



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 14th of July 2025, at 7pm in the Kennedy Room, SheviocK Memorial Hall, Craffhole. Present: Councillors: Chair Cllr W Evans, Vice Chair Ian Court, Cllr D Lester, Cllr L Jenkins, Cllr D. Humphreys. Parish Clerk Mrs N. Gray. There was one member of the public present.

1. **APOLOGIES.** Cllr P. Stone, Cllr S. Medway, Cornwall Cllr K Ewert.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** None **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 June: <https://sheviocKparish.org.uk/wp-content/uploads/2025/07/june-2025-cllr-kate-ewert-1.pdf>
 - a) Resident Whitsand Bay View, Portwrinkle. Advice re: Sea gulls/ prevention of nests on roof, especially as chicks fall, yet are a protected species. Can the the Parish Council advise/ push for action from Cornwall Council? **Clerk** to provide information. Resident to contact Cornwall Council direct. (see also following links) <https://www.cornwall.gov.uk/environment/environmental-protection/pests/wild-birds-and-seagulls/> [https://www.gov.uk/government/news/advice-on-how-to-deal-with-problem-seagulls/](https://www.gov.uk/government/news/advice-on-how-to-deal-with-problem-seagulls)
 - b) The Chair had been approached by a parishioner concerned about future public access to the stretch of rock pool beach, directly below Cliffside cottage in Portwrinkle – once it has sold. **Clerk** to check with CC re: land ownership.
 - c) Parishioner had approached Chair re: did Jolly Roger have a licence? The Chair noted that owner has applied for a licence, plus change of name.
 - d) SheviocK resident approached Cllr Court. Re: Lorries churning up road surface/edging when turning left, off the A374 (from the west/Polbathic) into Georges Lane. **Clerk** to contact Antony Estate and ask to send reminder that Lorries (servicing Antony Estate Farm) turn at layby in Antony.
 - e) Emails from 2 sets of residents, Portwrinkle. Re: Loss/erosion of cross hatching and double yellow lines - above the harbour slip and around/bottom of Donkey lane. Request for re-painting/ vegetation scraped back. Parked cars blocking access/ preventing larger (Emergency) vehicle access. **Clerk** has reported via online road fault system, plus will contact Highways Manager direct.
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:

PA25/02749. Retrospective application for change of use of land from agricultural/forestry to utility land; creation of an enlarged access onto road, erection of fencing, and making of a hardstanding on the site of a previous dilapidated cattle shed, 3no. buildings/structures; a composting toilet, a woodstore, and a repurposed lorry trailer store with lean-to covering. In addition, it is proposed to rebuild the barn workshop on the made hardstanding. Location: Land East Of Sconner House Polbathic. Applicant Mr Grant Coppock. Pending

PA25/03394 Listed Building Consent for the proposed conversion of the part of the existing Trewin Coach House, at ground floor, which has not already been in established residential use. Trewin Coach House SheviocK PL11 3EW. Applicant: Mr Usman Haq. The Chair proposed, Cllr Medway seconded with All in favour to support this application. Pending (yet on writing up minutes since approved with conditions).

PA25/03176 Single Storey Side Extension. 1 Carew Close, Craffhole. Applicant Gemma Brannan. Approved

PA24/09151 updated to PA25/02808 . 73m x 46m 3G Football Turf Pitch (9v9), Torpoint Community College. Pending

