

Sancreed Parish Council

Minutes – 19 May 2026

Minutes of the Annual Meeting of Sancreed Parish Council held on Tuesday 19 May 2026 at 7.00pm, held in Sancreed Village Hall.

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

In attendance: 1 Member of the Public. Apologies were received from Cornwall Councillor Brian Clemens.

Officer support: Clerk/RFO.

1. [Election of Chair](#). Resolved to elect Cllr Haigh as Chair of the Council for 2026/2027. Proposed: Cllr Freeman, seconded: Cllr Nicholls.
2. [Election of Vice-Chair](#). Resolved to elect Cllr Goodman as Vice-Chair of the Council for 2026/2027. Proposed: Cllr Haigh, seconded: Cllr Nicholls.
3. [Apologies](#). Councillors absent: Councillors Nicholson, Cock, James, Bottrell. Apologies for absence received from Councillors Nicholson, Cock, James, Bottrell,
4. [Interests and Dispensations](#). None.
5. [Public Participation](#). None.
6. [Cornwall Councillor report](#) – C.Cllr Clemens was undertaking his charity walk and so no report, noted.
7. [Minutes of last meeting](#). Resolved that the minutes of the Council meeting held on 21 April 2026 be taken as read, approved and signed by the Chair as a true and accurate record of the meeting. Proposed: Cllr Nicholls, seconded: Cllr Goodman.
8. [Clerk's update report](#) was noted. Items discussed included: Drift Reservoir Layby signs had arrived, due to be installed. Cllr Nicholls volunteered to seek quotes for repair and maintenance of fingerposts.
9. [Reports from Councillors on internal projects/groups](#).
Cllr Goodman reported on the upcoming Nature Weekend.
10. [Planning](#)
 - a. Planning applications:
 - i. [PA26/02856](#) – Tanglewood Wild Garden, Sancreed Lane, Newbridge – Certificate of Lawfulness for existing use for use of the static caravan in connection with the operation of Tanglewood Wild Garden, including as ancillary accommodation; a place for rest and shelter and temporary overnight/short term residential accommodation.

Resolved to defer pending a site visit, consultation response delegated to the Clerk in consultation with Councillors Mullaney, Freeman and Nicholls.
 - b. 5-day planning protocol responses sent since the last Council meeting: None.
 - c. Noted planning decisions made by the Planning Authority in April:
 - i. PA26/00487/PREAPP – Sancreed House, Sancreed Road – Exception notice for 1x mature Oak tree to section dismantle down to floor level due to poor

condition of tree and the potential risks from it. Cornwall Council decision: Closed, advice given.

- ii. PA26/02000 – Higher Bortrea Farm, Newbridge – Prior notification for change of use from agricultural building to Class E (art studio / pottery workshop). Closed, advice given.
- iii. PA26/01538 – Treganhoe Farm, Sancreed – Listed Building consent for alterations to existing barns with variation of condition 4 of decision notice PA23/03047 dated 20.07.2023. Withdrawn.
- iv. PA26/01448 – Land South of Tanglewood, Sancreed – Permission in Principle for the subdivision of land and creation of one dwelling with new driveway access and parking (minimum of 1, maximum of 1) Cornwall Council decision: Granted (CAADs, PIPs and LUs only).

11. **Payments.** Resolved to approve the payments to be made, as set out in the payment schedule. Proposed: Cllr Goodman, seconded: Cllr Mullaney.

Payee	Purpose	Amount (inc VAT)
<i>To be paid by online bank payments</i>		
Playsafety Ltd	Annual inspection, the Glebe play arera.	£99.60
MiJan Ltd (EasyPC Accounts)	Annual subscription to accounts software.	£77.00
ICT Connect	Monthly website hosting	£12.00
Staff costs, including salary, pension, NI, PAYE, April 2026 Month 2 (HMRC paid by Direct Debit, quarterly)		£757.36
Louise Clifton	Clerk's expenses March 2026	£40.85
Viking Direct	Stationery	£29.07
<i>Direct Debits</i>		
HMRC		
<i>Card payments</i>		
Adobe	Monthly payment, annual subscription	£13.14

12. **Grant applications.** Resolved to make a donation of £100 from the Grants budget to Dementia UK and to let Cornwall Councillor Clemens know that this donation is made in support of his current charity fundraising walk. Proposed: Cllr Goodman, seconded: Cllr Freeman.

Cllr Goodman reported on an offer for art-walks in August, including a guided art walk and an art exhibition. The Village Hall / artist will submit an application to the June meeting of the Parish Council.

13. **Internal Audit Report.** Resolved to receive the Internal Audit Report 2025/2026. Proposed: Cllr Goodman, seconded: Cllr Nicholls.
14. **No conflicts of interest.** Resolved that there are no conflicts of interest with the External Auditor, BDO LLP. Proposed: Cllr Nicholls, seconded: Cllr Goodman.
15. **Annual Governance Statement 2025/26.** Resolved to adopt AGAR Section 1 – Governance Statement 2025/2026 Proposed: Cllr Freeman, seconded: Cllr Nicholls.

16. **Accounting Statement 2025/26.** Resolved to adopt AGAR Section 2 – Accounting Statements 2025/2026 Proposed: Cllr Freeman, seconded: Cllr Nicholls.
17. **Public Rights.** Noted that the period for the exercise of public rights will be 3 June – 14 July 2026.
18. **Schedule of regular payments for 2026/2027.** Resolved to approve the schedule of regular payments as set out in the report. Proposed: Cllr Nicholls, seconded: Cllr Freeman.
19. **Payments to HMRC.** Resolved to amend method of PAYE/NI payments to HMRC from quarterly Direct Debit to monthly online banking payments. Proposed: Cllr Goodman, seconded: Cllr Mullaney.
20. **Bank signatories.** Resolved no changes to Councillor bank signatories. Proposed: Cllr Mullaney, seconded: Cllr Freeman.
21. **Committee Membership.** Deferred to next meeting.
22. **Standing Orders.** Deferred to next meeting.
23. **Financial Regulations.** Deferred to next meeting.
24. **Terms of Reference for the Council's Committees:** Staffing Committee. Deferred to next meeting.
25. **Appointments to working groups and outside bodies.** Deferred to next meeting.
26. **Asset Register.** Resolved to approve the updated Asset Register as amended at the meeting and subject to ongoing review. Proposed: Cllr Mullaney, seconded: Cllr Nicholls.
27. **Insurance Policy.** Resolved to agree insurance renewal with Zurich Municipal, to include the changes to valuations of assets, agreed earlier in the meeting, at time of renewal. Fidelity Guarantee to be increased to £40,000. Proposed: Cllr Mullaney, seconded: Cllr Nicholls.
28. **Leases.** Members noted the Council's arrangements for the lease of the Glebe Recreation Field.
29. **Review of contracts for 2026/2027.** Members noted the contract arrangements for:
 - a. LMP Rights of Way maintenance
 - b. Annual playground safety inspection
 - c. Website and email
30. **Council meetings 2026/2027.** Resolved that the Council will continue to meet on the third Tuesday of the month (recess in August unless a meeting is needed). Meetings to commence at 7.00pm. Meeting venues to be confirmed, pending review of costs. Proposed: Cllr Goodman, seconded: Cllr Mullaney.
31. **Community Emergency Plan.** Update noted. Cllr Nicholls has a display box to bring to next meeting and has contacted Cornwall Council to see whether Community Chest funding might be an option, pending response. At the Village Hall meeting the committee were positive about being involved. Agreed: report to next meeting.

32. **Playground inspections.** The Annual Inspection report was received. Thanks were noted to Cllrs Goodman and Bottrell and the local volunteer who had helped to repair and improve the play equipment.
33. **Glebe play area trees.** Cllr Haigh to action for next meeting.
34. **Environment, Highways and Rights of Way:**
 - a. Sancreed Nature Action Group. Sancreed Nature Weekend Quiz (12 June). Resolved to sponsor the event by providing funding of £50 from SPNAG Reserve or from grant funds, for the prizes. Noted that Councillors were invited to volunteer to join a Parish Council Team for the quiz. Proposed: Cllr Goodman, seconded: Cllr Nicholls.
 - b. Drift Reservoir Layby. It was noted that the signs have been sourced and due to be installed. Agenda item for next meeting: to consider installing an entrance sign with more information and more readily visible.

Councillor Goodman reported that South West Lakes had asked the Parish Council to provide funding towards the cost of scrub clearance and grass cutting of the grass slope from the car park to the reservoir. Deferred to next meeting. Cllr Goodman to explore potential for other funding source, via the anglers. Considered also whether there could be an option for the Parish Council to have a say in management of the area.
 - c. Public Rights of Way Working Group and update on the 2025/26 Enhanced LMP Works. Cllr Mullaney reported that the landowner was willing to work alongside the contractor, meeting to be arranged.
 - d. Cornwall Council Enhanced LMP scheme 2026/2027. Deferred to next meeting.
35. **Consultations.** Cornwall Council consultation: Cornwall Seascape Appraisal. Agreed that Councillors could send individual responses.
36. **Finance Reports.** Noted the monthly finance reports and bank reconciliation:
 - a. Payments and receipts report for April 2026
 - b. Budget v Actual report as at 30 April 2026
 - c. Bank reconciliation as at 30 April 2026
37. **Reports from representatives to outside bodies.** No reports.
38. **Correspondence**
 - a. Cornwall Council – Public realm update. Noted.
 - b. Climate Vision – update on last use of ARP in response to a question raised at the April council meeting. Noted.
 - c. Climate Vision - invitation to Sancreed Parish Council to a group walk to discuss climate change. Agreed action: agenda item for next meeting.
 - d. Letter from local resident – dog fouling on Sancreed Beacon. Agreed action: agenda item for next meeting.
39. **Agenda items for future meetings.**
 - a. To discuss future climate risk and potential impacts to the parish and how to mitigate any identified risks. Requested by Cllr Goodman.

- b. Cyber security for Councillor emails and devices. Requested by Councillor Freeman. To be actioned by Cllr Haigh.

- 40. **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. Proposed: Cllr Nicholls, seconded: Cllr Goodman.
- 41. **Staffing Committee update.** Councillors were given a brief update from the Staffing Committee.

Meeting closed: 8.42pm

Signed by Chair