

Sancreed Parish Council

Minutes – 18 November 2025

Minutes of the meeting of Sancreed Parish Council held on Tuesday 18 November 2025 at the Mary Williams Memorial Hall, Sancreed at 7.00pm.

Councillors present: Councillors: D Haigh (Chair), K Goodman (Vice-Chair), L Cock, S Freeman, A Mullaney, A Nicholls.

In attendance: Two members of the public. Apologies had been received from Cornwall Councillor Brian Clemens.

Officer support: Clerk / RFO

Minute no	
25-11/1	To record absences and note apologies for absence Apologies received from Cllr James, Bottrell, Nicholson.
25-11/2	<u>Declarations of Interest:</u> None.
25-11/3	Member Dispensations None
25-11/4	Public Speaking None
25-11/5	Cornwall Councillor reports – a written update from C.Cllr Clemens had been received and noted.
25-11/6	Minutes of the meeting held on 21 October 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.
25-11/7	Clerk's update report Members noted the update from the Clerk. Regarding Christmas trees, a local supplier had advised that their 9ft trees this year may not be suitable. Agreed to check availability and prices at Mole Valley. Cllr Cock to check pricing and availability. Cllr Bottrell volunteered to collect and deliver the trees. Clerk to place order.
25-11/8	Reports from Cllrs as representatives on outside bodies None
25-11/9	Reports from Cllrs from recent meetings None
25-11/10	Planning Applications
	a) PA25/08086 – The Annexe, Meadowfield, Trannack Road, Sancreed – Use of an existing residential building as an independent home. Resolved – that the application is supported, noting that the proposed development will be providing accommodation for local people.
25-11/11	5 day planning protocol – responses to 5 day planning protocol consultations sent to Cornwall Council in the last month Boswarthen - agreed with officer recommendation to approve the application, noting the provisions made regarding the public right of way. Noted.
25-11/12	Planning applications determined by Cornwall Council in past month – noted.

25-11/13	Schedule of Payments <i>To consider whether to continue the Adobe subscription – deferred.</i> Resolved - To approve the payments to be made, as set out in the schedule <table><tr><th>Payee</th><th>Purpose</th><th>Amount (inc VAT)</th></tr><tr><td>ICT Connect</td><td>Monthly website hosting inv 11511</td><td>£12.00</td></tr><tr><td>S Freeman</td><td>Refund of cost of poppy wreath and crosses, for Remembrance commemorations <i>Clerk note – this payment to be made in cash to Cllr Freeman by Clerk at the December meeting, and Clerk to be refunded through expenses claim to meeting.</i></td><td>£35.00</td></tr><tr><td>Scythe Cymru</td><td>Grass blade and peening jig – SNAG project inv SANC01</td><td>£107.00</td></tr><tr><td colspan="2">Staff costs, including salary, pension, NI, PAYE</td><td>£756.76</td></tr><tr><td>Louise Clifton</td><td>Clerk’s expenses September 2025 (Note 2)</td><td>£82.70</td></tr></table>	Payee	Purpose	Amount (inc VAT)	ICT Connect	Monthly website hosting inv 11511	£12.00	S Freeman	Refund of cost of poppy wreath and crosses, for Remembrance commemorations <i>Clerk note – this payment to be made in cash to Cllr Freeman by Clerk at the December meeting, and Clerk to be refunded through expenses claim to meeting.</i>	£35.00	Scythe Cymru	Grass blade and peening jig – SNAG project inv SANC01	£107.00	Staff costs, including salary, pension, NI, PAYE		£756.76	Louise Clifton	Clerk’s expenses September 2025 (Note 2)	£82.70
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25-11/14	CIL Funds, Grants and s.137 Payments – <i>no report.</i>																		
25-11/15	Cornwall Cornwall CIL Funding – <i>no report.</i>																		
25-11/16	Playground <i>To receive an update on maintenance checks and to resolve to take any resulting action that may be necessary.</i> Cllr Goodman reported on a recent inspection and confirmed that the play equipment and play area is all looking in order.																		
25-11/17	Gate to the Glebe land <i>To review the unauthorised removal of the gate and to resolve to take appropriate action for replacement</i> This had been reported to the last meeting. It was not clear which gate was thought to be missing. Deferred to next meeting.																		
25-11/18	Drift bus stop set down / car park side <i>To consider the problem and potential solution to be requested from Highways</i> Agreed to ask Highways Manager if it is safe for the bus stop to be where it is. Could improvements be a Community Highways Improvement Project?																		
25-11/19	Drift Reservoir Lay-by <i>To consider an update from Highways on the maintenance responsibilities for this area, and to agree any next steps for the parish council to take.</i> There had been a meeting with Cllr Goodman, Nicholls, Haigh, Clerk, Cornwall Councillor Clemens, a former parish councillors and Highways Manager, held earlier the same day. Cllr Haigh reported: very positive meeting. Highways have agreed to offer the parish council a planting licence (commonly used for home owners) so the parish council can maintain the land and cut back the trees. Highways may be able to help remove the mud from the land if it can be scraped back. Trees may be felled by a local volunteer / farmer. The Parish Council will then be able to put up signs, eg no litter, no overnight camping, and have scope to remove abandoned boats.																		