- **PA25/00805** Retrospective permission, installation of four glamping units and associated infrastructure. Land East Of Higher Tredis Farm, SheviocK. The Parish Council noted final item under item correspondence: Email sent to Rural payments @Defra, from Tredis Parishioner (PC copied in) re: Hedgerow management, Tredis, complaint regarding hedgerows being cut. It was noted that Highways had submitted a comment regarding lack of visibility/safety at splay. It was agreed that cutting the hedging on road improves safety/ addresses part of this concern. It was noted that DeviocK PC has supported this application with comments/provisory notes that the changes be implemented within 2025. SheviocK PC is not a consultee, however it was noted that the direct neighbour (land boarding the application) had withdrawn their opposition and now supported the application - due to the relocation of units; capture of drainage into septic tanks and reduction from 4 to 3 units.(Pending).
- 6. HIGHWAYS MATTERS TO REPORT**
- a) Traffic through Crafhole. Completion of Crafhole road improvements. K. Dixon of Cornwall Council chasing SWW.
 - b) Polscoe Hill, Tredis Turn off. Another car left road on bend, 16th June. Highways, Police, CC K. Ewert aware. **Clerk** to: chase safety recommendations and funding from CC/Cormac; contact Antony Estate to request hedging be further cut around chevrons /signage and lead up to and on both sides of the bend to increase visibility/safety on this bend.
 - c) SWW tank/Bollard, protruding hazard, Finnygook lane, Portwrinkle pinch point. **Clerk** has new contact for SWW/to resend request to shave off small corner protrusion of tank.
 - d) Safety Review A374. Pending update on road safety review. Pending response re: speed capture unit for westbound carriage, SheviocK Gateway.
 - e) Cluster meeting July 10th, attended by the Chair – highways issues raised. (Polscoe bend/Tredis Turn off – see above). Polbathic footway A374 westbound grown over/maintenance required. **Clerk** to contact St Germans PC plus CC representative for Cap: Catherine Thomson plus the Cluster Parishes that supported this request during the Cluster meeting, to request support to maintain the footway.
 - f) Tredis Potholes, **Clerk** to report to CC online form, **Cllr Lester** will also report via Fix my street.
 - g) Overgrown vegetation narrowing road B3274 north of mini roundabout on narrows Crafhole – Clerk to contact property owners via letter, re polite request/reminder to cut back vegetation following excessive recent growth.
- 7. CLIFF EROSION PORTWRINKLE/ FUTURE PROOFING FINNYGOOK LANE.** Pending meeting to discuss the development of a Coastal Change Management Plan/with Cornwall Council Coastal Erosion dept. (**Clerk**). Access/Exit to western end/ rockpools Finnygook beach nr Harbour. Slipway onto rock, no suitable step(s). **Clerk** establishing land ownership. CC have completed their repairs to the sea defences but have sated this small section is not their land/responsibility.
- 8. SUITABILITY AND PROVISION OF BEACH SAFETY RESCUE EQUIPMENT, FINNYGOOK BEACH.** Clerk has installed Rescue equipment (as per the RNL “Guide to coastal Public rescue equipment”) into the current housing at bottom of path, Finnygook beach. **Clerk** monitoring until/pending Antony Estate’s/RNLI assessment of beach rescue/safety provision in September.
- 9. FOOTPATHS**
- a) **Crafhole Permissive path projects. re: Crafhole East B3274 to Trethill:** Pending response from Highways re: proposed footpath and exit to cross B3247; plus potential traffic control required if/when creating exit onto the B3247. **Pending** Antony Estate re: approval for use of section of land south of the B3247. (**Clerk**)
 - b) **SheviocK Permissive footpath.** re: use of roadside verge for part of footpath (A374). Pending completion of A374 Safety Review, Comac/CC. **Clerk** to confirm with Antony Estate use of corner section of land at gates A374 and SheviocK Lane (**pending**).
 - c) **Update Footpath number 5 Lady well/Coombe Lane,** CC have confirmed it will undertake work this financial year, potentially late autumn.
 - d) **Footpath 1.** Following positive site meeting. CC have confirmed funding; work potentially to start late Autumn in unison with footpath 5. **Clerk** to advise Antony Estate re: request for access for groundworks.
 - e) **SheviocK Interpretation board** to be installed once last section of footpath 1 is reopened - as may cause people to walk along section of footpath. **Clerk** to request new directional footpath post sign from Countryside Access (pending response)
 - f) **Amber’s way. Cllr S Medway** to organise working party, re: re-routing of path to avoid subsidence. Pending.
 - g) **Finnygook Way. Cllr Evans** organising replacement of step risers.
 - h) **footpaths cutting Finnygook way/ circular 13 and Amber’s way.** Completed/delay due to contractor illness and faulty equipment. All paths to be monitored due to weather/exceptional excessive growth. (**All/Clerk/parishioners**).
- 11.FINANCE**
- a) The Chair proposed, with all in favour, to approve the July payments, as listed further below. **Cllrs Evans and Lester** to approve online.

