

SANCREED PARISH COUNCIL

MINUTES ANNUAL COUNCIL MEETING OF
SANCREED PARISH COUNCIL AT SANCREED VILLAGE HALL
TUESDAY 21st MAY 2024 AT 7.00 PM

Contact the Clerk regarding
any item in these Minutes:
Parish Clerk & RFO
Victoria Burton-Davey
clerk@sancreed-pc.gov.uk

Press & Public were invited to attend the above meeting.		
WELCOME: The Clerk opened the Meeting@19:26		
REF.	DESCRIPTION	ACTION
24-05/1	ELECTION OF CHAIR a) Cllr Mark Hawkins was proposed as Chair of Sancreed Parish Council (SanPC) and Members RESOLVED to elect him to office Proposed: Cllr W James Seconded: Cllr Nicholson All In Favour (AIF): YES a) Cllr Hawkins signed the Declaration of Acceptance of Office b) The Chair welcomed attendees and proceeded to Chair the Meeting	CLERK
24-05/2	PERSONS PRESENT: Cllr Hawkins (Chair); Cllr Haigh (Vice Chair); Cllrs Goodman, Freeman, W James, Nicholls, and Nicholson CLERK: Victoria Burton-Davey ALSO PRESENT: Cornwall Cllr Brian Clemens APOLOGIES: Cllrs Bottrell, Harvey, and P James were unable to attend PUBLIC ATTENDEES: 1	
24-05/3	MEMBERS DECLARATIONS No Declarations of Interest from Members	
24-05/4	ELECTION OF VICE CHAIR Cllr Goodman and Nicholls were both proposed as Vice Chair but were unable to stand due to other commitments. a) Cllr David Haigh was proposed as Vice Chair of SanPC and Members RESOLVED to elect him to office Proposed: Cllr Hawkins Seconded: Cllr W James AIF: YES b) Cllr Haigh signed the Declaration of Acceptance of Office	
24-05/5	PORTFOLIO HOLDERS 2024/25 Councillor Portfolios for 2024/25 were discussed and AGREED . Clerk to update and publish.	CLERK
24-05/6	PUBLIC FORUM Nobody asked to speak in the Public Forum	
24-05/7	APPROVAL OF MINUTES The Meeting RESOLVED that the Minutes of the full Council Meeting (FCM) of SanPC held on 16th April 2023 having been previously circulated be taken as read, APPROVED , and signed. Proposed: Cllr Nicholson Seconded: Cllr Nicholls AIF: YES	CLERK
24-05/8	MATTERS ARISING To NOTE any matters arising from the accepted Minutes	

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24-05/9	CORNWALL COUNCILLOR'S REPORT The monthly Cornwall Councillor's Report from Councillor Brian Clemens: he had recently met with the Police and Crime Commissioner regarding issues across the area, including driving habits, anti-social behaviour, and drug related offences. We have agreed some key actions that can be taken and she will be speaking with the Chief Constable and the local Policing team to action these. With regards the last Police Liaison Group meeting: it was disappointing that the guest speaker could not attend due to operational matters but that did give us the chance to talk at length about the operational procedures that many felt did not deliver the service expected from the force. The beat manager explained that with the new officers imminent, the role of the PCSO will revert to dedicated areas of operation, and after consulting with the team they have expressed that they wish to resume working to the model they previously used. This means there will be higher presence and visibility in our area, and the new TRI-SERVICE-OFFICER was now in post at Penzance. It had been a busy year for all Councils on Cllr Clemens' patch, and many have taken full advantage of the funding opportunities made available along with many local organisations. He thanked the Clerks and the staff along with the Councillors he had the privilege of working with over the last twelve months, and looked forward to working with them in the coming year to achieve all they could for the residents represented, and hopefully building on the achievements of the past year. He also reported that the dedicated Fire Fighting team at St Just desperate for Fire Fighters to join up as they were reduced to eight members f] rather than the usual thirteen, and other members were due to retire soon. He would also be asking Cornwall Council (CC) to honour the national uplift in pay of 15%, rather than offering the 12.5% they planned.	
24-05/10	NEW PLANNING APPLICATIONS PA24/02208 Proposal: Non-material amendment in relation to decision notice PA21/00333 dated 09.04.21 Location: Tangalwood Road from Lower Grumbla Road to Sancreed Road Penzance TR20 8QR No site visit had been made as the amendment was on timescale. SanPC RESOLVED to SUPPORT PA24/02208 Proposed: Cllr Goodman Seconded: Cllr W James AIF: YES	CLERK
24-05/11	PLANNING DECISIONS were NOTED PA24/00612 Listed Building Consent: Change of use from Residential (C3) to Bed and Breakfast (C1) Location: Sancreed House Sancreed Road Sancreed Penzance Cornwall TR20 8QS DECISION: Approved with conditions 19/04/2024	

