



SheviocK Parish Council

The Bill Warren Room, SheviocK Memorial Hall, Craffhole, 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, April the 13th 2026, at 7.07pm in the Kennedy Room, SheviocK Memorial Hall, Craffhole. Present: Councillors:** Chair Cllr W Evans, Vice-Chair Ian Court, Cllr S. Medway, Cllr D Lester, Cllr Jenkins. Cllr P Stone. Parish Clerk Mrs N. Gray. There were no members of the Public present.
2. **APOLOGIES.** Cllr D. Humphreys, Cornwall Councillor K Ewert.
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.
 - Parishioners have reported generator noise from the empty Cormac, welfare cabin. This has been reported to the harbour authorities for action.
 - Concerns re: Ladywell (PROW) not yet repaired. See agenda item 8
 - Mr Wilkinson of SheviocK, Flooding: concern; mud on road Gorges lane and excess surface water currently flooding his property. Plus further concern that any new build may increase surface water and further compound this existing drainage issue. Drainage ditch to side of bungalow blocked up. **Clerk** to notify Antony Estate and discuss/request action regarding drainage.
 - Unreadable/faded road signs, Gorges Lane and Top of SheviocK lane (opposite KF bus stop). **Clerk** to chase, report and request new – (previously reported).
 - Parishioner had suggested an additional parking space by reducing the length the single yellow line (April 1st-31st October) top of Finnygook lane, between crossroads and Burns view. In response, lines there to prevent passing issues/traffic build up at the crossroads, plus changes would need a costly TRO. It was agreed not to pursue but all suggestions are welcome.
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: **PA26/01486** Solar Pv Installation on front and rear elevations. The Pinetum Horsepool Lane SheviocK, PL11 3EN. Cllr Evans Proposed, Cllr Medway seconded with all in favour to support this application (**Clerk** to submit response to planning)
 - c) To receive Cornwall Council’s decisions on the following planning applications.
 - PA26/00763** Creation of driveway and dropped kerb extension, garage conversion, new balcony, and associated internal and external works. 34 Whitsand Bay View Portwrinkle. Approved with conditions, including opaque panels to balcony on east and western sides.
 - PA25/08635** Proposed wildlife pond set within the estate grounds of Trewin House, SheviocK. Applicant Mr Usman Haq. Pending
 - 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. Pending

- d) To note: **PA25/00805** glamping units and associated infrastructure. Land East Of Higher Tredis Farm. The Glamping units have now been moved up to the top hedge area.
- e) **Neighbourhood Priorities statement:** see also agenda item 16. CC will provide templates . Potential to work with Cluster. The primary residence clause and settlement boundaries as outlined in NDP to be put forward as priorities. (ongoing for agendas -**Clerk**).
<https://www.cornwall.gov.uk/planning-and-building-control/planning-applications/online-planning-register/>
- 7. HIGHWAYS MATTERS TO REPORT**
- a) To receive dates for A374 SheviocK improvements, plus improvements to the Tredis turn off junction, bottom of Polscoe hill. CC still pending. Clerk to continue to chase for update.
- b) Crafhole traffic improvements/TRO. Clerk has reported issue re: high bank at the new parking area. Pending completion.
- c) Tredis road surface deterioration. Site inspection result – “no immediate action necessary” **Cllr Jenkins** to request photos from residents, pinpointing each area of concern with a “What 3 Word” location then pass to **Clerk** to send to highways.
- d) Dip in road surface, Finnygook lane between the Fish Cellars and SWW Pump station. **Clerk** to report and send photo to CC, this is possibly after SWW repaired drains.
- 8. CLIMATE RESILLIENCE, FUTURE PROOFING FINNYGOOK LANE/HARBOUR PORTWRINKLE**
 Harbour Authorities have mentioned further works needed on outer southern edge of Harbour. Clerk to ask for update re work schedule/removal of welfare cabin.
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.** Awaiting decision following submission of CHIP Expression of Interest and safety review.
- b) **SheviocK Permissive footpath project.** As above,
- c) **Gold PROWs Footpath 1 & 5. Date for works.** Pending. **Clerk** continuing to chase. Will contact Cllr Ewert for support on her full return in May.
- d) **Fallen trees, footpath 9.** Antony Estate have agreed to clear fallen Trees on their part of land. **Clerk** to respond and note the broken door on well, Finnygook lane – as were due to repair.
- e) **Circular Footpath 13. Tilted fence post** at Gate (top of path Tredis View end). **Maintenance** and Councill (**Medway**) to add Postcrete. **Broken notice board Carew Close /Downderry road: Maintenance** to remove/attempt repair.
- f) **Footpath cuts:** Passable, however growth occurring rapidly. **Clerk** to request contractor to cut all, starting end of month. **Clerk** to ensure contractor checks footpath 2 in SheviocK.
- 10. FINANCE**
- a) The Chair proposed, with all in favour, to approve the April payments, listed further below. **Cllrs Stone and Court** to authorise via online banking.
- b) Cllr Lester checked and signed the reconciled March bank statements and ledger.
- c) Lloyds Corporate card, change of administrator. Unity recognised Cllr Evan’s signature but did not recognise Cllr Medway’s signature. Cllr Medway has re-signed the change of administrator form; **Clerk** has resubmitted form; pending processing by Unity.
- d) Flowbird maintenance contract for Car park ticket machine. Cllr Medway proposed, Cllr Evans seconded , with All in favour to approve the two year contract - to benefit from lower rate.
- 11. OPEN SPACE/PLAY PARK.**
- a) Weekly maintenance/H&S checks completed by Maintenance.
- b) Fresh air and Fitness are revisiting limiter repairs to Gym equipment.
- c) It was noted the fruit trees are in bud