- b) Cllr Lester checked and signed the reconciled June bank statements, with the ledger.
- c) Cllrs Evans (existing signatory) (re)signed the Unity Banking Management application form APP-447771. to authorise the additional Cllrs as signatories. **Cllr Medway** to (re) sign with Clerk as witness. Unity did not recognise Cllr Evans and Medway's signatures when the application form was submitted. Cllr Lesters' signature was recognised. Unity cannot process it via the secure online banking as requires wet signatures from existing signatories only. **Clerk** to resubmit form.
- 12. SHEVIOCK EMERGENCY PLAN. Cllr Court** to circulate draft to PC.
- 13. OPEN SPACE/PLAY PARK.**
- a) **Weekly maintenance check. Cllr Humhreys/Clerk** to establish draft Microsoft form and QR code, so that weekly checks can be filed online/onsite via phone/iPad.
- b) **Cllr Jenkins** to complete weekly H&S (paper form) **Clerk** to pass additional forms.
- c) **Cllr Jenkins** to replace chess pieces in Open Space.
Maintenance/Clerk continuing to work through H&S Play park inspection recommendations.
- 17. TOURIST INFORMATION/PHONE BOX. Cllr Evans** to obtain quote for repainting of phone box Crafhole. **Maintenance** to give price to repaint. **Clerk** to purchase Tourist information sign. **Clerk** to assess condition of Sheviock phone box.
- 18. CORRESPONDENCE RECEIVED.**
- Mr H. L. Pleiter. Memorial Bench: All approved the request to adopt/replace older green wooden bench, grass verge Portwrinkle (as per the memorial bench policy). **Clerk** to advise.
 - Citizen's advice Cornwall. Letter regarding services and request for donation. The Chair proposed with all in favour to award £50 from grant budget, due to the benefit received by parishioners.
 - Letter passed via Cllr Ewert. Re: request for repair to Rockpool beach (West Finnygook beach) access step see item 7.
 - Letter from Parishioner, Portwrinkle re: request to highlight use of garden waste collection (rather than bonfires) in Parish Newsletter. **Clerk** to forward request to Parish Newsletter.
 - Mr T Matthews, owner of Whitsand Bay Hotel has confirmed that building rubble will be cleared by 31st June) so SWW can repair water pipe.
 - Cornwall Rural Community Charity email: New Site Finder for Rural Housing Enabler Programme. Noted
 - CALC. Sarah Mason, retirement. **Clerk** to send letter of thanks/appreciation for her service.
 - Email sent to Rural payments @Defra, from Tredis Parishioner (PC copied in) See planning item 5c.
- 19. MINUTES: Sheviock Parish Council meeting held on Monday 9th of June 2025.** The Chair proposed with all in favour, to approve the minutes as being true and correct.
- 20. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item.** Clerk to update Standing Orders re: quorum of 4 and place on website (pending).
- 21. 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)** invited to tree warden training day. **Defibrillators.** Electrician has repaired light at SWW Pump house, plus light at Jolly Roger – however Magnet connector is broken so light unable to work at Jolly Roger. **Clerk** to chase part. SWW Pump station cabinet lid is cracked, **Clerk** to gaffer tape for interim and source new. **Clerk** pricing alternative options for signage to include what 3 words location (pending). **Cllr Jenkins** to contact Mr M Lavis, via Mrs P Brooks/Clerk, re: Public CPR and defibrillator usage training. **Cllr Evans** to fabricate sponsor's board (pending). **Clerk/Cllr Jenkins** to complete Tredis defib site/online check, together, **Clerk** to arrange. **South East Cornwall CAP:** Notes circulated. **RPPTUG** Bus reliability/delays/cancellations for no. 75 was raised at AGM, bus company's statistics were not recognised. Varied reasons for delays but easier to relay reason as "broken down." Meeting with Bus co on Friday 18th July, to go through prospective timetable. **Cllr Court** to raise issue of busses regularly damaging (7th time) Crosshouse, West Lane. To request Kick out/bollard from bus co. **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).
- 22. DOG RESRTICTIONS, HOODNY BEACH AND HARBOUR. July 1st- Aug 31st inclusive, no dogs 10am-6pm now in force.** Signage in place. **Maintenance** installing further signage to help illustrate.
- 23. All ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Autumn Parish Clean Up, week end 27/28th of September. Mid-term budget report. October Public Consultation Car Park tariffs and mobile homes.
- 24. DATE OF NEXT Parish Council Meeting,** Tuesday September 16th, 2025, at 7pm.

