



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, September the 14th 2026, at 7pm in the Kennedy Room, SheviocK Memorial Hall, Crafhole. Present: Councillors: Chair Cllr W Evans, Vice Chair Cllr I Court, Cllr S. Medway, Cllr L Jenkins, Cllr P Stone. Cllr D. Humphreys. Cornwall Councillor K Ewert. Parish Clerk Mrs N. Gray. There were no members of the Public present.

1. **APOLOGIES.** Cllr D Lester.
2. **DECLARATIONS OF INTERESTS. AGENDA ITEMS:** None. **GIFTS** None
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.
 - Cllr Stone noted that he had been passed a photo, by Jenny Speare, of the late 1970s landslide under the coastguard cottages onto Hoodny beach, Portwrinkle. **Clerk** to file on record.
 - Parishioner had approached clerk about the noticeable amount of dog waste on the footpaths/footways in Crafhole. **Clerk** to request enforcement undertake patrol(s).
 - The Chair noted that the Methodist Chapel has been purchased, the owner approached him to advise that she plans to convert it into a 2 bed, 1 bathroom home for herself to live in.
 - Cllr Ewert noted the closure of Military road -whilst essential mains-water works are undertaken, from the 14th of Sep for 2 weeks. This is affecting traffic, especially on the narrow lanes/Millbrook due to diversions. There is no 70 bus service via Freathy. Further closure will take place in the future to repair the dip on the faultline- once core testing has been finalised & programme of works scheduled by CC.
 - **Cornwall Cllr K Ewert August monthly update: see Parish Website link**
<https://www.sheviocKparishcouncil.gov.uk/reports.php?id=251>
5. **PLANNING.**
 - a) To receive details of planning applications received after the agenda published. None
 - b) To resolve the Parish Council's response on the following planning applications received before the agenda was published:

PA26/05556 Listed Building Consent for internal works to remove the existing heating system (radiators, oil boiler and oil tank) and installation of new panel heaters. Tredis House Barn, Tredis. Cllr Jenkins proposed with All in favour to approve this application. (**Clerk** to submit response to CC)

PA26/06030 -Non Material Amendment in relation to Decision Notice. dated 22nd July 2026 for the removal of inset dormer balcony in favour of traditional dormer with exterior cantilevered balcony, which will require minor layout changes at first floor level. Cliff Side Finnygook Lane Portwrinkle. PL11 3BP Applicant John & Martin Nicholls. The Chair proposed, with All in favour to approve this application. (**Clerk** to submit response to CC)
 - c) To receive Cornwall Council's decision on the following planning applications:

PA26/04149 Works to Trees within a Conservation Area (TCA) - T1, T2 and T3 - 3 x Aspen trees - Removal. The Rectory SheviocK. Applicant Mrs Diana Lester. CC decided not to make a TPO

PA26/03763 Proposal Rear extension and alterations to external finishes. Location 33 Whitsand Bay View Portwrinkle. Applicant Mr Mark Wood. Approved with condition that obscure glass is used on the west extension first floor window.

PA26/04475 Works to Trees within a Conservation Area (TCA) - 3 x Ash - Full removal to ground level. Glebe House Shevioc. Applicant Mr Raymond King. CC decided not to make a TPO.

PA26/02105 Construction of new side extensions and loft space conversion to dwelling. Demolition of existing garage and outbuildings and construction of new detached garage. Location Cliff Side Finnygook Lane Portwrinkle Torpoint. Messrs John & Martin Nicholls. Approved with pre-conditions, including a construction method statement, cliff and site stability report, a surface water strategy drainage plan.

PA26/03396 Submission of details to discharge Condition 4 - Construction Method Statement, in respect of Decision Notice (PA23/05369) dated (13.05.2024) 13 Burns View Crafhole. Approved. A revised Method statement includes a construction contact number and method of communications to keep nearby residents informed.