12. PARISH COUNCIL WEBSITE AND EMAIL, move to gov.uk.

- a) All Councillors have new gov.uk emails as detailed on new website and below:
warren.evans@sheviockparishcouncil.gov.uk; ian.court@sheviockparishcouncil.gov.uk;
david.humphreys@sheviockparishcouncil.gov.uk; liz.jenkins@sheviockparishcouncil.gov.uk;
diana.lester@sheviockparishcouncil.gov.uk; stephen.medway@sheviockparishcouncil.gov.uk;
paul.stone@sheviockparishcouncil.gov.uk; clerk@sheviockparishcouncil.gov.uk.

- b) **New Parish Council Website is now Live.** www.sheviockparishcouncil.gov.uk. Clerk has completed her training. Older sheviockparish.org.uk is still live for the next 10 months for the Sheviock Memorial Hall, who may keep this website or obtain new to publish their information. Redirection links are in force to take visitors to the new Parish Council (gov.uk) website – which now meets accessibility and data protection requirements.

13. BUS SHELTER, KIMBERLY FOSTER, CRAFTHOLE. Fernbank Quote obtained and circulated, 2 more needed prior to applying for CC grant (Clerk). CC to install Digital Real Time Information displays for Kimberly Foster, Crafhole Cross and Sheviock Bus shelters, circa July; signal is insufficient for Portwrinkle.

14. PORTWRINKLE SEAFRONT CAR PARK

- a) Cllr Stone to meet Flowbird technician at 10am, Fri 17th, to install updated tariff software.

15. ANNUAL REVIEWS,

- a) **Parish Risk assessment.** Most actions completed Clerk finalising for May sign off.
b) **Sheviock Parish Plan.** Clerk to add plan to new website (pending).

16. TORPOINT COMMUNITY COLLEGE/YMCA. Ongoing £2000 Cil donation for All weather MUGA (MULTI USE GAMES AREA) remains in the Sheviock Parish Council earmarked reserves pending update from TTC.(Clerk)

17. CORRESPONDENCE RECEIVED.

- **Cornwall Council: reintroduction of weed treatment.** After discussion, Cllr Evans proposed, Cllr Medway seconded with All in favour to not opt out. Due to: time constraints regarding organisation of new contractor; concerns regarding unplanned budget costs with cost of alternative treatments being more expensive and less effective thus potentially being held liable for deterioration of road surface if not effective.
- **Lucy Isaacson, Climate Vision. RE: Climate resilience. Request to write to MP, to request: help to secure or table a parliamentary question to the Government on the use of the Adaptation Reporting Power under the Climate Change Act 2008.** Noted
- **Cornwall Council. New Template for Emergency Plan.** 4 pages to be printed off as an insert alongside recently updated Emergency Plan. (awaiting print via CC).
- **Millbrook parish Council. Neighbourhood priorities statement. Information forwarded by Millbrook PC.** See planning item 6 e
- **Torpoint Town Council UK Town Culture competition 2028.** The Parish Council's "support in principle" has been forwarded to the Town Clerk.

18. MINUTES: Sheviock Parish Council meeting held on Monday March 9th, 2026. The Chair proposed with All in favour to approve as being true and correct. The Chair signed the minutes.

19. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item. Ongoing consideration by Antony estate re: access steps to Portwrinkle rockpool beach, west of Harbour (Clerk).

