



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

The Minutes of the meeting of SheviocK Parish Council, held on Monday, May the 18th 2026, at 19.29 pm in the Kennedy Room, SheviocK Memorial Hall, Crafhole. Present: Councillors: Chair Cllr W Evans, Cllr S. Medway, Cllr D Lester, Cllr Jenkins. Cllr P Stone. Cllr D. Humphreys, Parish Clerk Mrs N. Gray. There were no members of the Public present.

Please note: Cornwall Councillor K Ewert had previously updated the Councillors on various agenda items (included in the minutes) and given her monthly report, prior to having to leave to attend a function at HMS Raleigh. Please see Parish Website for link to report.

1. **APOLOGIES.** Vice-Chair Ian Court, Cllr D Lester
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** None **GIFTS** Cllr Medway declared a perceived interest in agenda Item 16, Consideration of request by Antony school for funding towards play equipment – as has grandson attending the school, therefore will remove himself from item. Cllr Evans noted the need to register a new interest as one of the Directors of the Crafhole Community Shop (CIC) **Clerk** to pass **Cllr Evans** the form to update.
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.
 - Upset parishioner re: Cutting back of Footpath vegetation /detrimental to wildlife. The Parish Council have funding to cut the PROWs 2-3 times per year, to maintain Public Access otherwise the footpaths become impassable and complaints received. Highways maintain the hedges for road safety purposes only.
 - Parishioner concerned that work had started at 13 Burns View without Site construction Management Plan in place. Owner of property has confirmed to parishioner that work has not started.
 - Cllr Jenkins noted concern from residents at Tredis re: increase in Dog fouling. Clerk to purchase signage.
 - Cllr Jenkins noted concern from residents as Tredis re: road deterioration. This has been inspected by CC with no action deemed necessary. **Cllr Jenkins** to locate potholes and road damage via “what 3 words” plus obtain photos and pass to **Clerk** -to submit to Cornwall Council Highways.
 - Cllr Evans has received concern from residents re: the poor state of the Whitsand Bay Hotel. **Clerk** to contact property owner to request update/time line for works, to update parishioners.
 - Signage Village shop. **Cllr Evans** to advise shop committee.
 - Concern from parishioners re: potential use of Glyphosates by Cornwall Council – This has now been placed on hold. It was proposed by the Chair, with all in favour, to encourage the initiative for parishioners to clear (if possible) pavements/area outside of own property, to help maintain the infrastructure without the use of strong weed killers and keep the parish looking tidy. **Cllr Medway** to place small item in Newsletter.

- Parishioner safety concern re: line of vision Horsepool lane junction at Crossroads with the B3247. **Clerk** to raise with Highways to request cut vegetation at this junction.

5. PLANNING.

- To receive details of planning applications received after the agenda published: None.
- To resolve the Parish Council's response on planning applications received before the agenda was published: **PA26/03134** Non Material Amendment in relation to Decision Notice PA23/05505 dated 12.09.2023, to amend the roof access arrangement. Westholme, Finnygook Lane, Portwrinkle PL11 3BP Applicant: Mr Terry Matthews of Portwrinkle Devts. and Hospitality Ltd. Cllr Stone proposed with All in favour to support this amendment.
- To receive Cornwall Council's decisions on the following planning applications.
 - PA26/01486** Solar Pv Installation on front and rear elevations. The Pinetum Horsepool Lane Shevioc, Approved with conditions
 - PA25/08635** Proposal Proposed wildlife pond set within the estate grounds of Trewin House, Shevioc. Approved with conditions.
 - 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

6. HIGHWAYS MATTERS TO REPORT

- To receive dates for A374 Shevioc improvements, plus improvements to the Tredis turn off junction, bottom of Polscoe hill. (No update provided/pending)
- Crafthole traffic improvements/TRO. To receive date of completion by CC. Pending.
- Donkey Lane: Response from Highways re: Emergency Access and maintenance. Highways have advised that although this is the Emergency Access route as detailed in the Parish Emergency Plan, it is not classed as an Emergency Access route by Cornwall Highways. Maintenance will be undertaken by their highways inspector but to contact landowner regarding landslips.
- Road Closure 15-23rd May 19:00 - 06:00 Road improvements. Overnight closure of Antony hill, Antony, diversions in place. To note
- Road closure 4-8th June 00:00 - 23:59. SWW. B3247 Between Tregunnus Lane And Military Road B3247. **Clerk** to reiterate the need for clear diversionary signage and prompt removal of signage; along with advisal of Bus company and schools/Exam timetable. **(Clerk)**

