

## Sancreed Parish Council – Ordinary Meeting

Venue: Mary Williams Memorial Hall, Sancreed, Penzance TR20 8QS

Date: Tuesday 21<sup>st</sup> February at 7.00 pm

### **Minutes**

#### Present

Councillors: Stuart Thomas (Chairman), Kate Goodman, Michael Harvey, Mark Hawkins, Ivor James, Peter James, William James and Paul Nicholson.

Others: Brian Clemens (County Councillor), Cassandra Crisp (Clerk) and two members of the public.

#### Chairman's Welcome

Stuart Thomas welcomed everyone to the meeting.

#### Apologies

David Haigh - accepted.

#### Minutes

It was resolved that the minutes of the Sancreed Parish Council meeting held on 17<sup>th</sup> January 2023 having been previously circulated, should be signed as a true and correct record.

#### Declarations of Interest

None.

#### Public Participation

A member of the public reported that the positioning of the VAS at Newbridge was an issue. Stuart Thomas commented that the VAS would be replaced as part of the upcoming Highways scheme.

#### Chairman's Comments

None.

### Councillors Comments

Ivor James asked for clarification regarding the replacement of the white lines at Drift. It was confirmed that they were removed and would not be replaced per the design of the resect Highways scheme. There was a discussion about the new pavement at Drift being driven over. **Action: Clerk to contact Highways requesting a white edge line adjacent to the new pavement (complete).**

Kate Goodman reported that; a recent walk arranged by the Village Hall committee had been very successful with approx. £100 being made from tea / coffee sales, the new grit bin near the Village Hall was not aesthetically pleasing and that the footpaths from Grumbla to Caer Bran and Grumbla to Cromlech were grown in.

Kate Goodman presented a proposed playground questionnaire – to be discussed further.

### Cornwall Councillors Comments

Budget - have voted against the budget as believe it doesn't need to be so high – there is a £600k reserves pot which could be better used – the increase could have been reduced by 2%.

Planning - have voted for climate change planning – however there is a part of the policy which may cause big issues for rural parishes – planning officers are not happy about it.

The County Councillor role is difficult but I am getting there – showed a 500 page document for one recent meeting.

### Clerk's Comments

None.

### Action points from previous meetings (if not covered elsewhere in Agenda)

- Jubilee trees - replacement of apple trees. It was agreed to purchase two more apple trees. **Action: Paul Nicholson to purchase trees and plant accordingly.**
- Jubilee plaques – instalment of signs. Posts are in. **Action: Paul Nicholson to complete.**
- Newbridge – bench – bench complete and to be fitted imminently.

### New Items for the Agenda

Website – it was agreed to proceed with the new website from Curtis Website Design.

### Footpaths and Highways

- Footpaths committee:
  - It was agreed to accept the LMP cutting grant of £3,168.62
  - It was agreed to ask Pip Morse to continue as the LMP contractor
  - DMMO order – WCA 654 - Addition of a Bridleway together with the Upgrade of Footpath to Bridleway at Caer Bran Farm – noted.

- Faulty Newbridge VAS – more checks are required – the unit is within its 5 year warranty.
- Tremethick Cross – Madron Parish Council have similar concerns about the safety of the crossing and asked for a 30 mile speed limit and flashing lights. Clemo reported that the work hasn't started yet even though it should have been done in October
- Salt / grit bins – have been installed.

### Planning

Applications:

- None.

Decisions:

- PA22/09335 - Conversion of agricultural buildings to form four self-contained residential units - Treganhoe Farm Sancreed Penzance Cornwall TR20 8RH - Ivor and Susan James – Withdrawn - noted
- PA22/09337 - Proposal Conversion of agricultural buildings to form two self-contained residential units - Treganhoe Farm Access Track To Treganhoe Farm Sancreed Penzance Cornwall TR20 8RH - Ivor and Susan James – Withdrawn - noted

Planning applications received after last meeting but responded to prior this meeting:

- None.

Any other matters concerning planning in the parish

- None.

