

Sancreed Parish Council

Minutes – 20 January 2026

Minutes of the monthly meeting of Sancreed Parish Council held on Tuesday 20 January 2026 at 7.00pm in the Mary Williams Memorial Hall, Sancreed.

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

In attendance: One member of the public and Cornwall Councillor Brian Clemens

Officer support: Clerk/RFO

AGENDA NO.	AGENDA ITEMS
26-01/1	To record absences and note apologies for absence Councillors absent: Cllrs James, Nicholson Apologies received from: Cllrs James, Nicholson.
26-01/2	<u>Declarations of Interest:</u> None.
26-01/3	Member Dispensations None received.
26-01/4	Public Speaking A member of the public raised a question, whether there was an existing parish emergency plan? The Clerk advised there was not a digital copy and that she did not recall seeing a paper copy in the paper records held, but would check. It was noted that a previous emergency plan may have been retained by the then clerk, at the time the plan was first written. Cornwall Councillor Clemens reported on the Communities & Wellbeing Overview and Scrutiny Committee meeting this week, discussed outcome after Storm Goretti. Communications were identified as a significant issue. Emergency Plans will be discussed at the April meeting of the Penwith CAP.
26-01/5	Cornwall Councillor reports Members noted the written report which C.Cllr Clemens had sent prior to the meeting. Cornwall Councillor Clemens gave an update which included: - Government, business rates, likely to be crippling for Cornwall as there will be a reduction from 100% business rates income to Cornwall Council. £13 to £17 million deficit estimated, additional deficit due to the proposed Government changes - Bus company changes had been made in order to provide the best service possible for customers. Some timetable changes to try to make services more reliable, and smaller bus companies have put in bids for some routes. - Work is being carried out at County Hall to balance the books and to provide the services needed by the community across Cornwall. - Round 5 of the CIL fund has opened.
26-01/6	Minutes of the meeting held on <u>16 December 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.

26-01/7	Clerk's update report The Clerk gave an update on actions taken since the December council meeting. Noted. Bank Signatories It was noted that with just two active bank signatories, business continuity at the council could be affected, for example the loss of internet and power during Storm Goretti, and so it was agreed to appoint a third bank signatory. Resolved – that Cllr Haigh be appointed as a bank signatory for the parish council's bank accounts.	
26-01/8	Reports from Cllrs as representatives on outside bodies It was noted that Cllr James had planned to attend the latest Penwith CAP meeting and so there will likely be an update report to follow.	
26-01/9	Reports from Cllrs from recent meetings None	
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 Resolved – that the application is supported.
	b)	Cornwall Council – Planning Committee Notification PA25/08086 – The Annexe, Meadowfield, Trannack Road, Sancreed – Use of an existing residential building as an independent home. Following the Parish Council request for this application to be decided by CC Planning Committee, the Clerk reported on notification received, the application will be reported to Planning Committee for decision at a meeting starting at 10.00am on 2 February 2026, meeting at Kresen Kernow, Redruth. It was agreed that Cllr Bottrell will attend the Committee meeting to represent the views of the Parish Council
26-01/11	5 day planning protocol consultation: PA25/07772 – Trannack Barn, Trannack, Newbridge – Conversion of barn to dwelling. Cornwall Councillor Clemens withdrew from the meeting during consideration of this item, as a member of the Cornwall Council Planning Committee. The Parish Council had been consulted under the 5-day planning protocol which, on this occasion, enabled the decision to be made at a Parish Council meeting. The Parish Council had supported the application. The Planning Officer was minded to refuse the application and gave their reasons in the covering letter The Parish Council was asked to respond with a choice of three options: 1 – agree with CC planning officer recommendation for refusal 2 – agree to disagree 3 – request CC to consider referring the matter to planning committee, with strong planning reasons.	

	The reasons given were discussed, noting that the policies quoted by the planning officer were relevant, and that a different interpretation of the policies and the proposed development could, just as reasonably, lead to approval of the application. As the planning officer recommendation was so far removed from that of the parish council, it was Resolved – that the parish council requests Cornwall Council to refer the matter to Planning Committee. The basis for the request to be: the need for Member consideration of the qualitative elements of the planning policies quoted, and the view that this application was similar to other applications in the area which have been granted permission. Knowing the site, the Parish Council remains of the opinion that the application would be suitable to be approved for planning consent.																														
26-01/12	Planning applications determined by Cornwall Council in past month PA25/05405 – The Farmhouse, Boswarthen Farm, Sancreed – Extensions and external alterations Approved with conditions. Noted.																														
26-01/13	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 colspan="3"><i>To be paid by online banking</i></td></tr><tr><td>Sancreed Village Hall</td><td>Hire of Sancreed Village Hall, May – September 2025</td><td>£104.00</td></tr><tr><td>Pip Morse Landscaping & Gardening Services</td><td>Footpath cutting £3,200 Grass cutting £600 Drift car park and bench at Drift dam £200</td><td>£4,000.00</td></tr><tr><td>ICT Connect</td><td>Monthly website hosting inv 11528</td><td>£12.00</td></tr><tr><td>SLCC (Society of Local Council Clerks)</td><td>Membership subscription for Clerk 26/27 (pro rata, across 4 councils)</td><td>£66.36</td></tr><tr><td colspan="2">Staff costs, including salary, PAYE, NI and pension</td><td>£756.76</td></tr><tr><td>Louise Clifton</td><td>Clerk’s expenses December 2025</td><td>£40.85</td></tr><tr><td colspan="3"><i>To be paid by Direct Debit</i></td></tr><tr><td>Information Commissioners’ Office</td><td>Annual Data Protection Fee 21/2/26</td><td>£47.00</td></tr></table>	Payee	Purpose	Amount (inc VAT)	<i>To be paid by online banking</i>			Sancreed Village Hall	Hire of Sancreed Village Hall, May – September 2025	£104.00	Pip Morse Landscaping & Gardening Services	Footpath cutting £3,200 Grass cutting £600 Drift car park and bench at Drift dam £200	£4,000.00	ICT Connect	Monthly website hosting inv 11528	£12.00	SLCC (Society of Local Council Clerks)	Membership subscription for Clerk 26/27 (pro rata, across 4 councils)	£66.36	Staff costs, including salary, PAYE, NI and pension		£756.76	Louise Clifton	Clerk’s expenses December 2025	£40.85	<i>To be paid by Direct Debit</i>			Information Commissioners’ Office	Annual Data Protection Fee 21/2/26	£47.00
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26-01/14	CIL Funds, Grants and s.137 Payments No update																														
26-01/15	Playground It was noted that a visual check of the play equipment had been carried out in the previous week, and that all was in good order.																														
26-01/16	Drift Reservoir Layby Cllr Haigh reported that scraping works had been carried out by Cormac, some areas still needed to be cleared but enough had been carried out to enable the parish council to take on the licence agreement, once the wording was agreed. There were items such as rusty signposts which should remain the responsibility of Cornwall Council, photos had been provided to the Clerk for the council’s records. Confirmation was pending from Highways on the format that additional clauses for the licence agreement would take. Meanwhile, Councillors were keen for new signage to be purchased ready for use at the site. Resolved – for the Clerk to order the ‘No overnight camping, no littering’ signs as per quote received and circulated previously.																														

26-01/17	Website / email - no update.
26-01/18	Sancreed Nature Action Group - no update.
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> To be reported to Cornwall Council: - Creepy Lane (Lower Grumbla) path 117/17/3 blocked by fallen tree - Water on the road by Trerice Farm, a longstanding issue, possible burst water main - Report Sancreed Green drain issue through Casework Assist (previous reports had not resolved the problem) - Damage to road at junction with Brane and Tregonebris caused by recent water works, road repair needed
26-01/20	Fingerpost at Deadmans Grave – <i>potential for heritage funding for maintenance costs? [Cllr Freeman] 142,371 30,557 Meters</i> Cllr Freeman reported that the finger post is repairable. It likely needs to be sanded and repainted. Whether to seek volunteers to carry out the work, or to seek funding from a Heritage grant was discussed. To be an agenda item at the February council meeting.
26-01/21	Community Emergency Plan – Meeting with Emergency Management Manager, Cornwall Council, rescheduled for 17 February. Noted.
26-01/22	Cornwall Council consultation - Consultation PSPO Renewal (Alcohol Consumption in Public Places) 2026 Noted, no parish council comment.
26-01/23	Update from the Grants Working Group No update.
26-01/24	Finance reports and bank reconciliations (i) Budget v Actual report; bank reconciliation; receipts and payments report to 31 December 2025, (ii) Balances – CIL Funds and Earmarked Reserves as at 31 December 2025 To RESOLVE to receive the Finance Reports as at 31 December 2025.
26-01/25	Accounts software It was reported that the council's accounts are currently kept on Excel spreadsheet. Members considered the pros and cons of spreadsheet versus commercial accounts packages. Resolved that the Council will sign up to Easy PC accounts, if the Clerk finds the system to be of benefit at the end of the three-month free trial.
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> Members noted the written update report provided by the Clerk in advance of the meeting.
26-01/27	IT Policy

	Members considered a draft IT Policy which had been based on a template provided by the Smaller Authorities Proper Practices Panel. It was agreed that a revised version was needed, to be more appropriate to the parish council. Deferred to next meeting, to enable a revised draft to be circulated.
26-01/28	Data Protection Policies Draft data protection policies had been circulated, however the recent Storm Goretti, power and internet outages had not given sufficient opportunity for Members to review. Deferred to next meeting.
26-01/29	Policy for use and audit controls - Council Debit Card No report – deferred to next meeting.
26-01/30	To approve annual contribution to Clerk subscription to Society of Local Council Clerks (2026 membership) Resolved to approve the annual subscription payment to the SLCC.
26-01/31	Correspondence 1) Sunflowers and Choughs Club – request for the Ukrainian flag to be flown in the parish to mark the fourth anniversary of the war Noted. (The parish does not have a flagpole). 2) Cllr Goodman reported that the Sancreed Village Hall Committee were making enquiries about use of the Glebe Land. Plans were at an early stage for possible Sancreed Feast / Fete with sports and stalls. 3) Sancreed Village Hall dates: • 21 February – Barn Dance • 19 April (tbc) – Spring Show • 17 May – Plant Sale • 9 August – Pig Walk
26-01/32	Training No requests.
26-01/33	Co-option applications None received
26-01/34	Agenda items for a future meeting <i>i.</i> Any items deferred from this meeting Date of next meeting: 17 February 2026 at the Mary Williams Memorial Hall, Sancreed
26-01/35	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.
26-01/36	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> There was no update on the request to Highways for feedback on extra wording for the draft licence. Meanwhile it was agreed to check the level of insurance cover for volunteers. The Clerk advised that a risk assessment should be carried out before any volunteer working groups carried out any work.

26-01/37	Finger post at Drift <i>To consider the need for repair and quote for carrying out repair work.</i> Members received a verbal report on recent damage to the fingerpost at Drift. The Clerk was asked to check whether the repair could be covered by insurance. Quote for repairs to be reported to the February meeting of the council.	
	Meeting closed: 8.23pm	Signed by Chair: