

SANCREED PARISH COUNCIL

**MINUTES FULL COUNCIL MEETING OF
SANCREED PARISH COUNCIL AT SANCREED VILLAGE HALL
TUESDAY 15 April 2025 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 Chair welcomed Councillors and public attendees to the Meeting which started @19:00		
REF.	DESCRIPTION	ACTION
25-04/1	PERSONS PRESENT: Cllr Hawkins (Chair); Cllr Haigh (Vice Chair); Cllrs Cock, Freeman, Harvey, Nicholls, and Nicholson CLERK: Victoria Burton-Davey APOLOGIES: Cllr Goodman – away, Cllr James – unavailable, Cllr Clemens – election commitments NOT PRESENT: Cllr Bottrell PUBLIC ATTENDEES: 1	
25-04/2	MEMBERS DECLARATIONS No interests were declared	
25-04/3	PUBLIC FORUM Nobody asked to speak	
25-04/4	APPROVAL OF MINUTES The Meeting RESOLVED that the Minutes of the Full Council Meeting (FCM) of Sancreed Parish Council (SanPC) held on 18 March 2025 having been previously circulated be taken as read, APPROVED , and signed. Proposed: Cllr Haigh Seconded: Cllr Nicholson All Rest In Favour (AIF): YES	CLERK
25-04/5	MATTERS ARISING No matters arising from the accepted Minutes not included below	
25-04/6	CORNWALL COUNCILLOR'S REPORT No Cornwall Council (CC) update this month	
25-04/7	NEW PLANNING APPLICATIONS PA25/01890 Proposal: Proposed extension to existing garage to form potting shed and garden equipment store Location: Codna Coath Sancreed Penzance Cornwall Members discussed the application. The need for the extension was discussed. SanPC RESOLVED to SUPPORT PA25/01890 Proposed: Cllr Haigh Seconded: Cllr Harvey Objected: Cllrs Freeman and Nicholson on the grounds that the need for the extension was not evidenced Rest In Favour: YES	CLERK
25-04/8	PLANNING DECISIONS Noted PA25/00622 Proposal: Application for a Lawful Development Certificate for an Existing use of land and stables for the keeping of horses Location: Chiverton Tregonebris Lane Sancreed Penzance DECISION: Granted 19/03/2025	
	PA24/07926 Proposal: Extension to existing farm house, removal of existing garage, construction of new garage plus associated landscaping work Location: 5 Higher Grumbla Sancreed Penzance Cornwall TR208QZ DECISION: Approved with conditions 21/03/2025	

SANCREED PARISH COUNCIL

**MINUTES FULL COUNCIL MEETING OF
SANCREED PARISH COUNCIL AT SANCREED VILLAGE HALL
TUESDAY 15 April 2025 AT 7.00 PM**

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

25-04/9	Other Planning Matters None this month	
25-04/10	Amenities a) Playground I. April maintenance checks had been made by Cllr Goodman (not present). Cllr Nicholls volunteered to make the May checks II. Swings remedial work was in progress b) Drift i. Bus stop seating area awaited installation of pollinator planter to be completed. The plaque from the old bench was handed to the Chair to install. ii. The fingerpost was still with the fabricators being repaired. The estimate had been submitted to the Motor Insurance Bureau and compensation requested. iii. Reservoir Car Park and Drift Car Park: Searches on both the car park lands had been carried out to confirm ownership. SanPC RESOLVED that the Clerk would seek legal advice regarding signage and liability for the Reservoir car park. Proposed: Cllr Hawkins Seconded: Cllr Haigh AIF: YES c) The request to retain the Phone Box at Sancreed in operational order had been made. d) Newbridge Defibrillator – Cllr Cock had been liaising with the local pup who would continue to fundraise to maintain a defibrillator he hoped to obtain from a charity once applications reopened in June/July.	AN CHAIR CLERK LC
25-04/11	Communications & Outreach a) Website/email: Members NOTED that Notices regarding the upcoming Elections had been posted at the appropriate times. Clerk to check when ZPC was able to advertise the Councillor Vacancy arising and post vacancy in Parish. b) Invitations to be sent inviting local organisations to the Annual Parish Meeting (APM).	CLERK
25-04/12	Environment Sancreed Nature Action Group – Cllr Goodman had continued to liaise with LiveWest about the cutting and preservation of wildflowers at Sancreed and had also been in touch with South West Rivers Trust regarding the grass cutting at Drift Reservoir. Cllr Goodman had circulated a SNAG Report detailing the recent meetings. This was to be published on the website.	CLERK
25-04/13	Highways CC contacted SanPC regarding a tree defect and were pointed to the nearest landowner. A report of an obstruction near the highway was reported to CC. The Chair had been in touch with CC Highways regarding the safety cost of installing the light control crossings at Newlyn Green after residents raised concerns. Also reported was the poor condition of the A30 in areas at Drift.	
25-04/14	Public Rights of Way (PRoW) WG a) FP 117/12/1 incomplete and b) FP 117/24/1 impassable from Trannack Bridge: the access for these two routes was discussed. The F0otpath Officer (new appointment to be made in May) to evaluate and propose course of action. b) DMMO WCA 739: Footpath at Treganhoe Farm: no further information to be sent to CC.	ALL

