

Sancreed Parish Council

Minutes – 21 October 2025

Minutes of the meeting of Sancreed Parish Council held on Tuesday 21 October 2025 at the Mary Williams Memorial Hall, Sancreed at 7.00pm

Councillors present: Councillors D Haigh (Chair), J Bottrell, L Cock, S Freeman, W James, A Mullaney, A Nicholls, P Nicholson.

In attendance: Cornwall Councillor Brian Clemens.

Officer support: Clerk/RFO

Minute No.	AGENDA ITEMS
25-10/1	To record absences and note apologies for absence were received from Cllr Goodman.
25-10/2	Election of Chair Resolved that Cllr Haigh is elected as Chair of the Council for the remainder of the council year. Cllr Haigh signed the Declaration of Acceptance of Office.
25-10/3	Election of Vice-Chair Resolved – that Cllr Goodman is elected as Vice-Chair of the Council for the remainder of the council year.
25-10/4	Chair's announcement Cllr Haigh, as Chair, asked that the thanks of the Parish Council be Minuted, to Mark Hawkins, outgoing Chair for all his work for the community and the Parish Council during his term of office .
25-10/5	<u>Declarations of Interest:</u> None.
25-10/6	Member Dispensations None.
25-10/7	Public Speaking A local resident attended to introduce themselves as an applicant to be co-opted onto the parish council.
25-10/8	Cornwall Councillor reports Cornwall Councillor Brian Clemens gave a report which included: - all children in Cornwall eligible for free school meals will now receive them automatically, a huge help for families - all applicants for secondary education will be prompted to apply for transport at the time of application, a simpler process and better for children, families and a saving to the council - a review of home-to-school transport is being carried out, seeking to make savings. Savings of over £9m have been made, many decisions have been unpopular. Free transport has been reduced. - highways improvement budget at CAP level, we should know early in the new year how much will be available and how it will be allocated. Potentially a new system. Now is the time to work up ideas to apply for the CAP Highways Scheme. Limited budget and tight timescale. (send expression of interest to CAP Community Link Officer) eg – crossing places, junction improvements, new footways to link a route, verge planting, signage.

	- apologies for missing the September meeting and expressed thanks to the previous Chair for all his work for the parish and in working with the Cornwall Councillor. There were some funds remaining in the Community Chest and so community groups could be encouraged to apply.																
25-10/9	Minutes of the meeting held on 16 September 2025 Resolved – that the minutes of the meeting of the council, as above, having been circulated, be taken as read, approved and signed by the Chair as a true and accurate record of the meeting.																
25-10/10	Clerk's update report The Clerk gave an update on the work being carried out on administration systems, payroll and banking during her first month of employment with the Parish Council. There were difficulties getting signatories registered with the bank for online banking – ongoing. Notification to Elections Officer of Councillor resignation and resulting casual vacancy. Working on enhanced LMP application, pending quote from contractor. Fingerpost at Drift: the finial should have been replaced, insurance payment has been agreed and claim sent. Drift bus stop set down, Cllrs to advise the information is needed from Highways Manager Cllr Bottrell agreed to represent the council at St Just Feast.																
25-10/11	Reports from Cllrs as representatives on outside bodies Cllr Bottrell advised that he would be able install, collect or accept delivery of the parish Christmas Trees. Location of the lights was noted, with local residents. Resolved – Clerk to order three Christmas trees (9ft – Church; 9ft – pub; size to be confirmed – Drift).																
25-10/12	Reports from Cllrs from recent meetings - none.																
25-10/13	Planning Applications																
	a)	PA25/05405 – The Farmhouse, Boswarthen Farm, Sancreed, Penzance – Extensions and external alterations Resolved – that the parish council supports the application and asks that a condition be included to ensure that the access to the development does not affect the public footpath at this location.															
25-10/14	5 day planning protocol – responses to 5 day planning protocol consultations sent to Cornwall Council in the last month <i>None since last meeting.</i>																
25-10/15	Planning applications determined by Cornwall Council in past month – report for information, to note.																
25-10/16	Schedule of Payments Resolved - to approve the payments to be made, as set out in the schedule <table border="1"> <thead> <tr> <th>Payee</th><th>Purpose</th><th>Amount (inc VAT)</th></tr> </thead> <tbody> <tr> <td>K Goodman</td><td>Expenses refund, re-flowering Sancreed Green project</td><td>£25.20</td></tr> <tr> <td>J Clayton</td><td>Expenses refund, re-flowering Sancreed Green project</td><td>£8.00</td></tr> <tr> <td>Cornwall Council</td><td>Election recharge May 25</td><td>£322.48</td></tr> <tr> <td>ICT Connect</td><td>Monthly website charge</td><td>£12.00</td></tr> </tbody> </table>		Payee	Purpose	Amount (inc VAT)	K Goodman	Expenses refund, re-flowering Sancreed Green project	£25.20	J Clayton	Expenses refund, re-flowering Sancreed Green project	£8.00	Cornwall Council	Election recharge May 25	£322.48	ICT Connect	Monthly website charge	£12.00
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		Cornwall ALC	Code of conduct training	£30.00	
		Cornwall ALC	Chair training	£42.00	
		Staff costs, including salary, Pension, NI, PAYE		£304.35	
		L Clifton	Clerk expenses	£42.70	
25-10/17	CIL Funds, Grants and s.137 Payments No update.				
25-10/18	Playground <i>To receive an update on maintenance checks and to resolve to take any resulting action that may be necessary.</i> It was reported that it appeared that the gate to the playground had been stolen, seen on the way to the meeting. Cllr Bottrell to carry out regular maintenance safety inspection. Cllr Nicholson offered to review the missing gate to the playground and report on the condition of the remaining broken post.				
25-10/19	Drift bus stop set down / car park side <i>To receive an update on advice from the Highways Manager, Cornwall Council, and to resolve to take any resulting action</i> The Clerk was asked to follow up on the feedback to be sought from the Highways Manager. Details of the issue to be supplied to the Clerk by Councillors. There was concern raised at a van parked without current MOT in Drift car park, the Clerk was asked to take action for its removal, noting that St Just Town Council had been successfully proactive in removal of un-taxed vehicles and those without current MOT.				
25-10/20	Co-option applications Resolved – that Alex Mullaney be co-opted as a Sancreed Parish Councillor. Cllr Mullaney signed the Declaration of Acceptance of Office as a Parish Councillor and was welcomed to the Council.				
25-10/21	Fingerpost <i>To receive an update on the insurance claim and finial</i> - covered earlier in the meeting.				
25-10/22	Drift Reservoir car park <i>To consider a report from Cllr Haigh on potential options</i> It was noted that initial advice had been received from a local law firm and that more specific legal advice was now required. Resolved – to continue to appoint a new law firm, with appropriate specialism, to advise the council on its duties and responsibilities with respect to Drift Reservoir Car Park. It was resolved that there was a need to discuss confidential legal advice received and so the remainder of this item was considered later in the meeting, following exclusion of the press and public.				
25-10/23	Website / email <i>to review the operation of each and to agree any actions needed for improvement</i> Agreed actions: - Clerk to review website and social media and report back to a future meeting - Cllr Mullaney to be given a Councillor email account, Clerk to action - Document retention policy to be reviewed				
25-10/24	Parish Council Noticeboards <i>to review the arrangements for updating the parish noticeboards and to appoint new volunteers if needed</i>				

	Agreed – that notices will be posted on the noticeboards by: Cllr Nicholls (Drift); Cllr Goodman (Sancreed); and Cllr Cock (Newbridge)
25-10/25	Sancreed Nature Action Group <i>to receive an update on the work of the group and to agree any actions requested of the parish council</i> No report.
25-10/26	Public Right of Way consultation – HAD 313 – Proposed Diversion of Public Footpath 1 Sancreed – Treganhoe Farm, Sancreed <i>To review the consultation and to resolve a parish council consultation response</i> Already dealt with at a previous meeting.
25-10/27	Public Rights of Way (PRoW) Working Group <i>To receive any updates from the working group, also to receive any update on the Enhanced LMP application submitted</i> None
25-10/28	Community Emergency Plan <i>to receive correspondence from the Emergency Planning team at Cornwall Council and to decide whether to follow up with action by the Parish Council</i> Agreed to defer to next meeting.
25-10/29	Review of Bank Mandates <i>To review the Councillor signatories and to resolve any additions or removals of signatories on the bank mandate</i> The Clerk reported that two Councillor signatories, and the previous clerk as signatory, had been removed from the bank mandate. It was noted that Cllrs Nicholls and Goodman were existing bank signatories. Resolved – that Cllr James be added as a third Cllr signatory on the bank mandate.
25-10/30	Review of appointments to committees and outside bodies <i>To resolve the appointment of Councillors to vacancies on committees and working groups</i> Resolved – that the following appointments were made: i) Penwith CAP representative: Cllr James as member, Cllr Nicholson as deputy. ii) Police Liaison meetings – Cllr Haigh iii) Footpaths working group – Cllr Mullaney Resolved that a new working group be appointed: Working Group to review potential grant funded opportunities: Cllrs Nicholls, Mullaney, James.
25-10/31	Appointment of Internal Auditor for year ending March 2026 Resolved – to appoint Barbara Goraus as the council’s Internal Auditor for this financial year.
25-10/32	Compliance with AGAR Assertion 10, digital and data compliance <i>To review the parish council’s arrangements with respect to digital and data compliance and to resolve to take appropriate action if needed</i> Resolved – to defer consideration of the IT Policy to next meeting. Further update to next meeting.
25-10/33	Correspondence 1) Cornwall Council – Confirmation of Definitive Map Modification Order – The Cornwall Council (Addition of a Footpath at Treganhoe Farm in the Parish of Sancreed) Modification Order 2025 Noted.
25-10/34	Training Agreed that the Clerk will request Cllr James to join the Code of Conduct training (CALC) on 17 November, and for Cllrs Mullaney and Nicholson to confirm the dates for the Clerk to book them on to Code of Conduct training also.

25-10/35	Finance report and bank reconciliation - <i>To consider and note the budget monitoring report and bank reconciliation.</i> No report	
25-10/36	Agenda items for a future meeting i. Any items deferred from this meeting ii. Budget drafting for 2026/27 – November council meeting iii. Working group for looking at potential grant applications Date of next meeting: 18 November 2025 at the Mary Williams Memorial Hall, Sancreed	
25-10/37	Exclusion of the press and public 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.	
25-10/38	Drift reservoir car park Members discussed the background to the need to seek legal advice on this matter, the advice received, and potential next steps for the Parish Council to take, to seek to ensure that the area was well maintained. It was agreed that Councillors would arrange to meet for a clear-up working day, to be arranged for the following week. Resolved – that the Parish Council to take the following action 1. Legal advice on duties and responsibilities of maintenance and management of land 2. Legal advice on parish council land ownership. 3. Confirm insurance situation. 4. Delegated to the clerk in consultation with Cllrs Haigh and Cock 5. Order a sign (no overnight camping / pick up litter)	
	Meeting closed: 9.02 pm	Signed by Chair: