award Grass/Footpath Cutting contract. Preparations for Parish Elections on May 1st. Portwrinkle Car Park Order, details for Public consultation.
28. **DATE OF NEXT Parish Council Meeting**, Monday March the 10th 2025 at 7pm. TBC.
The Chair declared the meeting closed at 8.41pm
Nancy Gray, Parish Clerk, Clerk's Office, Sheviock Memorial Hall, Crafhole, PL11 3DG
Telephone: 01503 232996 Email: sheviockpc@btinternet.com
NB. A draft copy of the minutes of the previous Parish Council meetings are posted on the Parish website – www.sheviockparish.org.uk

DEVOLUTION ACCOUNT

Feb 2025 Devolution Dec Payments to raise/authorise & DD & payments taken and incoming to report from Jan 202

Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Frances Jackson	Cleaning wage			
Natasha Wilson	Cleaning services			£180.00
SWW	Portwrinkle Toilets			£232.30
Cornwall Council	Parking enforcement SLA December			£42.40
Internal Transfer to authorise	From Devolution deposit (savings) to Devolution business current account, to cover running costs ahead.			£5,000.00
Direct Debits/Payments to report				
Unity	service charge			£6.00
HMRC VAT	Quarterly VAT			£966.45
INCOMING to report				
Just Park	car park revenue online			31.02
Unity via Post Office	car park revenue ticket machine (no longer via Lloyds)			132.80
Unity via Post Office	Lloyds.			265.70
Incoming internal transfer into Unity devolution deposit account.	Closure of Lloyds Treasury account due to poor usability /difficulties accessing money plus a forced onward change to fee paying low interest account. Internal transfer of closing bank balance to higher interest Unity devolution deposit account			£25,667.75
To Note delayed Incoming to report	Lloyds cash deposit. Ticket machine revenue December, via Post Office. Dec statement not received. Taking final balance to £25667.75 see above.			£123.85
To Note	£5 cash Mr L. Geary winter parking permit, included in cash deposit reported as Car park ticket machine revenue (December) as per Jan 2025 minutes, totalling £72.75. £5 was winter resident's permit £67.75 ticket machine revenue.			

Parish Account

Feb 2025 Parish Payments to raise/authorise and DD & payments taken and incoming to report from Jan 2

Pay who	For What/Description	Vat	net	Total
Sheviock Memorial Hal	Rent for Office Standing Order)			£63.50
Nancy Gray	Clerk's Parish wage			
Gary Dyer	Enforcement officer wage.			
N Gray	Expenses. Travel for agendas/minutes.			£4.50
S.Lester	travel expenses			£0.90
S.Lester	maintenance wage			
Recycled furniture. No Butts Bon Co Ltd.	Replacement recycled memorial bench , Venning, Portwrinkle. Net donation previously received from Venning family.	£490.00	£98.00	£588.00
PENDING	PENDING Grant from CIL Levey for Rame All Weather 3g Pitch.			£2,000.00
Direct Debits to rep DIRECT DEBITS/ PAYMENTS TAKEN TO REPORT from previous month				
Nest	staff pension			£74.46
Lloyds Bank	Parish credit card total. Broken down as detailed below			£760.48
	set monthly card fee			£3.00
	WordPress. Website annual fee			£85.00
	Defib pad. 6 x Child pedipadz.	£112.08	£560.40	£672.48
Unity Bank	Monthly set service charge			£6.00