The Chair declared the meeting closed at 20.26.

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 www.sheviockparish.org.uk

DEVOLUTION ACCOUNT

July devo payments to authorise Direct debits/incoming to report from June				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's set wage.			£183.41
Frances Jackson	cleaning wage.			
Frances Jackson	Bus travel expenses to /from Portwrinkle .			£87.00
S. Lester	Devolution maintenance hours wage.			
S.lester	Maintenance mileage expenses 6 miles @45p £2.70			£2.70
Natasha Wilson	Cleaning services			£180.00
Cheryl Sampson	Cleaning services			£36.00
Eric Mailer	cleaning services.			£36.00
Mrs A Evans	7 x bags of compost for village flower beds			£45.50
Cornwall Council	Car Park Enforcement May, did not receive bill until after June meeting (pre agreed additional visits as per the SLA)			£159.75
Bunzl	cleaning products and supplies,	£39.43	£197.19	£236.62
D Leonard	Seafront cut x inv 649			£50.00
SWW	Portwrinkle toilets water/Sewerage 3 months (meter read 4th July 1935)			£643.60
Direct Debit to report				
Unity	Service charge set banking fee			£6.00
Unity	Manual cash handling fee bank charge (for cash deposits)			£25.20
INCOMING				
PO	Ticket machine revenue			£282.25
PO	Ticket machine revenue			518.40
Unity	Interest devolution deposit account (earmarked reserves)			442.70
Just Park	Online car park revenue			1,487.19
PO	Ticket machine revenue			£980.95

PARISH ACCOUNT

July Payments to authorise plus direct debits to report and incoming received from June				
Pay who	For What/Description	Vat	net	Total
Sheviok 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.			
Pl. Play Park Inspection Company Ltd	Post Installation Inspection of play park also incorporating additional outdoor pre-existing annual inspection of play park/ open space gym equipment	£79.00	£395.00	£474.00
D Leonard	Cutting of footpaths June (not all paths) inv 652			£300.00
D Leonard	Parish Amenity cut inv 650 June/July			£250.00
D Leonard	Cornwall amenity grass cutting inv 651			£75.00
N Gray	Clerk's expenses, travel, parish notice boards agendas/minutes.			£4.50
Direct Debits				
Lloyds credit card	credit card purchases made overall monthly charge. See individual payments listed below			£635.97
	set monthly card fee			£3.00
	Torpoint Hardware. Items for cleaning toilets. Gloves Medium disposable. Mop Cleaning Telescopic duster. 3 x large solar lanterns for beacon lighting evening.	£8.98	£44.92	£53.90
	Torpoint Hardware. Hazzard tape, Gaffer tape, pack of canes, tool for making hole in ground for canes/ lantern spikes for beacon lighting evening.	£3.44	£17.20	£20.64
	Sainsbury's supermarket. 4 x set of £8 string led solar lights for beacon pathway. Minus 60p coupon. All lighting can be re -used for future events.			£31.40
	HMRC ETMP Glasgow			£456.27
	Amazon, ink coloured multi pack and black xL pack			£56.31
	Torpoint Hardware 1 x print paper, 1 x disposable gloves Large	£1.42	£13.03	£14.45
BT	business phone and internet charge quarterly	£76.47	£382.32	£458.79
Unity Bank	set monthly banking fee			£6.00
Nest	Staff pension, includes employee contribution taken from wage			£94.60
INCOMING				
Unity Bank	Interest from parish savings (earmarked reserves) account.			£182.12