

Sancreed Parish Council

Minutes – 16 December 2025

Minutes of the monthly meeting of Sancreed Parish Council held on Tuesday 16 December 2025 at the Mary Williams Memorial Hall, Sancreed at 7.00pm

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

In attendance: 2 members of the public. Apologies had been received from Cornwall Councillor Brian Clemens.

Officer support: Clerk/RFO

Minute no.	
25-12/1	To record absences and note apologies for absence None
25-12/2	<u>Declarations of Interest:</u> None.
25-12/3	Member Dispensations No requests received.
25-12/4	Public Speaking No members of the public wished to speak.
25-12/5	Cornwall Councillor reports Members noted the update report from Cornwall Councillor Clemens, circulated prior to the meeting which included updates on public transport, devolution for Cornwall and the CAP Highways scheme.
25-12/6	Minutes of the meeting held on <u>18 November 2025</u> 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.
25-12/7	Clerk's update report It was noted that Cllr James had been appointed as a bank signatory, however Cllr James had not been able to log in and complete the verification process. Agreed that as Cllrs Goodman and Nicholls were now fully set up as signatories, there was less pressure to have a third signatory and so not to proceed with setting up a third signatory at this time.
25-12/8	Reports from Cllrs as representatives on outside bodies Cllr Haigh reported that he had attended the Police Liaison CAP meeting. Issues discussed included cars, speeding and encampment issues in the Parish. Police at the meetin were not aware of the issues. A concern was raised at the lack of staff resource in the neighbourhood policing team for the area. Agreed that that Clerk is to ask the Community Link Officer for the page of the presentation to the meeting relevant to numbers of police for neighbourhood patrols in the area. Councillors were encouraged to attend future Police Liaison CAP meetings.
25-12/9	Reports from Cllrs from recent meetings No reports.
25-12/10	Planning Applications
	a) PA25/07772 – Trannack Barn, Trannack, Newbridge, Penzance – Change of use of barn to dwelling. Resolved – the Parish Council supports the application.

Minutes are draft until approved by Council

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. It was noted that the Parish Council response had been to request that the application be referred to Cornwall Council Planning Committee for decision. This request had been supported by the Cornwall Council Division Member. The Parish Council is asked to nominate a Councillor to present the Parish Council’s representation at the Planning Committee meeting, expected to be held in February 2026. Agreed – that Cllr Bottrell will attend the Planning Committee meeting to represent the Parish Council comments. Action by: Cllr Bottrell																																	
25-12/12	Planning applications determined by Cornwall Council in past month 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. Noted.																																	
25-12/13	Schedule of Payments 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>Easyprint, St Clare, Pz</td><td>Supply and print, 15 hi vis waistcoats</td><td>£165.00</td></tr><tr><td>ICT Connect</td><td>Monthly website hosting</td><td>£12.00</td></tr><tr><td>Mole Valley Farmers</td><td>3 x 9ft Christmas trees</td><td>£119.98</td></tr><tr><td>Cornwall ALC</td><td>Training – code of conduct - JB</td><td>£30.00</td></tr><tr><td>Cornwall ALC</td><td>Training – code of conduct - WJ</td><td>£33.00</td></tr><tr><td>Cornwall ALC</td><td>Training – code of conduct - AM</td><td>£30.00</td></tr><tr><td>Louise Clifton</td><td>Clerk’s expenses November 2025</td><td>£75.85</td></tr><tr><td colspan="2">Staff costs, including salary, pension, NI, PAYE, November 2025 Month 9</td><td>£1,248.35</td></tr><tr><td colspan="2"><i>To be paid by Direct Debit</i></td><td></td></tr><tr><td>HMRC</td><td>Tax and NI – included in the staffing cost figure, above</td><td></td></tr></table>	Payee	Purpose	Amount (inc VAT)	Easyprint, St Clare, Pz	Supply and print, 15 hi vis waistcoats	£165.00	ICT Connect	Monthly website hosting	£12.00	Mole Valley Farmers	3 x 9ft Christmas trees	£119.98	Cornwall ALC	Training – code of conduct - JB	£30.00	Cornwall ALC	Training – code of conduct - WJ	£33.00	Cornwall ALC	Training – code of conduct - AM	£30.00	Louise Clifton	Clerk’s expenses November 2025	£75.85	Staff costs, including salary, pension, NI, PAYE, November 2025 Month 9		£1,248.35	<i>To be paid by Direct Debit</i>			HMRC	Tax and NI – included in the staffing cost figure, above	
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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> This item was deferred to early 2026.																																	
25-12/15	Playground Cllr Haigh reported that he had carried out a visual inspection of the play equipment and it was in good condition. Noted.																																	
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> It was noted that the gate has been returned.																																	

25-12/17	Drift bus stop set down / car park side Members noted advice that funding was more likely to be achieved by applying to Cornwall Council to the Bus Service Improvement Programme for improvements to the bus stop set-down at Lower Drift, and that the programme would mean that work was carried out within one year, if successful. Agreed – to submit an application to Cornwall Council for improvements to Lower Drift bus stop set-down, potentially to be funded through the Bus Service Improvement Programme. Action by: Clerk
25-12/18	Drift Reservoir Lay-by It was noted that once the licence for the lay-by was signed off, the parish council would be able to erect signs with the aim of ensuring appropriate use of the area. The Clerk reported on the quotes received for the cost of signage. Resolved – to order four signs to be fixed to the wall at the lay-by, A3 sized, text: Sancreed Parish Council name and logo; No Overnight Camping, No Littering. Action by: Clerk It was agreed that further thought would be given to more positive phrasing for signage and how to encourage appropriate use of the area, to be considered at a future meeting.
25-12/19	Village Hall Works Cllr Goodman reported that the Christmas Market had been very successful for the hall and for the traders.
25-12/20	Website / email The Clerk reported that the website would be reviewed for WCAAG accessibility compliance. Noted.
25-12/21	Sancreed Nature Action Group No update
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> Members noted the update given by Cornwall Councillor Clemens prior to the meeting.
25-12/23	Community Highways Improvement Programme (CHIP) This Cornwall Council funding programme, accessed through the Community Area Partnership, gave local councils the opportunity to submit an expression of interest for works in the parish. If successful, funding would be allocated for Cormac to carry out the requested improvements. It was noted that the previous suggestion (improvements to Drift bus stop set-down) was more appropriate as an application to the Bus Service Improvement Programme. Members considered highways issues that could potentially be funded through the CHIP, including: 1) A village sign on the road from the beacon to the village hall, to make drivers aware that there were approaching a village and to be aware of pedestrians. 2) T-junction at Derval Gate (by granite sign). The ditch in the verge is blocked and needs to be opened up. Also for pipe to be dug into the ground to divert the flood water, to stop the road flooding. On a bus route.

	Resolved – to submit an expression of interest to the Community Highways Improvement Programme based on the above proposed works. Action: Clerk
25-12/24	Public Rights of Way (PRoW) Working Group The Clerk reported that the parish council's application for Enhanced LMP funding, to improve specified rights of way in the parish, had been approved, and so works could be carried out when the contractor was available to do so. It was noted that on FP25 the path that needed to be cleared was waterlogged (Lower Botrea to Botrea). Agreed – Cllr Nicholson will arrange to meet with the landowner to seek their agreement to the proposed enhanced LMP works to try to clear the path and resolve the waterlogging issue. Action by: Cllr Nicholson This led on to discussion about environmental concerns at Lower Botrea Farm. The Clerk was instructed to report the Council's concerns to the appropriate authorities. Action by: Clerk
25-12/25	Fingerpost at Deadmans Finger – <i>potential for heritage funding for maintenance costs? [Cllr Freeman]</i> Cllr Freeman advised that the finger post needs to be made good and to be painted (pointing the ways to Tremethick and Newbridge). Members considered whether there might be heritage grant funding available, something for the Grants Working Group to consider. Agreed action Cllr Freeman to take photos for next meeting to enable a decision on the way forward. Action by: Cllr Freeman
25-12/26	Community Emergency Plan <i>to receive update on whether the emergency planning officer will meet with West Penwith councils</i> The Clerk reported that Cornwall Council's Emergency Management Manager had agreed to meet with parish council representatives to discuss the community emergency plan process. Meeting to be held in early January. Representatives from neighbouring local councils could also be invited to attend. Details to be confirmed.
25-12/27	Update from the Grants Working Group No update.
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 – Earmarked Reserves as at 30 November 2025 RESOLVED to adopt the Finance Reports as at 30 November 2025.
25-12/29	Budget and precept 2026/2027 Members considered the draft budget and precept for the next financial year, circulated prior to the meeting. The proposed precept was discussed, noting it would result in an increase of £2.79 per annum for a Band D property in the parish. Efforts had been made to cut expenditure where possible and it was agreed that any further cuts would affect the work that the Parish Council carried out on behalf of the local community. Many savings were already in place, including works carried out on a voluntary basis by Councillors in addition to the required duties of a Councillor. Resolved – that 1. Council approves the 2026/2027 budget as set out in draft at the appendix to the report; and

	2. Council approves the proposed precept of £18,400 for the 2026/2027 financial year, and for the 2026/2027 precept request to be sent by the Clerk/RFO, for submission (online) to Cornwall Council Action by: Clerk
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> This item was deferred to early 2026.
25-12/31	Policy for use and audit controls - Council Debit Card <i>To review and resolve to approve policy.</i> This item was deferred to early 2026.
25-12/32	Employers Discretionary Policy Members considered the policy for the Employer Discretions for Employee Pensions Resolved – to adopt the Employers Pension Discretions Policy Action by: Clerk
25-12/33	To approve annual contribution to Clerk subscription to Society of Local Council Clerks (2026 membership) It was noted that the annual subscription would be split across each of the councils employing the Clerk. Agreed, in principle that the Parish Council will pay its pro-rata element of the annual subscription, due in January 2026.
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 4) Cllr Goodman reported that she had received correspondence from Cornwall Council confirming they have responsibility for Sancreed Green, to be forwarded to the Clerk for the council records. Noted. 5) Light shining into road – A letter had been sent to the householder but it was understood that they intended to keep the light in place. Council agreed that if the light is switched on again it would be a hazard to motorists and so should be reported to Highways. Clerk to be advised of location if the light is observed to be switched on again.
25-12/35	Training Cllr Nicholson asked to be booked onto the next available Code of Conduct training. Action: Booking – Clerk. Training – Cllr Nicholson
25-12/36	Co-option applications None received.
25-12/37	Agenda items for a future meeting <i>i.</i> Any items deferred from this meeting Date of next meeting: 20 January 2026 at the Mary Williams Memorial Hall, Sancreed
25-12/38	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.	
25-12/39	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> Members noted the discussion with the Highways Manager at the site meeting held on 18 November. Since then, a draft licence agreement had been received and was reviewed at the meeting. It was noted that the licence was based on generic wording and so some site-specific elements were agreed as necessary to be added. The Clerk was asked to check with the Highways Manager how best to proceed to finalise the agreement as soon as possible, whether to amend the licence wording or to agree a side letter to be attached to the licence. The Clerk was also asked to remind of the Highways Manager's offer to clear the mud from the site before the licence starts. Action by Clerk	
	Meeting closed: 9.00pm	Signed by Chair: