

SANCREED PARISH COUNCIL

MINUTES FULL COUNCIL MEETING OF
SANCREED PARISH COUNCIL AT SANCREED VILLAGE HALL
TUESDAY 19 AUGUST 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. The Chair welcomed attendees and the Meeting commenced @19:00.		
REF.	DESCRIPTION	ACTION
25-08/1	PERSONS PRESENT: Cllr Hawkins (Chair); Cllr Haigh (Vice Chair); Cllrs Bottrell, Cock, Freeman, Goodman, Nicholls, and Nicholson CLERK: Victoria Burton-Davey ALSO PRESENT: Cornwall Councillor Brian Clemens APOLOGIES: Cllr James was away from the Parish PUBLIC ATTENDEES: 4	
25-08/2	MEMBERS DECLARATIONS a. Pecuniary/Registrable Declarations of Interests: Cllrs Hawkins and Nicholls for 25-08/6 PA25/04672 b. Non-Registrable Interests - none c. Declaration of Gifts - none	
25-08/3 Cllrs Hawkins and Nicholls stepped out @19:02	PUBLIC FORUM Speaker 1. Spoke against item 25-08/6: PA25/04672. They outlined their objections, drawing Councillors' attention to the detrimental impact of the proposed development on close neighbours and possible inaccuracies in the Design and Access Statement.	
25-08/6	NEW PLANNING APPLICATIONS item heard after Public Forum PA25/04672 Proposal: Retrospective change of use of summerhouse to an annexe for family and holiday accommodation. Location: 3 Drift Close Lower Drift Buryas Bridge Penzance A site visit had been made. Councillors discussed the application in detail and were able to ask the applicants to confirm details about the sewerage. It was noted that no planning permission had been given for joining a mains sewage system and the associated invasive smell had been reported by Speaker 1. in the Public Forum. SanPC RESOLVED to OBJECT to PA25/04672 on the grounds that: *Planning History of the site: PA19/08226 Replacement summerhouse/shed 4m x 4m condition of approval: 2. The development hereby permitted shall be carried out in accordance with the plans listed below under the heading "Plans Referred to in Consideration of this Application". Reason: For the avoidance of doubt and in the interests of proper planning. 4. The development hereby permitted shall only be used incidental to the enjoyment of the dwelling house as such known as 3 Drift Close, Lower Drift, Buryas Bridge. Reason: In the interests of the residential amenities of the occupiers of neighbouring properties in accordance with Policy 12 of the Cornwall Local Plan Strategic Policies 2010-2030 paragraph 127 of the National Planning Policy Framework 2019. Comments on the Planning Portal also raised issues about the increase of traffic and commercial use of what was supposed to be a summer house/shed. *Noise, disturbance, and smells resulting from the proposed development: The Design and Access Statement stated at 6.3 that "The siting of the application building	

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	does not have an impact upon adjoining neighbours or the street-scene. No harm in respect of over-looking or loss of privacy or overbearing impact will be resultant." It was clear from the comments submitted on the Planning Portal and Speaker 1. In the public forum of this meeting that the statement was inaccurate from the perspective of local residents, who had cited several detrimental impacts including: loss of privacy; lack of building regulations guidance for installation of what now exists; noise disturbance; sewage smells; close proximity to other dwellings. * The need for the development: the need for the development to be situated over 7m from the dwelling house, whilst being only 2m from neighbouring properties when there was a garage/space around the dwelling house to provide room for an extension was NOTED. Given the impact on neighbouring properties it was suggested that the applicant re-apply with a more suitably sited alternative. Proposed: Cllr Haigh Seconded: Cllr Goodman All Rest In Favour (AIF): YES	CLERK
25-08/4 Cllrs Hawkins and Nicholls re-joined @19:16	APPROVAL OF MINUTES The Meeting RESOLVED that the Minutes of the Full Council Meeting (FCM) of Sancreed Parish Council (SanPC) held on 15 July 2025 having been previously circulated be taken as read, APPROVED, and signed. Proposed: Cllr Haigh Seconded: Cllr Nicholls Abstained: Cllrs Bottrell was not present at the meeting above AIF: YES	CLERK
25-08/5	MATTERS ARISING No matters arising from the accepted Minutes not included below	
25-08/6	NEW PLANNING APPLICATIONS item heard after Public Forum	
25-08/7	PLANNING DECISIONS were NOTED	
	PA25/00533/PRE Location: Trannack Cottage Trannack Newbridge Penzance Cornwall TR20 8PN Proposal: Pre application advice for proposed replacement dwelling. DECISION: Closed - advice given 11/07/2025	
	PA25/04562 Location: Treganhoe Farm Sancreed Penzance TR20 8RH Proposal: Hedgerow removal notice to remove 3 x 2m sections of hedgerow in order to install kissing gates to allow pedestrian access to the general public. DECISION: No objections (OHL/OHE/HG apps) 04/08/2025	
	PA25/00795/PRE Location: Sancreed House Sancreed Road Sancreed Penzance Cornwall TR20 8QS Proposal: Exception notice to fell a beech, tree has recently faulted to main stem and tree is also showing signs of bark necrosis. DECISION: Closed - advice given 08/08/2025	

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25-08/8	FINANCE a) The Meeting RECEIVED and NOTED the Bank Reconciliation as at the 31 July 2025 b) The Meeting RECEIVED and RESOLVED to APPROVE the August 2025 payment schedule Proposed: Cllr Nicholls Seconded: Cllr Freeman AIF: YES c) SanPC NOTED the 1st Quarter Budget Report 2025-26 and RESOLVED to ADOPT the UPDATED BUDGET 2025-26 to accommodate the new Clerk & RFO appointment pension allowance. Proposed: Cllr Haigh Seconded: Cllr Bottrell AIF: YES The Clerk requested that she be permitted to add the incoming Clerk as a Bank Signatory and transfer the Council RFO Debit Card into her name. The Meeting RESOLVED to DELEGATE actioning this to the Clerk and Bank Signatories. Proposed: Cllr Freeman Seconded: Cllr Hawkins AIF: YES The Meeting NOTED and RESOLVED to ACCEPT the External Audit Report 2024-25 which would be posted to the website and Noticeboards. The Clerk let Members know that she had questioned the Auditors comment about the Internal Audit Report. Proposed: Cllr Hawkins Seconded: Cllr Goodman AIF: YES The Meeting NOTED that the Notice of Conclusion of Audit 2024-25 was to be posted on 19/08/2025 on the Council website and Noticeboards. RFO Report: Actioned July Payment Schedule Published the July Payment Schedule to web Set up the new bank signatory Was in process of making payments for upcoming community event	CLERK/ Bnk Sigs CLERK CLERK/ Bnk Sigs CLERK
25-08/9	Clerk's Report and Correspondence a) The Clerk reported: - The FCM Minutes 06-2025 were posted to website/noticeboard - She had drafted FCM Minutes 07-2025 and Agenda FCM 09-2025 - Hard cuts were requested from Cormac for paths 117/17/2 and 117/47/1 - Sent ROI to Cllr Nicholson for completion - Sent CofC link to Cllr Goodman - Invited co-option candidate to September meeting - Updated LMP Cutting Schedule on website - Planning comments went to CC - Booked re-installation of fingerpost with CC – awaiting date - Asked CC to make good bus stop step down in Drift if possible - Let new poppy person know we will order direct - Legal advice still in process b) No correspondence received other than posters handed out	

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	c) Clerk vacancy: the three Councils had received 94 initial applications out of which 20 full applications were received. A selection of experienced and qualified Clerks were interviewed, and a candidate was invited to accept the role. The new Clerk & RFO would be available to start with the Councils on 15 September 2025. The current Clerk would cover until then.	
25-08/10	Diary Dates: Meeting date confirmed: a) FCM 16 September 2025	
25-08/11	MEETING CLOSED @19:34	