### Policies and Procedures

It was agreed to adopt the following policies and procedures:

- Standing Orders
- Financial Regulations
- Risk Register
- Reserves Policy
- Code of Conduct
- Data Protection Policy
- Document Retention Policy
- Freedom of Information Policy
- FOI Model Publication Scheme
- Subject Access Request Policy
- General Privacy Notice
- Complaints Procedure
- Broadcasting & Media Policy
- Social Media Policy
- Statement of Internal Controls

## Finance

### Payments of accounts:

- Laptop – C Crisp (purchased from Currys) - £224.50 (50% of £449) - agreed
- Printer – C Crisp (purchased from HP) - £64.99 (50% of £129.98) - agreed
- Grit bins – Cornwall Council (CORMAC) - £932.99 - agreed
- Trees – Paul Nicholson - £28.00 – agreed – it was noted the receipt was lost but the claim was acceptable
- Room rent – Mary Williams Hall - £192.00 - agreed
- Bench – Tim Bennett - £336.00 – agreed
- Glebe rent – Truro Diocesan Board Finance Ltd c/o Savills (UK) Ltd - £62.50 – agreed
- Registration - Information Commissioners Office (ICO) - £35.00 - agreed

### Standing orders:

- Salary (Clerk) – C Crisp - £323.20 – agreed

### Payments received:

- None.

### Other finance matters:

- Mole Valley trade account – account has been setup.
- Information Commissioners Office (ICO) – it was agreed to register with the ICO and to setup a direct debit to pay the annual charge – currently £35 per annum.

## Risk assessments / inspections

| Location | Asset                                           | Last inspection date | Inspected by  | Observations                       | Outstanding actions                                                               |
|----------|-------------------------------------------------|----------------------|---------------|------------------------------------|-----------------------------------------------------------------------------------|
| Sancreed | The Glebe - includes; seat, goalposts & poo bin | 14/02/23             | William James | Gate, Swings and grass             | <b>From ROSPA inspection May 22 – Swings</b><br><br>From Feb 23 inspection - None |
| Sancreed | Bus shelter                                     | 17/01/23             | Stuart Thomas | In good order / nothing of concern | None                                                                              |
| Sancreed | Noticeboard                                     | 17/01/23             | Stuart Thomas | In good order / nothing of concern | None                                                                              |
| Sancreed | Seats - by the Church (two of)                  | 17/01/23             | Stuart Thomas | In good order / nothing of concern | None                                                                              |

|           |             |          |              |                                                                                                                |      |
|-----------|-------------|----------|--------------|----------------------------------------------------------------------------------------------------------------|------|
| Drift     | Car park    | 17/01/23 | Mark Hawkins | Car park sign has been knocked and is leaning but is leaning away from the car park and is solid – no concerns | None |
| Drift     | Noticeboard | 17/01/23 | Mark Hawkins | Perspex is becoming cloudy and may need replacing soon.                                                        | None |
| Drift     | Seat        | 17/01/23 | Mark Hawkins | In good order / nothing of concern                                                                             | None |
| Newbridge | Noticeboard | 17/01/23 | Peter James  | In good order / nothing of concern                                                                             | None |
| Newbridge | Seat        | 17/01/23 | Peter James  | In good order / nothing of concern                                                                             | None |
| Newbridge | VAS 1       | 17/01/23 | Peter James  | In good order / nothing of concern                                                                             | None |
| Newbridge | VAS2        |          |              |                                                                                                                |      |
|           |             |          |              |                                                                                                                |      |

### External Meetings

Reports from external meetings attended:

- West Penwith Community Network Panel – Thursday 19<sup>th</sup> January 2023 – SSSI debate dominated, also Trannack Farm has planning permission for 320 houses but are trying to change the access from off Treneere roundabout – Highways are looking into it.

Details of upcoming external meetings:

- CNP Police Liaison Meeting - 28<sup>th</sup> February 2023 @ 19:00 – on Teams – Stuart Thomas will attend.
- West Penwith Community Network Panel – Thursday 16<sup>th</sup> March 2023 @ 19:00 – Paul Nicholson and Stuart Thomas will attend.
- Local Council Planning Training: Climate Emergency DPD policies and planning processes = Wed 22 Mar 2023 15:30 – 17:00 – on Teams – Kate Goodman will attend.
- 20 is plenty roll out - Mon 24 Apr 2023 10am – 1pm – on Microsoft Teams
- 20 is plenty roll out - Tue 2 May 2023 10am – 1pm – on Microsoft Teams

Items for next meeting agenda

None.

Next meeting

Ordinary meeting on Tuesday 21<sup>st</sup> March at 7.00pm in the Mary Williams Memorial Hall.

There being no further business the Chairman closed the meeting at 8.01pm.



Chairman

21<sup>st</sup> March 2023