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 Permission in Principle for the construction of up to 2 dwellings (minimum of 1, maximum of 2) Little Creech Georges Lane, Shevioc PL11 3EL. Approved, CC decided not enough grounds to take to committee, despite request. Applicant has 3 years to submit technical drawing/Planning application.

d) Planning Committee Reform and New Member and Local Council Protocols - Local Council engagement August 2026 and Neighbourhood Priority statements (NPS). Planning changes and policy update Briefing online "teams" invite. All Cllrs Wednesday 23 September, 4.00-5.30 pm. Noted

e) NPS/Rame Cluster. After discussion Cllr Medway proposed with All in favour to develop an NPS (Neighbourhood Priority Statement) within the Cluster of original Rame NDP parishes. In respect of the inclusion of Torpoint, it was resolved with All in favour that the continued inclusion of the Principal Residency clause would be non-negotiable if the NPS was to include Torpoint, however items such as transport links would be beneficial if working together. **Cllr Medway** to respond to the Cluster Parishes.

6. HIGHWAYS MATTERS TO REPORT

- a) Polscoe Hill/Tredis bend. 3 x further accidents reported and logged with highways since last meeting. Strategic Road Safety Team are completing a topographical survey for the detailed design of road safety improvements. To be funded by CC for 2027-8 budget but now also competing with other highway scheme priorities for funding this financial year.
- b) Mobile speed display unit Memorial Hall. The unit will not be returning due to age/scheme now ceased. Highways have confirmed that they will not provide a speed camera warning sign, at gateway to Crafhole East, unless a speed camera was in place.
- c) Overgrown pavement A374 Shevioc village. **Clerk** to request further works to the initial cut ref: W262181429 as scraping back is needed; Request speed data from East bound and westbound directions through Shevioc A374 and a timeline following road safety recommendations as noted in the A374 safety review by CC; Request maintenance of existing speed display unit at Western gateway of Shevioc A374.
- d) (Tregantle Cliff road) Military Road closure from 14th September - 2nd October bus diversion noted see item 4.
- e) Vegetation overgrown obscuring yellow lines, bank under Whitsand Bay Hotel. No response from owner of Whitsand Bay. It was agreed (**Clerk**) to report to CC to request they contact land owners and/or cut area back for visibility. Double yellow lines have been repainted. **Clerk** to request Mr D Leonard to cut back hedging around toilet exit, on Eastern side.

7. FOOTPATHS

- a) Gold PROW 5 (Coombe Lane/Ladywell). Still awaiting the repair date for this financial year - as promised by Cornwall Council. **Clerk** to continue to chase. Footpath 1 no funding, temporary closure.
- b) Footpath cuts: not needed at time of meeting, re-evaluate at next meeting for autumn /winter final cut.
- c) Circular 13 top of Tredis View. Broken Gate Post now repaired. Thanks were given to Mr K Andrew.

8. **CLIMATE RESILIENCE, FUTURE PROOFING FINNYGOOK LANE/PORTWRINKLE HARBOUR.** standing item. Photograph of Hoodny beach cliff fall west of the harbour, from late 1970's has been handed into Cllr Stone. **Clerk** to keep on file.

9. FINANCE

- a. The Chair proposed Cllr Medway seconded with all in favour to approve the September payments, listed further below. **The Chair and Cllr Medway** to authorise via online banking.

- b. The Chair and Cllr Court signed the Unity bank “transfer of funds overseas” form to authorise the purchase of a replacement cabinet door from “Pyres” for the Finnygook defibrillator. **(Clerk)**
- c. EDF contract error. It was agreed to pay the new EDF bill (under duress) for the Tredis defib which covers 1.5 months, to ensure we are not breaking the new contract and prevent potential legal action. EDF have admitted their error when quoting the revised contract price - intended to resolve the initial dispute - but despite this are “unable” to amend the additional charges. **Clerk** in contact with both the MP and Ofgem. To add as an agenda item to resolve the future of Tredis defib at next meeting, subject to responses
- d. Cllr Stone checked and signed the reconciled bank statements and ledger from August
- e. To receive External Auditor’s report for accounts April 1st, 2025, to March 31st, 2026. “in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return **is in accordance with Proper Practices** and **no other matters** have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
Minor elements. “Other matters not affecting our opinion which we draw to the attention of the authority: The authority has disclosed that it has not complied with one of the governance assertions within the Annual Governance Statement. The authority has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address identified weaknesses” *The Parish Council adopted an IT policy.* “ Box 11 in the Accounting Statements was incorrectly answered as 'No'. The AGAR was returned for amendment and has been appropriately updated. The Accounting Statements do not include any trust transactions” *This was a form filing error in part due to the way the question had been worded, as many Parish Council’s made the same error.* **Minor scope for improvement:**
“The inspection period for the exercise of public rights was more than 30 working days. The regulations are specific and providing too many days should be avoided”. **Clerk** to post notice of conclusion of Audit on boards/ website and publish Externally reviewed Audit.
- f. To note publication of Local Government Services PayScale agreement 2026/27. **Clerk** to schedule staff appraisals.
- g. Bus Shelters. It was agreed to approve the bi-annual cleaning/maintenance quote for 3 x glass shelters for £180 plus vat, with Fernbank. **Clerk** to postpone start date until after Christmas. **Chair and Cllr Stone** have offered voluntarily to clean the Cross and Portwrinkle shelters during the Autumn Parish Clean up.

