

Sancreed Parish Council

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Agenda – 16 December 2025

To Members of Sancreed Parish Council:

Councillors: D Haigh (Chair), K Goodman (Vice-Chair), J Bottrell, L Cock, S Freeman, W James, A Mullaney, A Nicholls, P Nicholson, *1 vacancy*

Dear Councillor

You are summoned to the monthly meeting of Sancreed Parish Council on **Tuesday 16 December 2025 at 7.00pm**, to be held in the **Mary Williams Memorial Hall, Sancreed**, for the purpose of transacting the following business.

Press & Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

Yours sincerely

Louise Clifton

Clerk to the Council
9 December 2025

AGENDA

Chair's Announcements

AGENDA NO.	AGENDA ITEMS
25-12/1	To record absences and note apologies for absence
25-12/2	<u>Declarations of Interest:</u> <i>All Councillors are reminded to keep their Register of Interests up to date (available online at: https://www.cornwall.gov.uk/people-and-communities/community-area-partnerships/penwith/) All Councillors must declare any interest i.e. Disclosable Pecuniary Interest (DPI), Other Registerable Interest (ORI) or Non-Registerable Interest (NRI), in items on the agenda and the nature of the interest. In keeping with the Council's Code of Conduct, Members must leave the meeting during the discussion relating to the item in which the interest has been declared – including during public speaking - unless a dispensation has been requested in writing by the Member and granted by the Council.</i>
25-12/3	Member Dispensations <i>To consider written requests from Members for dispensations, received by the Clerk in advance of the meeting</i>
25-12/4	Public Speaking <i>(up to 15 minutes in total)</i>
25-12/5	Cornwall Councillor reports – <i>To receive reports from the Cornwall Council division member on their work relevant to Sancreed parish.</i>
25-12/6	Minutes of the meeting held on 18 November 2025

	To resolve – 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.	
25-12/7	Clerk's update report – <i>To receive updates and consider any actions necessary</i>	
25-12/8	Reports from Cllrs as representatives on outside bodies	
25-12/9	Reports from Cllrs from recent meetings <i>To consider reports and to Resolve to take action on recommendations to Council as appropriate.</i>	
25-12/10	Planning Applications	
	a)	PA25/07772 – Trannack Barn, Trannack, Newbridge, Penzance – Change of use of barn to dwelling.
	b)	<i>Any additional planning consultations received before the meeting.</i>
25-12/11	5 day planning protocol – responses to 5 day planning protocol consultations sent to Cornwall Council in the last month PA25/08086 – The Annexe, Meadowfield, Trannack Road, Sancreed – Use of an existing residential building as an independent home. Parish Council response will be reported at the meeting.	
25-12/12	Planning applications determined by Cornwall Council in past month – report for information, to note. November: - PA25/08651 – Chy and Ryth, 5 Higher Grumbla, Sancreed – Submission of details to discharge Conditions 3 slate and timber, 4 stone and 5 birds/bees/bats in respect of Decision Notice PA24/07926 dated 21.3.25 – Decision: S52/S106 and discharge of condition apps.	
	PAYMENTS & GRANTS	
25-12/13	Schedule of Payments - <i>To approve the payments to be made, as set out in the schedule</i>	
25-12/14	CIL Funds, Grants and s.137 Payments – <i>to review the balances of these funds and to approve expenditure from these funds if appropriate</i>	
	AMENITIES	
25-12/15	Playground <i>To receive an update on maintenance checks and to resolve to take any resulting action that may be necessary.</i>	
25-12/16	Gate to the Glebe land <i>To review the situation and to resolve to take appropriate action for replacement if needed</i>	
25-12/17	Drift bus stop set down / car park side	
25-12/18	Drift Reservoir Layby <i>To consider any potential actions and to resolve if needed.</i>	
25-12/19	Village Hall Works <i>To receive an update and to resolve any action if needed. [Cllr Goodman]</i>	
	COMMUNICATIONS AND OUTREACH	
25-12/20	Website / email <i>to review the operation of each and to agree any actions needed for improvement</i>	
	ENVIRONMENT	
25-12/21	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>	

	HIGHWAYS and PUBLIC RIGHTS OF WAY
25-12/22	Newbridge Traffic Calming works <i>To review the recent highways improvement works and to agree any feedback to be sent to the Cornwall Councillor to relay through to Highways</i>
25-12/23	Community Highways Improvement Programme <i>To resolve to agree the works to be requested to be funded from the Community Highways Improvement Programme</i>
25-12/24	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> - From November meeting: potential for the PRoW Working Group to review the LMP maintained rights of way.
25-12/25	Fingerpost at Deadmans Finger – <i>potential for heritage funding for maintenance costs? [Cllr Freeman]</i>
	PARTNERSHIP WORKING AND CONSULTATIONS
25-12/26	Community Emergency Plan <i>to receive update on whether the emergency planning officer will meet with West Penwith councils</i>
	ACCOUNTS AND GOVERNANCE
25-12/27	Update from the Grants Working Group <i>To note any progress on works to seek grant funding for projects in the parish</i>
25-12/28	Finance reports and bank reconciliations (i) Budget v Actual report; bank reconciliation; receipts and payments reports to 30 November 2025, (ii) Balances – CIL Funds and Earmarked Reserves as at 30 November 2025 To RESOLVE to adopt the Finance Reports as at 30 November 2025 and authorise payments on the December payments schedule.
25-12/29	Budget and precept 2026/2027 <i>To consider the draft budget and precept for the next financial year and to resolve to approve a budget and precept 2026/2027</i>
25-12/30	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> To Resolve to adopt the IT Policy, including any amendments agreed at the meeting.
25-12/31	Policy for use and audit controls - Council Debit Card <i>To review and resolve to approve policy.</i>
25-12/32	Employers Discretionary Policy <i>To resolve to adopt a policy on the Employer Discretions for Employee Pensions</i>
25-12/33	To approve annual contribution to Clerk subscription to Society of Local Council Clerks (2026 membership)
25-12/34	Correspondence – December items: 1) Cornwall Council – Parish Call for Sites Update November 2025 2) Cornwall Council – Cornwall-wide Safer Roads Campaign Toolkit 3) Cornwall Council – Local Maintenance Partnership 2026 - 2027
25-12/35	Training <i>To consider requests and opportunities for training</i>
25-12/36	Co-option applications <i>To consider applications received, if any, for co-option to the Council</i>

25-12/37	Declaration of Acceptance of Office <i>To receive the Declaration/s of Acceptance of Office of any new co-optees to the parish council.</i>
25-12/38	Agenda items for a future meeting i. Any items deferred from this meeting ii. printer – review and report to future meeting Date of next meeting: 20 January 2026 at the Mary Williams Memorial Hall, Sancreed
	MATTERS FOR DECISION, INFORMATION EXCLUDED FROM THE PRESS AND PUBLIC
25-12/39	Exclusion of the press and public To resolve: 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.
25-12/40	Drift Reservoir Layby <i>To consider the terms of the draft licence agreement from Highways and to resolve to confirm the terms acceptable to the Parish Council.</i>