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	PA24/00611 Location: Sancreed House Sancreed Road Sancreed Penzance Cornwall TR20 8QS Proposal: Change of use from Residential (C3) to Bed and Breakfast (C1) DECISION: Approved 18/04/2024	
	PA24/01551 Proposal: Change of use application for the retention and completion of a building to form an agricultural worker's dwelling Location: Land East Of Ennis Cottage Trannack Road Sancreed Cornwall TR20 8QW DECISION: Refused 14/05/2023	
24-05/12	Other Planning Matters including late applications HEARD and decisions were NOTED	
	PA24/00569/PREAPP Location: 5 Higher Grumbla Sancreed Penzance Cornwall TR20 8QZ Proposal: Pre application advice for two storey side extension to replace existing single storey side extension, replacement porch and other fenestration adjustments on original farmhouse. Demolish existing garage and rebuild in different part of the site.	
	PA24/01209 Proposal: Temporary stationing of caravan for residential purposes whilst renovation of existing dwelling known as 5 Higher Grumbla, temporary stationing of storage container, and proposed drop kerb for driveway Location: 5 Higher Grumbla Sancreed Penzance Cornwall Councillors discussed the application. SanPC RESOLVED to SUPPORT PA24/01209 Proposed: Cllr Nicholson Seconded: Cllr Goodman AIF: YES	
24-05/13	Amenities a) Playground Monies received and playground equipment invoice on way ready to book installation The annual inspection report had been circulated. Members discussed the report, and the Clerk was asked to get three quotes for low level remedial works advised. Cllr Goodman to draw up specifications. b) Dog fouling sign mock up prepared by Clerk. Vice Chair and Cllr Goodman to agree wording, and to send some pictures to use on sign. c) Letter of Support – Sancreed Village Hall SanPC RESOLVED to provide a Letter of Support for Sancreed Village Hall to support their funding applications Proposed: Cllr Hawkins Seconded: Cllr W James AIF: YES	CLERK CLERK/KG DH/KG CLERK
24-05/14	Communications & Outreach a) The new website was live and the .gov.uk emails had been purchased for Councillors. The Clerk detailed the benefits of the new	ALL

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	secure/professional domain and asked everyone to shift over to the new emails by the end of May. Clerk to re-send instructions to Cllrs Freeman and Nicholson. b) She also reported that a new edition of the Good Councillor Guide was available on the Member's page of the SanPC website.	CLERK
24-05/15	Environment Sancreed Nature Action Group had been planning some talks for the Parish. Clerk to bring to next Agenda.	CLERK
24-05/16	Highways Local bus provision was discussed.	
24-05/17	Public Rights of Way (PRoW) WG It was suggested that SanPC consider paying for cutting of the grass area adjacent to the car park at Drift. the suggested spend of £200.00 to be brought to the June Agenda.	CLERK
24-05/18	Policy Reviews a) Standing Orders 2024 b) Financial Regulations 2024 The above policies had been circulated for review prior to the meeting. Questions were answered regarding the new financial regulations. SanPC RESOLVED to ADOPT the two policies above Proposed: Cllr Hawkins Seconded: Cllr Freeman AIF: YES	CLERK
24-05/19	FINANCE a) The Meeting RECEIVED and NOTED the Bank Reconciliations as at the 30th April 2024 b) The Meeting RECEIVED and RESOLVED to APPROVE the May 2024 payment schedule Proposed: Cllr Nicholson Seconded: Cllr W James AIF: YES c) SanPC RESOLVED to APPROVE the Fixed Asset Register 31/04/2024 Proposed: Cllr Nicholls Seconded: Cllr Nicholson AIF: YES d) SanPC NOTED the Accounts Summary 2023/24 e) AGAR 2023/24 I. SanPC RESOLVED to APPROVE the Certificate of Exemption 2023/24 Proposed: Cllr Hawkins Seconded: Cllr Nicholson AIF: YES II. Internal Audit Report 2023/24 NOTED and ACCEPTED Proposed: Cllr W James Seconded: Cllr Nicholls AIF: YES III. Annual Governance Review 2023/24 NOTED as SIGNED	CLERK CLERK CLERK CLERK CLERK

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	Proposed: Cllr W James Seconded: Cllr Nicholls AIF: YES IV. Annual Accounting Statement 2023/24 NOTED as SIGNED Proposed: Cllr Hawkins Seconded: Cllr Nicholls AIF: YES f) RFO report it had been a very busy with Internal Audit 2023/24 and AGAR preparation Grant payment had been received from National Lottery for £1,465.00 The CIL Report for 2023/24 left a balance of £717.50 SanPC had received remittance advice received from CC for £8,018.33 Precept and £2,112.76 CIL The Clerk asked that the Parish Council apply for a Business Debit Card which Members RESOLVED to do Proposed: Cllr W James Seconded: Cllr Haigh AIF: YES Total Receipts for April 2024 £11,608.32 Total Payments for April 2024 £3,509.75 g) Grants/Funding I. Jubilee Pool had responded that day with prices and information about Under 16s Swimming. The best way to support residents in accessing the Under 16s Swimming was discussed. It was felt that the lack of support for adult passes was a detriment to the proposal. Also, public monies granted for a specific purpose needed to be repaid if not spent for that purpose: Jubilee Pool had said they would not be prepared to do that. In the end it was thought that the possible solution of managing the purchase of passes 'in house' was not workable, and the Council sadly AGREED they could not grant the funds requested.	CLERK CLERK/MHK CLERK
24-05/17	Clerk's Report and Correspondence a) Clerk report I. Polling Station review – Clerk had contacted a senior CC officer after the lack of response form the Polling Review team II. Clerk leave APPROVED for: From May 27th to 3rd June (inclusive) From June 6th to June 7th (inclusive) from June 13th to June 14th (inclusive) Minutes posted, APM and ACM Agendas drafted, April invoices paid Planning comments in Contacted St Just about marking D-Day Policy documents to website b) Most correspondence received covered in Agenda, though the Clerk shared a note about two accolades for which a SanPC Member had been nominated. He was congratulated.	
24-05/18	Training and Meetings Attended Cllr Hawkins had attended the Police Liaison Meeting on 14th May 2024	

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24-05/19	Diary Dates Confirmed: a) FCM 18 th June 2024	
24-05/20	OPEN SESSION CLOSED@20:38	
24-05/21	EXCLUSION OF THE PRESS AND PUBLIC The Meeting RESOLVED that in accordance with s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from the meeting during the consideration of the following business owing to the confidential nature of that business. Proposed: Cllr Hawkins Seconded: Cllr Goodman AIF: YES	
	Amenity acquisition a) A site visit had been made by CC officers and the Chair. The issues which needed addressing were now clearer to CC. A Heads of Term DRAFT was shared with Members. This was to help with funding applications as an interim measure whilst issues were resolved. Funding: A recent CIL EOI had been rejected, and a previous CLUP application had been unable to proceed because of the lack of Heads of Terms. All Members to seek funding opportunities.	Clerk/ MHk/DH ALL
24-05/22	MEETING ENDED@20:54	

Signed: Chair of Meeting



18/06/2024