10. OPEN SPACE/PLAY PARK.

- a) Annual Play Park Inspection. **Clerk** to contact the Play Inspection Co, to arrange inspection.
- b) Weekly maintenance/H&S checks being completed by **Cllr Jenkins** during cover period wk./13-20 September.
- c) Repairs to Gym equipment/walker completed by Fresh Air and Fitness, no charge.

11. CORRESPONDENCE RECEIVED.

- R. King: Shevioc lane junction/A374 - vegetation obscuring the lone of site; Speed monitoring request. What is being done to reduce speed through Shevioc? See item 6c.
- Torpoint Town Council Mayor’s Civic Parade 20th September invite, **Clerk** to send response of thanks, Chair unable to attend, in this instance.
- Register of Councillor’s Interests. **Clerk** to respond to corporate&infogov@cornwall.gov.uk. stating all happy to have home addresses published, please republish on website. Subject to response from CC, Clerk will advise if still necessary to resubmit new forms re: changes in requirements to home addresses. Clerk has also requested editable PDF versions.
- CCTV/Body worn camera. Policy and training. **Clerk** to organise online training for Enforcement Officer. **Clerk** to draw up template policy for approval/adoption.
- Community Ownership and Energy Generation briefing. Noted.
- Anna Gelderd MP <https://forms.gle/wX6gHnXzEUqL4Fop6> South East Cornwall Services Survey. Paper copies in foyer of Memorial Hall. Information in Parish Newsletter. Feedback survey.

12. MINUTES:

Minutes of the extraordinary Parish Council meetings, July 13th, 2026. The Chair proposed, with All in favour who attended meeting, to approve as true and correct. The Chair signed.

Minutes of the Extraordinary Parish Council, planning meeting, Monday August 18th. The Chair proposed with All in favour who attended, to approve the minutes as true and correct. The Chair signed.

- 13. MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by an agenda item. None**
- 14. UPDATES FROM OTHER GROUPS-** if not covered in the agenda –**Flower beds.** Cllr Stone has undertaken maintenance of beds; It was agreed to allocate £100 from devolution budget for plants lost due to heat. **Cllr Stone** to obtain receipts. **Clerk** to contact D Leonard re: weeding of sea wall and car park curb, to prevent damage. **Cllr Stone** to oversee. **Telephone Kiosk Crafhole, Cllr D Humphreys.** Information signage installed, along with new leaflets. **Tree Warden (Cllr Lester)** Not at meeting but nothing to report. **Defibrillators** – New batteries installed at the Silas cove defib. See also items 9a. **South East Cornwall CAP Oct 6th, Cllr Jenkins** to attend subject to location. **Clerk** to obtain further info. **RPPTUG (Cllr Court)** The AGM was held at Freathy village hall. No new funding for 3 years. Protect what we have, use it or Lose it! New digital real time display at Kinberly Foster welcomed, requested for it to show buses for both directions due to low number of buses (Cllr Court). **Devolution: Car Park. Clerk** Several of the white lines need repainting **(Maintenance)**. Windows need WD40 **(pending Maintenance)**; **Clerk** to purchase Double toilet roll holders due to excessive demand in summer, it was agreed to authorise additional cleans when feasible or allocate extra time. **(Clerk/Maintenance) Clerk** to organise cut of grass beds at car park and hedging at toilets. Pending quote for commercial jet wash for toilets - **Clerk**; Legionnaires report mid-term **Cllr Medway** to complete (pending); FPN issued to Mr P Standish, this is in dispute as had purchased a weekly ticket via Just Park. **Clerk** has contacted CC with supporting evidence to also request cancellation and reason behind ticket (Pending).
- 15. DATA PROTECTION. Clerk** to commence data audit. **Clerk/Cllr Jenkins** to circulate revised Data Protection policy for consideration at future meeting for adoption.
- 16. AUTUMN PARISH CLEAN UP** weekend 19th/20th of September. Details in Newsletter.
- 17. ALL ITEMS FOR INCLUSION IN FUTURE MEETINGS.** Wooden Poppy display. Mid budget review.
- 18. DATE OF NEXT Parish Council Meeting, Monday 12th of October 2026, at 7pm TBC.**

The Chair declared the meeting closed.

