

Sancreed Parish Council

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Agenda – 20 January 2026

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 20 January 2026 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

14 January 2026

AGENDA

Chair's Announcements

AGENDA NO.	AGENDA ITEMS
26-01/1	To record absences and note apologies for absence
26-01/2	<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>
26-01/3	Member Dispensations <i>To consider written requests from Members for dispensations, received by the Clerk in advance of the meeting</i>
26-01/4	Public Speaking <i>(up to 15 minutes in total)</i>
26-01/5	Cornwall Councillor reports – <i>To receive reports from the Cornwall Council division member on their work relevant to Sancreed parish.</i>
26-01/6	Minutes of the meeting held on 16 December 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.

26-01/7	Clerk's update report – <i>To receive updates and consider any actions necessary</i>	
26-01/8	Reports from Cllrs as representatives on outside bodies	
26-01/9	Reports from Cllrs from recent meetings <i>To consider reports and to Resolve to take action on recommendations to Council as appropriate.</i>	
26-01/10	Planning Applications	
	a)	PA25/09162 - Trefice, Sancreed, Penzance TR20 8RL – Proposed single outbuilding (81m ²) to replace two existing outbuildings (116m ²) and erection of a fence
	b)	<i>Any additional planning consultations received before the meeting.</i>
26-01/11	5 day planning protocol – responses to 5 day planning protocol consultations sent to Cornwall Council in the last month None	
26-01/12	Planning applications determined by Cornwall Council in past month – report for information, to note.	
	PAYMENTS & GRANTS	
26-01/13	Schedule of Payments - <i>To approve the payments to be made, as set out in the schedule</i>	
26-01/14	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	
26-01/15	Playground <i>To receive an update on maintenance checks and to resolve to take any resulting action that may be necessary.</i>	
26-01/16	Drift Reservoir Layby <i>To consider any potential actions and to resolve if needed.</i>	
	COMMUNICATIONS AND OUTREACH	
26-01/17	Website / email <i>to review the operation of each and to agree any actions needed for improvement</i>	
	ENVIRONMENT	
26-01/18	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	
26-01/19	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>	
26-01/20	Fingerpost at Deadmans Finger – <i>potential for heritage funding for maintenance costs? [Cllr Freeman]</i>	
	PARTNERSHIP WORKING AND CONSULTATIONS	
26-01/21	Community Emergency Plan <i>to consider the meeting with the Emergency Management Manager held earlier in the day and to resolve whether/how to proceed with a Community Emergency Plan for Sancreed Parish.</i>	
26-01/22	Cornwall Council consultation - Consultation PSPO Renewal (Alcohol Consumption in Public Places) 2026 <i>To either note or to resolve the wording of a Parish Council consultation response.</i>	
	ACCOUNTS AND GOVERNANCE	

26-01/23	Update from the Grants Working Group <i>To note any progress on works to seek grant funding for projects in the parish</i>
26-01/24	Finance reports and bank reconciliations (i) Budget v Actual report; bank reconciliation; receipts and payments reports to 31 December 2025, (ii) Balances – CIL Funds and Earmarked Reserves as at 31 December 2025 To RESOLVE to adopt the Finance Reports as at 31 December 2025.
26-01/25	Accounts software – <i>recommendation to change from spreadsheet accounts to sector specific accounts software</i>
26-01/26	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>
26-01/27	IT Policy <i>To consider approving and adopting the draft IT Policy</i>
26-01/28	Data Protection Policies <i>To consider approving and adopting draft Data Protection Policies</i>
26-01/29	Policy for use and audit controls - Council Debit Card <i>To review and resolve to approve policy.</i>
26-01/30	To approve annual contribution to Clerk subscription to Society of Local Council Clerks (2026 membership)
26-01/31	Correspondence February items:
26-01/32	Training <i>To consider requests and opportunities for training</i>
26-01/33	Co-option applications <i>To consider applications received, if any, for co-option to the Council</i>
26-01/34	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>
26-01/35	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: 17 February 2026 at the Mary Williams Memorial Hall, Sancreed
	MATTERS FOR DECISION, INFORMATION EXCLUDED FROM THE PRESS AND PUBLIC
26-01/36	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.
26-01/37	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>
26-01/38	Finger post at Drift <i>To consider the need for repair and quote for carrying out repair work.</i>