SANCREED PARISH COUNCIL

MINUTES FULL COUNCIL MEETING OF
SANCREED PARISH COUNCIL AT SANCREED VILLAGE HALL
TUESDAY 15 April 2025 AT 7.00 PM

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

	The Meeting NOTED that the LMP/Grass Cutting contractor had agreed to continue for a third year. The Small Works Contract had been sent and updated Public Liability Insurance requested. The Contractor was thanked for circulating the Penwith Footpath report.	
25-04/15	Policy Reviews & Governance a) The dates of Meetings 2025-26 were AGREED b) Members were reminded of the deadline for Election Expenses Forms Members had RECEIVED and REVIEWED the policies below: c) Code of Conduct 2025 d) Risk Register 2025 SanPC RESOLVED to ADOPT them Proposed: Cllr Haigh Seconded: Cllr Hawkins AIF: YES	CLERK
25-04/16	FINANCE a) The Meeting RECEIVED and NOTED the Bank Reconciliations as at the 31 March 2025 b) The Meeting RECEIVED and RESOLVED to APPROVE the April 2025 payment schedule Proposed: Cllr Harvey Seconded: Cllr Nicholson AIF: YES c) RFO report i. The Accounts Summary 2024-25 was REVIEWED and SanPC RESOLVED to ACCEPT it. The Chair signed the document. Proposed: Cllr Haigh Seconded: Cllr Nicholls AIF: YES It was NOTED that the increase in turnover meant that the Council would undergo a full External Audit for 2024-25. This had been accommodated in the updated Budget 2025-26 below. i. Budget 2024-25 end of year report was REVIEWED and NOTED ii. VAT form 126 2024-25 was REVIEWED and NOTED iii. Fixed Asset Register 2025 was REVIEWED and SanPC RESOLVED to ADOPT the updated document Proposed: Cllr Cock Seconded: Cllr Nicholson AIF: YES iv. Budget 2025-26 end of year update was REVIEWED and SanPC RESOLVED to ADOPT the updated document Proposed: Cllr Haigh Seconded: Cllr Harvey AIF: YES v. CIL Reports 2023-24 and 2024-25 were NOTED vi. Internal Auditor Letter of Engagement and no conflicts of interest 2024-25 was NOTED The March Payment Schedule had been actioned The first Precept payment had been received: £8,994.50 An April CIL payment had been received: £1,536.38 Total Receipts for March 2025: £12.45 Total Payments for March 2025: £820.29	

SANCREED PARISH COUNCIL

MINUTES FULL COUNCIL MEETING OF
SANCREED PARISH COUNCIL AT SANCREED VILLAGE HALL
TUESDAY 15 April 2025 AT 7.00 PM

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

	No Grants/Funding applications this month.	
25-04/17	Clerk's Report and Correspondence a) Clerk report: Posted February Minutes to website and noticeboards Commissioned fingerpost repairs Drafted FCM Minutes 03-2025 and Agenda 04-2025 Ask contractor to cut Drift Car Park Adopted policies posted to website March Payment Schedule posted to website b) Correspondence received not included above: Cllr Goodman had received an email accusing the Clerk and Chair of falsifying the Council Minutes for 02-2024. This is a very serious issue and was treated as such. Cllr Goodman took advice from the Clerk regarding the accuracy of the allegation, and responded to the Parish resident as follows: "After discussing your email with our Sancreed Parish Clerk and Financial Officer we have decided that I should reply to your comments on this one occasion. Any subsequent emails that contain unfounded and inflammatory comments will be forwarded to the appropriate authorities. Let me explain what you have inferred. The minutes of the Sancreed Parish Council meetings are the Clerk's minutes. The Chairman and Councillors can feed back to the Clerk any comments they wish to make on her draft Minutes, but they have no say or power to change those minutes from anything but an accurate record of what took place at the meeting. In your email below you have made the accusation that the Clerk, an employee and public servant, has falsified the minutes of a council meeting. Our Clerk maintains the highest standards of public service, she is fully qualified and competent in her duties, and you cannot and must not make any inference otherwise. The manner in which you should approach any grievance that you wish to discuss is:- In a reasonable, and measured tone, write to the clerk or a councillor expressing your concern. In this case, copy in the section of the minutes that you wish to bring to attention and state what it is that is causing you concern. The matter will then be looked into, and a response will be sent to you." The resident has not been in touch to make a formal accusation. The Meeting NOTED that the Clerk sent her Meeting Minutes to <u>all</u> Councillors as soon as they were prepared, that there was <u>no</u> opportunity for the Chair or Vice Chair to influence the Minutes before the Members reviewed them, and that a recording of each Meeting was made and kept until the Minutes were approved.	
25-04/18	Training and Meetings Attended The Clerk had attended the second of Election Training sessions on 14/04/2025	
25-04/19	Diary Dates: Meeting dates confirmed: a) APM 20 May 2025 at Sancreed Village Hall 6pm b) ACM 20 May 2025 at Sancreed Village Hall 7pm	
25-04/20	OPEN SESSION ENDED@20:04	

SANCREED PARISH COUNCIL

MINUTES FULL COUNCIL MEETING OF
SANCREED PARISH COUNCIL AT SANCREED VILLAGE HALL
TUESDAY 15 April 2025 AT 7.00 PM

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

25-04/21	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 Haigh AIF: YES	
	Acquisition of Land at Drift: Meetings with CC were being organised. The Clerk had confirmed with the Cornwall Council Monitoring Officer that the Parish Council was legally able to accept a donation for the purchase of the land. The Clerk had confirmed with CC Community Infrastructure Levy (CIL) team that monies from this source could be used to purchase or maintain land for use as a Community Growing Area or other amenity.	
25-04/22	MEETING CLOSED@20:06	

Signed: Chair of Meeting



20/05/2025