7. DEFIBRILLATORS

- Tredis. EDF Unmetered charge dispute for defib cabinet. Ombudsman and MP update.**
Despite the Ombudsman recent decision to instruct EDF to provide an apology and £350 goodwill/compensation it still leaves the PC with a bill of circa £1600 purely for this one defib cabinet, as opposed to £144 the previous year. EDF had offered a new contract in Jan 2026 (8 months into dispute), but this was for Circa £600 per year and could only be backdated to August 2025. So still not financially viable. EDF continues to charge at the large business unmetered rate until the Parish Council can provide a disconnection certificate, as could not find a new supplier able/willing to take on this unmetered supply. No appropriate tariff can be provided to this unmetered supply due to changes to the system by Ofgem. There are no public buildings on which to reconnect the cabinet and no street Light posts. Solar power is insufficient/inconsistent especially in winter for the climate control. National Grid has just quoted circa £400 to disconnect and it cannot be reconnected to the overhead wire - should a meter and new box for the meter be installed (at further cost). It was agreed that the "Cheapest" option available is to pay to disconnect and settle the bill. **(Clerk to continue to Action)** It was agreed that The AED unit remain in the disconnected cabinet, pending further discussion with the residents in Tredis. However, it will not have climate control protection, alarm, or locator light so this should only be temporary measure. **Clerk** to notify "The Circuit" and First responders once 24/7 cabinet is disconnected. **The Chair** to write to the residents in

- Tredis explaining the options/decision. Our MP has written to EDF. Defibrillator reserves in place to cover bill but intended towards future replacement/repairs for all 6 parish defibrillators. **Clerk** to file complaint with Ofgem.
- b) **Locator Light persistent malfunctioning on defib cabinets, Portwrinkle** . **Clerk** to contact manufacturer again, then instruct electrician to repair one last time.
 - c) **To resolve donation for First Responders following the Community CPR training Sat 18th April**. 17 pax attended. It was agreed to donate £100 under the power of S137.
 - d) **Finnygook Defib cabinet broken door hinge**. It was agreed **Clerk** could order new door.
 - e) **Sponsorship/donations. The Chair** to contact Memorial Hall, Finnygook and Ideal Homes regarding potential contributions.
- 8. CLIMATE RESILLIENCE, FUTURE PROOFING FINNYGOOK LANE/HARBOUR PORTWRINKLE.**
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) **Crafthole and Shevioc Permissive path projects**. Potential for 2nd or 3rd year CHIP grant funding subject to further development of plans and information yet to be requested by CC.
 - b) **Gold PROWs Footpath 1 & 5. Date for works**. **C Cllr K Ewert** to contact Portfolio holder **C Cllr Loic Rich** and **Mr J Mitchell** of Cornwall Council.
 - c) **Fence post repair needed, footpath 13, Tredis entrance (update)**. **Clerk** to contact **Mr K Andrew**.
 - d) **Enhanced LMP Grants 2026-7 [Public Rights of Way Capital Programme 2026 – 2027 - Cornwall Council](#)**- to resolve priorities for signposts/way markers/stile/ replacement requests. **Clerk** to report footpath 2 pole defect . **Cllr Evans** to check Footpath 4 signage.
- 10. FINANCE**
- a) The Chair proposed, **Cllr Medway** seconded with all in favour, to approve the May payments, listed further below. **Cllrs Medway and Evans** to authorise via online banking.
 - b) **Cllr Medway** checked and signed the reconciled bank statements and ledger from April.
 - c) The Chair proposed, **Cllr Medway** seconded with All in favour to approve the Annual Parish Insurance premium. (See listed under Parish Finances below).
 - d) All Councillors have confirmed there are no conflicts of interests with the external auditors **BDO LP**. The chair signed the conflict of interest form.
- 11. OPEN SPACE/PLAY PARK.**
- a) Weekly maintenance/H&S checks completed by **Cllrs Medway and Humphreys**.
 - b) It was agreed to trim the interior entrance hedge-way, as currently restricting access. (**Clerk** to contact contractor)
 - c) It was noted the chess pieces are missing. **Clerk** to replace.
- 12. BUS SHELTER, KIMBERLY FOSTER, CRAFTHOLE.**
- a) After reviewing 3 separate/similar quotes the Chair proposed with all in favour to approve **Euroshell's** quote for new shelter, due to reduced costs. To include removal of old, installation, timetable display unit and seat. **Clerk** to submit application to CC for partial grant funding.
 - b) Cornwall Council has announced funding for a Real Time Digital Display unit at **Kimberly Foster** bus shelter, after new bus shelter is in place (**Clerk to advise CC**)
- 13. ANNUAL REVIEW of PARISH RISK ASSESMENT.** Approved, **Chair** to request Memorial Hall to arrange annual inspection of **Clerk's** office fire extinguisher, date of expiry/overhaul 2031.
- 14. GDPR POLICY REVIEW, Cllr Humphreys** to complete, **Clerk** to forward copy of Policy and Link to NALC template.

15. TORPOINT COMMUNITY COLLEGE/YMCA. Ongoing £2000 Cil donation for All weather MUGA Pitch. It was agreed to continue to reserve these funds for a period of 3 months, in unison with Torpoint Town Council, to allow time for further exploration of options for this community facility.

16. CORRESPONDENCE RECEIVED.

- Antony school Association letter: consideration for funding support towards the replacement of the school's outdoor wooden play equipment. Cllr Medway declared a perceived interest as grandson at the school so was not involved with the discussion/vote. The Chair proposed with All in favour to approve a £100 donation under S137 due to it benefiting the primary aged children in the parish. **(Clerk to respond)**
- Mount Edgumbe Classic Car show, 2nd August. **C Cllr Ewert** to contact and request Crafhole be reinstated into circulatory system.
- Commencement of the Cornwall Local Plan. Notice and Timetable. Noted
<https://www.cornwall.gov.uk/planning-and-building-control/planning-policy/cornwall-local-plan-2050/notice-to-prepare-the-cornwall-local-plan/>
- Rame Cluster meeting Tuesday 9th June at 6pm. (Teams Link) **Cllr Medway** to attend
- Broken bench by SWW Pump Station, Portwrinkle. (reported by Mrs C Tinsley) **Maintenance** to repair
- CC: Letter to Town and Parish Councils re: Public Realm planned improvements & apology for lack of advance engagement re: reintroduction of chemical weed treatment (since postponed). See item 4.
- Handwritten Letter from Parishioner. Request for improvement to basketball backboard (Memorial Hall) and concern regarding CC's (now postponed) reintroduction of chemical weed treatment. See above and item 4. **The Chair** will advise the Memorial Hall and investigate request re: basketball backboard.
- Mr L Geary. Blocked drains/flooding Whitsand Bay View. Clerk reported Highways have resolved issue.
- Request from CC for Cil Annual report 2025-2026. **Clerk** to report to CC
- Rachel Coppock. Update for planning application at Land opposite Sconner House, Polbathic following previous withdrawn application PA25/02749. Noted
- Draft Cornwall Seascape Character Appraisal, open for feedback between 17 April and 15 May. Clerk has submitted feedback.

17. MINUTES: Shevioc Parish Council meeting held on Monday April 13th, 2026. Cllr Medway proposed, Cllr Jenkins seconded with All in favour (bar Cllr Humphreys who was not present at that meeting) to approve as being true and correct. The Chair signed the minutes.

18. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item. The Parish Emergency Plan has returned from Printers . Each Cllr on the Cascade system to hand out to those listed below them. **Clerk** to pass allocation to Cllrs Lester and Court. **Chair** to pass copy to Mr H Cridland, Cllr Medway to pass copy to Mr A Lockett. Ongoing consideration by Antony estate re: access steps to Portwrinkle rockpool beach, west of Harbour **(Clerk to chase).**

19. UPDATES FROM OTHER GROUPS- if not covered in the agenda –**Flower beds.** Blooming well, £25 donation from Mr C Hoskins received see under finance. **Telephone Kiosk Crafhole, Cllr D Humphreys** Tourist information leaflets now updated. **Clerk** to obtain Tourist information signs. **Tree Warden (Cllr Lester) Defibrillators** see agenda item 7. **South East Cornwall CAP: Clerk** to verify Cllr representative at June meeting. **RPPTUG. (Cllr Court -not at meeting)** Cornwall Bus Conference 24th June. **TAC Gateway Project Stakeholder Round Table** Friday 29th May 2026, 3pm - 5pm, 61 Fore Street, Torpoint. **Devolution: Car Park and Toilets: Cllr Stone** fixed a fault with machine. **Cllr Medway** with continue to aid Cllr Stone.

20. ALL ITEMS FOR INCLUSION IN FUTURE MEETINGS. Audit/budget update.

21. DATE OF NEXT Parish Council Meeting, Monday 8th of June 2026, at 7pm TBC.

The Chair declared the meeting closed at 20.39

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

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

May 2026 Payments to authorise plus direct debits to report and incoming received from April 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 2026-March 31st 2027 £840.00			£70.00
Nancy Gray	Parish wage			
Nancy Gray	Clerk's expenses parish.			£4.50
Gary Dyer	Enforcement hours			
Gary Dyer	Travel expenses, Enforcement			£43.92
S Lester	Maintenance wage			
S Lester	Refurbishment/painting of Crafhole telephone kiosk, inclusive of supplies and paint			£664.97
Clear Councils	Annual Insurance Premium £744.07 (insurance premium tax £89.28 admin fee £55.			£888.35
Corsev Solutions Ltd T/A Cormac Solutions	Safety Review Sheviok/Crafhole permissive footpath projects prior to funding CHIP bid from Highways CINV-212947	£265.15	£1,325.74	£1,590.89
Dean Leonard	inv 752 Parish amenity areas March/April 2026 x3			£450.00
Dean Leonard	Inv 754 Cutting footpaths May			£600.00
Dean Leonard	756 Cutting Cornwall council amenity areas April 2026			£100.00
Direct Debit				
Lloyds (unity corporate card)	Parish credit card monthly payment for purchases as shown below			£393.14
	<i>Lloyds set monthly card fee</i>			£3.00
	ANNA.ADMIN ACCOUNTING, AUDITING AND BOOKKEEPING SERVICES	£0.90	£4.50	£5.40
	Torpoint Hardware HARDWARE STORES	£3.06	£15.28	£18.34
	AMAZON UK* INK UJ8NG10T5 MISCELLANEOUS GENERAL MERCHANDISE STORES			£28.29
	AMAZON UK* INK 7Q9XF54R5 MISCELLANEOUS GENERAL MERCHANDISE STORES			£26.99
	CONTRACT SIGN SYSTEMS LTD COMMERCIAL PHOTOGRAPHY, ART, AND GRAPHICS			£311.12
HMRC	Employers NI/TAX/employee tax/NI			£625.16
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			
INCOMING	HMRC VAT refund			£303.07
INCOMING	Cornwall Council first instalment precept			£13,672.50

DEVOLUTION ACCOUNT

May devo payments to authorise Direct debits/incoming to report from April 2026				
Pay who	For what/Description	Vat	Net	Total
Nancy Gray	Devolution Clerk's wage			
Nancy Gray	Clerks' devo expenses	£1.50	£7.50	£9.00
Flowbird annual contract	Ticket machine maintenance contract (2 year rate) £600 per year	£240.00	£1,200.00	£1,440.00
Flowbird	New Software customisation £231.00 P&D - LABOUR / TIME ONSITE £84.00 Strada Tariff Label £16.00 Freight Charge0 £15.00	£69.20	£346.00	£415.20
Frances Jackson	cleaning wage			
Frances Jackson	Bus travel expenses to /from Portwrinkle.			£93.00
Natasha Wilson	Cleaning services April includes Easter bank hols			£219.00
Cheryl Sampson	Cleaning services April			£54.00
S Lester	Maintenance hours wage			
S Lester	expenses. Mileage x 2	£1.59	£7.95	£0.90
Source for business	Annual bill sewerage Portwrinkle Car Park. Bill 7093232479			£930.52
Source for business	Portwrinkle Public Toilets, Quaterly, water and sewerage quarter bill			£480.18
South West Hygiene Ltd	annual sanitary bin disposal services Public toilets	£54.18	£270.90	£325.08
Dean Leonard	inv 755 Seafront grass cuts April			£50.00
Dean Leonard	Invoice 753 flowerbeds plus Ad hoc work Portwrinkle seafront, weeding and removal of ivy from toilet block April 2026			£200.00
BUNZL	Bunzl inv 07/418723 for cleaning products and stock Public Toilets	£44.47	£222.37	£266.84
Cornwall Council	Enforcement April SLA Portwrinkle Car Parkref 8100684440			£72.45
Paul Stone	expenses items for flowerbeds			£76.97
Direct Debits/payments to report				
Unity	Service charge set banking fee			£7.00
INCOMING	Post Office cash ticket machine revenue			£141.50
	Post Office cash ticket machine revenue			£589.25
	Just Park, online parking revenue			£588.62
	Mr C Hoskin, donation towards flowerbeds			£25.00
	Post Office cash ticket machine revenue			£460.00