20. UPDATES FROM OTHER GROUPS- if not covered in the agenda –**Flower beds.** Cllr Stone & The contractor have removed weeds and growth from base of benches/bins/curbing of Portwrinkle flowerbeds & car park plus base of small stone wall. Clerk to process receipt for plants for May/Cllr Stone. **Telephone Kiosk Crafhole, Cllr D Humphries** to return contents. Clerk to obtain Tourist information signs. **Tree Warden (Cllr Lester)** dead ash removed across footpath 2 but not a TO so all fine. **Defibrillators.** paediatric pads renewed. Public CPR training on April

18th 12:30 -4 Shevioc Memorial Hall - Donation to First responders for May meeting (**Clerk**). Cllr Lester/Jenkins to organise light refreshments, meet and greet, Cllr Medway and Stone to help set up/clear. EDF billing dispute (Tredis defib unit) pending from Ombudsman. **South East Cornwall CAP: Clerk** to forward new Cllr representative email address following allocation at May meeting. Tamar Tag meeting March 12th Cllr Lester noted: there were 5842 responses to the consultation, 3750 provided addition comments currently being analysed pending final decision on June 26th. **RPPTUG Cllr Court**. New timetable changes applied (update to timetable being sorted). CC/buses have no additional money (fixed budget) for 3 years so no major improvements. (see item 13) **Car Park:** see also item 14. **Public Toilets: Maintenance** cleaning walls to ascertain if require painting (pending).

21. All ITEMS FOR INCLUSION IN FUTURE MEETINGS. Additional Annual meeting of SPC. Audit/budget update. Parish Insurance.

22. DATE OF NEXT Parish Council Meeting, Monday 18th of May 2026, to follow immediately after the Annual Shevioc Parish Council meeting which starts at 7pm TBC.

The Chair declared the meeting closed at 20.24

Nancy Gray, Parish Clerk, Clerk’s Office, Shevioc Memorial Hall, Crafhole, PL11 3DG.

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

March 2026, internal transfers to authorise prior to end of financial year March 31st 2025-2026 budget.				
Internal Transfer from Devolution current to Parish current account	For What/Description	Vat	net	Total
	Clerk's pension share from devo budget			£246.50
	Insurance, share from devolution budget			£344.08
	Staff Payee costs			£500.00
	Use of parish credit card from parish contingency budget: £83.01 for toilet maintenance supplies. £9.91 cleaning sign.			£92.92

April 2026 Payments to authorise plus direct debits to report and incoming received from March 2025				
Pay who	For What/Description	Vat	net	Total
Sheviok 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
Nancy Gray	Clerk's parish wage			
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	Expenses			£43.92
S Lester	Maintenance parish wage hours			
Lynher Valley	Annual rent for Open Space Play Park LVP-4190			£100.00
Western Web Ltd	Design, publish and promote web site for Sheviok Parish Council - plus Web space (with SSL Certificate for secure connection) and content management licence for sheviokparishcouncil.gov.uk for 1 year	£96.00	£480.00	£576.00
Cornwall ALC LTD	Annual subscription to Calc and Nalc Invoice 2627_123. As detailed below .			£440.73
	<i>CALC</i>	£65.62	£328.08	£393.70
	<i>NALC</i>			£47.03
Defib store.	Defib store Child electrode pads (authorised and paid after the monthly meeting) plus £10 carriage. Pre authorised an paid on 16/03/2026	£77.20	£376.00	£463.20
Direct Debit				
BT	quarterly business phone and broadband	£73.29	£366.47	£439.76
Lloyds (unity corporate card)	Parish credit card monthly payment for purchases as shown below			£588.65
	<i>Lloyds set monthly card fee</i>			£3.00
	<i>Microsoft 360 annual fee</i>	£17.50	£87.49	£104.99
	<i>HMRC Employer's PAYE</i>			£480.66
Unity Bank	set monthly banking fee			£7.00
Nest	Staff pension, includes employee contribution taken from wage (devo and parish wage combined - part reclaimed form devo budget at end of year			£76.83
INCOMING	interest unity bank, precept savings account			£163.33
Cash donation banked	Cash donation towards defibrillators from the Finnygook Inn following quiz night			£68.00
INTERNAL TRANSFERS	Incoming reimbursement from devolution account for:			
	Purchases made for toilet maintenance using parish credit card over financial year			£92.92
	Staff payee cost share			£500.00
	Insurance share			£344.08
	staff pension share			£246.50

DEVOLUTION ACCOUNT

April devo payments to authorise Direct debits/incoming to report from March 2026				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's devolution wage			
Frances Jackson	cleaning wage			
Frances Jackson	Travel expenses to /from Portwrinkle.			£99.00
Natasha Wilson	Cleaning services			£180.00
Cheryl Sampson	Cleaning services March			£72.00
S Lester	devolution maintenance wage/hours			
S Lester	Maintenance expenses. Mileage £13.50. Paint roller set £9.53 gross net £7.95) for car park lines	£1.59	£7.95	£23.04
Cornwall Council	Enforcement March SLA Portwrinkle Car Park ref:8100671941			£42.00
Cornwall Council	Enforcement SLA Portwrinkle delayed bill from Feb 8100667067			£45.75
Direct Debits/payments to report				
Unity	Service charge set banking fee			£7.00
INCOMING				
	Post Office cash ticket machine revenue			£302.25
	Post Office cash ticket machine revenue			£141.80
Just Park	Online car park revenue			55.31
	Post Office cash ticket machine revenue			£557.90