Nancy Gray, Parish Clerk, Clerk's Office, Sheviock Memorial Hall, Crafhole, PL11 3DG. Telephone: 01503 232996 email clerk@sheviockparishcouncil.gov.uk A draft copy of the minutes from previous Parish Council meetings are posted at www.sheviockparishcouncil.gov.uk

DEVOLUTION ACCOUNT

Sep devo payments to authorise Direct debits/incoming to report from Aug 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.			£99.00
Natasha Wilson	Cleaning services			£207.00
Cheryl Sampson	Cleaning services inv 00008			£72.00
Bunzl	Cleaning supplies and stock/toilets inv 07/425146	£35.67	£178.34	£214.01
Cornwall Council	SLA parking enforcement visits July 8100709803			£54.05
Direct Debits/payments to report				
Unity	Service charge set banking fee			£7.00
INCOMING (Gross income)	Post Office cash ticket machine revenue			£885.85
	Post Office cash ticket machine revenue			£1,356.95
	Post Office cash ticket machine revenue			£936.00
	Just Park, online parking revenue			£3,477.12
	Post Office cash ticket machine revenue			£777.55

PARISH PRECEPT ACCOUNT

Sep 2026 Payments to authorise plus direct debits to report and incoming received from August 20256				
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	Net Parish wage			
Nancy Gray	Clerk's travel expenses parish. Tavel expenses			£8.25
Gary Dyer	Enforcement hours net			
Gary Dyer	Mileage as previous agreed,			£73.81
S Lester	maintenance wage			
S Lester	travel expenses 62 miles @£0.55 per mile =£1.1 plus £4.48 for two tubes of silicone sealant for new information signage at telephone kiosk Crafhole			£5.58
EDF	Tredis defib. This bill is incorrect once again. However it is being paid whilst under dispute to avoid penalties/legal action. Instead of the newly offered £24 per month it has now risen to £51.75 as includes supply charge plus transmission and agent charges at an additional £30.45 per month - not mentioned during offer. Edf admitted fault but no change. Raised with ofgem and MP			£81.22
NBB recycled furniture	Bench Pending Payment. Awaiting final invoice once bench dispatched, as payment is by Purchase Order so Oct payment.	£132.30	£661.50	£793.80
Dean Leonard	inv 817 Cutting Parish Amenity areas Aug			£150.00
Dean Leonard	inv 818 cutting of CC amenity Area Aug			£100.00
BDO LLP	External Audit fee INV-00873627 client ref 1132891			£378.00
Torpoint First responders	PENDING: First responders donation pending (following CPR training) still awaiting new bank details			£100.00
PYRES	PYRES.com AIVIA. Replacement door for parish defib cabinet at the Finnygook plus shipping from France . Payment via overseas transfer form (Unity)			149 euros
internal transfers to report from August				
outgoing, internal transfer out to parish precept account from parish precept savings	To cover parish payments in August			-£5,000.00
incoming	Internal transfer in, from parish savings account, to cover August payments as second instalment of precept not due into account until September.			£5,000.00
Direct Debit				
ICO	Information commissioner ICO annual fee			£47.00
Lloyds (unity corporate card)	Parish credit card monthly payment for purchases as shown below			£86.28
	<i>Lloyds set monthly card fee</i>			<i>£3.00</i>
	<i>X2 connect "Information" signs for Crafhole Telephone kiosk</i>	<i>£13.88</i>	<i>£69.40</i>	<i>£83.28</i>
Unity Bank	set monthly banking fee			£7.00
Nest	Staff pension, includes employee contribution taken from wage (devo and parish wage combined - to be part reclaimed form devo budget at end of year)			£76.83
INCOMING	Mrs Daniels. Donation for replacement recycled memorial bench, Portwrinkle			£735.00