	Resolved – that the parish council agree, in principle, to proceed to seek a licence to maintain the Drift Reservoir Lay-by. An assurance had also been received that the finial on the Sancreed fingerpost would be installed by the December meeting.
25-11/20	Purchase of Hi-Vis vests <i>To resolve to purchase hi-vis vests so that Parish Council volunteers out and about in the parish can be visible</i> Cllr Haigh proposed that the parish council should purchase hi-vis vests to be more visible when out and about in the parish carrying out maintenance and tidying. Cllr Goodman has sourced a local supplier who can provide good quality vests with ‘Sancreed Council volunteer’ and a Cornish flag logo. £11 each. Resolved – that the parish council will purchase 15 hi vis vests, to be funded from reserves. Cllr Goodman to place order.
25-11/21	Website / email <i>to review the operation of each and to agree any actions needed for improvement</i> It was reported that the website should be reviewed to check accessibility compliance, for the council to meet AGAR Assertion 10. This is a work in progress. Noted.
25-11/22	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> Cllr Goodman reported that in the coming weekend a smaller working group would be at Sancreed Green, to tidy it up, trim around fruit trees etc. In the new year there will be talks. Bigger project – June 12 – 14 2026. Connecting Communities project, Sancreed, Treneere, Constantine – hosting a Nature Weekend. Plans for a nature quiz (Newbridge), an activity at Drift Reservoir, and a display and talks in the hall at Sancreed. There will be some outdoor nature-based activities. A suggestion was made for SNAG to help clear overgrowth in the lower graveyard. This had been attempted before, which had been thwarted by the three-cornered-leek which is prolific. There would need to be mechanical scraping to remove the three-cornered-leek bulbs. Noted.
25-11/23	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> Defer to next month, for update report from C.Cllr Clemens.
25-11/24	Community Highways Improvement Programme <i>To resolve to agree the works to be requested to be funded from the Community Highways Improvement Programme</i> Signposts at T junction for Grumbla – agreed to ask Highways Manager to include in the signage budget. Signposts to warn of crossroads at Drift - agreed to ask Highways Manager to include in the signage budget. Agreed – potential idea for Community Highways Improvement Programme project – improving the bus stop at Lower Drift.

	Agenda item for next meeting: Fingerpost at Deadmans Finger – pointing to Newbridge. Potential for heritage grant funding?
25-11/25	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> Enhanced LMP application: One path not eligible for funding (enforcement, ongoing) Path 25/2 – contractor will provide a second quote, as requested by LMP funding officer. The Parish Council will need the landowner's agreement, contractor is happy to be part of the conversation. Cllr Nicholson was suggested to be the best person to meet and discuss with landowner. Lower Botrea – boggy – quite a large amount of work, will heal by spring. Agreed - Footpaths working group – to find landowner at Botrea and talk to them about the works (Cllrs Nicholson and Mullaney). Drift car park – The contractor asked whether the council want the car park to have the usual second cut. Agreed – yes, two cuts, one in April/May and the second in September/October. Review of LMP maintained paths. Cllr Cock reported that he had been viewing the paths covered by the LMP agreement. It was agreed that a council review of the paths would be useful. The contractor advised that the Penwith Landscape Partnership survey (2022) would be useful. Agreed - agenda item for next/future meeting. Potential to review the LMP. Task the PROW working group.-
25-11/26	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> Discussion included: Sancreed village hall is listed with Cornwall Council as an emergency venue. There are salt bins in the village but no-one with named responsibility for spreading the salt when needed. Agreed – notice to be put on noticeboards and website – anyone with a shovel can spread salt when needed. Salt to be spread on the highway only (use on private drives etc is theft from the council). Concerns raised about the proposed loss of landline phones. Agreed – list to be revised for the noticeboard, to give Cllrs names and the area where they live. Contact name, tel no, email and portfolio responsibilities. Resolved – to invite an emergency planning officer from Cornwall council to a meeting hosted by Sancreed Parish Council, and invite other West Penwith local councils. To ask advice on writing an emergency plan, best practice, etc.
25-11/27	Update from the Grants Working Group It was noted that the group is newly set up. It will be looking into potential grant funds.
25-11/28	Review of Bank Signatories Noted that Cllrs Nicholls and Goodman were now fully registered for online banking, a complaint to the bank had been upheld and the parish council had received compensation. Action still required from Cllr James in order to become a full signatory registered for online banking.

25-11/29	Finance reports and payment schedule (i) Payment Schedule (ii) Budget v Actual report; bank reconciliation; receipts and payments reports to 31 October 2025 Resolved to adopt the Finance Reports as at 31 October 2025 and authorise payments on the November payments schedule. Resolved – budget approved in November 2024 to be the basis for budget setting for 2026/27 Agreed – additional hours worked by Clerk to be paid in December. Resolved – to sign the Letter of Engagement received by internal auditor, Barbara Goraus.	
25-11/30	Budget and precept 2026/2027 Members noted that they could notify the Clerk of items to include in the draft budget to be considered at the December meeting of the council	
25-11/31	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> Deferred to next meeting.	
25-11/32	Correspondence None	
25-11/33	Training - No requests for training.	
25-11/34	Co-option applications no applications received.	
25-11/35	Agenda items for a future meeting i. Any items deferred from this meeting ii. Budget drafting for 2026/27 – December council meeting iii. printer – review and report to future meeting iv. Website – review and report to future meeting v. Village Hall, works [Cllr Goodman] Date of next meeting: 16 December 2025 at the Mary Williams Memorial Hall, Sancreed	
	Meeting closed: 8.35pm	Signed by Chair: