

# SANCREED PARISH COUNCIL

**MINUTES FULL COUNCIL MEETING OF  
SANCREED PARISH COUNCIL AT THE MARY WILLIAMS  
MEMORIAL HALL TUESDAY 21<sup>st</sup> NOVEMBER 2023 AT 7.00 PM**

Contact the Clerk regarding  
any item in these Minutes:  
Parish Clerk & RFO  
Victoria Burton-Davey

[clerk@sancreedparishcouncil.org](mailto:clerk@sancreedparishcouncil.org)

Press & Public were invited to attend the above meeting.		
WELCOME: The Chair welcomed Councillors and public attendees and the Meeting commenced @19:00		
REF.	DESCRIPTION	ACTION
23-11/1	<p><b>PRESENT:</b> Cllr Hawkins (Chair); Cllr W James (Vice-Chair); Cllrs Bottrell, Goodman, Freeman, Harvey, P James, Nicholls, and Nicholson</p> <p><b>CLERK:</b> Victoria Burton-Davey</p> <p><b>ALSO PRESENT:</b> Cornwall Cllr Brian Clemens</p> <p><b>APOLOGIES:</b> Cllr Haigh</p> <p><b>PUBLIC ATTENDEES:</b> 1</p>	
23-11/2	<p><b>MEMBERS DECLARATIONS</b></p> <p>Cllrs W James and Bottrell Declared a Pecuniary Interest in Agenda item 23-11/7 b) PA23/07957</p> <p>Cllr W James Declared Pecuniary Interests in Agenda items 23-11/7 e) PA23/08823 and PA23/08814</p>	
23-11/3	<p><b>PUBLIC FORUM</b></p> <p>Attendee 1 spoke in support of Agenda items 23-11/7 e) PA23/08823 and PA23/08814 and to clarify application details. They also spoke regarding Agenda item 23-11/14 and a DMMO (WCA739) to create a link footpath between two existing Public Rights of Way (PRoW): they were not in support of the DMMO and suggested that evidence to support it might not exist. Clerk to check whether the Sancreed Parish Council (SanPC) had been consulted yet.</p>	<b>CLERK</b>
23-11/4	<p><b>APPROVAL OF MINUTES</b></p> <p>Clerk let the Meeting know that the page numbers and start time had been added to the Minutes.</p> <p><b>The Meeting RESOLVED</b> that the Minutes of the Full Council Meeting (FCM) of SanPC held on <b>17<sup>th</sup> October 2023</b> having been previously circulated be taken as read, <b>APPROVED</b>, and signed.</p> <p><b>Proposed:</b> Cllr W James    <b>Seconded:</b> Cllr Freeman</p> <p><b>Abstained:</b> Cllr Goodman was not present in October</p> <p><b>All In Favour (AIF):</b> YES</p>	<b>CLERK</b>
23-11/5	<p><b>MATTERS ARISING</b></p> <p>No matters arising from the accepted Minutes not included below.</p>	
23-11/6	<p><b>CORNWALL COUNCILLOR'S REPORT</b></p> <p>Cornwall Councillor's Report from Councillor Brian Clemens:</p> <p>Cllr Clemens thanked SanPC for their support over transport issue since the new bus timetable came into force. It was more than helpful having the support of all those councils effected voicing their concerns. While the measures put in place will only last until easter, it provided Penwith residents the opportunity to make sure the service use and strengthened the case for it to made available next winter and thereafter. The cost of this service was in the region of £25,000.</p> <p>He encouraged Members to read and understand the planning newsletter recently released by Cornwall Council (CC) head of planning. The bill that was going through parliament had gained Royal Assent on October 26<sup>th</sup> and would become a</p>	

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	<p>planning act. The main area of concern was that planning cost would rise by 35% for major schemes, and 25% for normal applications, and also the free go that was previously allowed if slight changes had to made to application has been taken out. With regards the Community Area Partnership (CAP): the transport committee and the finance committee were up and running and meeting monthly. CLUP funding was being rolled out and as a CAP applications were making up ground after a slow start. He would suggest that timescales of the CLUP funding were extended, as it was difficult for some larger projects to apply.</p> <p>As Advocate Councillor for the Youth Council: they were looking for new members (which SPC had advertised through their Social Media channels) The Youth Council would be holding elections in 2024 (nominees needed to register between the 29<sup>th</sup> January and the 1<sup>st</sup> March 2024.</p> <p>He reported that CC had announced a budget deficit of £14.9 million for the first 6 months of the year.</p> <p>SanPC Members thanked him for all his work on getting the Bus service reinstated between St Just and Zennor. Cllr Clemens praised Transport for Cornwall officers for working with Parish and Cornwall Councillors to resolve the issue. SanPC to write to thank the officer. Cllr P James thanked Cllr Clemens for his work in getting traffic calming measures installed at Tremethick.</p>	CLERK
23-11/7	<b>NEW PLANNING APPLICATIONS</b>	
a)	<p><b>PA23/08043</b> <b>Proposal:</b> Proposed alterations and extensions to form relative’s annexe. <b>Location:</b> Codna Coath Sancreed Penzance Cornwall</p> <p>Councillors had made a site visit. Conditions regarding the application were shared with the meeting.</p> <p>SanPC <b>RESOLVED</b> to <b>SUPPORT</b> PA23/08043</p> <p><b>Proposed:</b> Cllr W James   <b>Seconded:</b> Cllr Nicholson <b>Abstained:</b> Cllr Freeman <b>AIF:</b> YES</p>	CLERK
b) WJ and JB left the Meeting @19:20 and returned at 19:22	<p><b>PA23/07957</b> <b>Proposal:</b> Refurbishment of, and extension to farmhouse, and conversion of barn and garage store to ancillary accommodation, studio and snooker room. <b>Location:</b> Ennestreven Farm Trannack Road Sancreed Penzance</p> <p>Councillors had made a site visit. The application was discussed. SanPC <b>RESOLVED</b> to <b>SUPPORT</b> PA23/07957</p> <p><b>Proposed:</b> Cllr Nicholson   <b>Seconded:</b> Cllr P James <b>AIF:</b> YES</p>	CLERK

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	<p>c) <b>PA23/08191</b> <b>Proposal:</b> Ground floor side extension to create a room downstairs and a bathroom <b>Location:</b> Bosvenning Villa Newbridge Penzance Cornwall</p> <p>Councillors had made a site visit. The layout of the proposed annex was discussed.</p> <p>SanPC <b>RESOLVED</b> to <b>SUPPORT</b> PA23/08191</p> <p><b>Proposed:</b> Cllr W James   <b>Seconded:</b> Cllr Bottrell <b>AIF:</b> YES</p>	<b>CLERK</b>
<p>WJ left the Meeting @19:23</p>	<p>d) <b>PA23/08823</b> <b>Proposal:</b> To gain safe/usable exit/entry to fields by large agricultural machinery at present having to go into the village to turn around which is not safe. This will also be a safer access to the fields for all other smaller vehicles. <b>Location:</b> Land South Of School House Sancreed Road Sancreed Cornwall</p> <p>Councillors had made a site visit. The grading at the edges of the access was discussed.</p> <p>SanPC <b>RESOLVED</b> to <b>SUPPORT</b> PA23/08823</p> <p><b>Proposed:</b> Cllr Nicholson   <b>Seconded:</b> Cllr Harvey <b>AIF:</b> YES</p>	<b>CLERK</b>
<p>WJ re-joined the Meeting @19:26</p>	<p>e) <b>PA23/08814</b> <b>Proposal:</b> To gain safe exit from field number SW4229 5214 onto the road. The existing gateway is completely blind in both directions when exiting the field. <b>Location:</b> Field No. SW4229 5214 Sancreed Penzance Cornwall</p> <p>Councillors had made a site visit The application offered improved visibility.</p> <p>SanPC <b>RESOLVED</b> to <b>SUPPORT</b> PA23/08814</p> <p><b>Proposed:</b> Cllr Harvey   <b>Seconded:</b> Cllr P James <b>AIF:</b> YES</p>	<b>CLERK</b>
<p>23-11/8</p>	<p><b>PLANNING DECISIONS were noted</b></p> <p><b>PA23/07237</b> <b>Location:</b> Meadow View Sancreed Penzance Cornwall TR20 8RL <b>Proposal:</b> Submission of details to discharge in part Condition 5 in respect of Decision Notice PA20/06302 dated 08/09/2023 <b>DECISION:</b> Discharge of conditions - not all conditions agreed <b>02/11/2023</b></p>	
<p>23-11/9</p>	<p><b>Other Planning Matters were noted</b></p> <p><b>PA23/01283/PREAPP</b> <b>Location:</b> School House Sancreed Road Sancreed Penzance Cornwall TR20 8QS <b>Proposal:</b> Exception notice for works to Sycamore <b>Closed</b> - advice given <b>09/11/2023</b></p>	
<p>23-11/10</p>	<p><b>Amenities</b></p> <p>a) SanPC had received permission from the Glebe managing agents to install the additional playground equipment (within the constraints of the existing lease) once purchased. Cllr Goodman let the meeting know that she was</p>	<b>KG</b>

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	<p>having trouble tracking down the manufacturer of one of the pieces of equipment but that once identified the purchase would be made.</p> <p>b) The Chair outlined funding available through the British Heart Foundation for additional Community Defibrillators should Members decide to install another. The pros and cons, and locations were discussed.</p> <p>Cllr Freeman said she thought the electricity was too expensive but proposed that SanPC print and hand deliver information sheets about how to use a defibrillator. Members discussed information which was already freely and easily available, and free training which could be arranged for residents. The motion was not passed.</p> <p>Cllr W James proposed that he apply for an additional defibrillator for Sancreed which he offered to site on his farm</p> <p><b>Proposed:</b> Cllr W James   <b>Seconded:</b> Cllr Nicholson <b>AIF:</b> YES</p> <p>Cllr Goodman said that funds may be available for installation through the Village Hall Committee.</p> <p>The Meeting noted that the bench near the post box in Sancreed needed some maintenance work. Cllrs to report back to Clerk.</p>	<p>WJ</p> <p>ALL</p>
23-11/11	<p><b>Communications &amp; Outreach</b></p> <p>a) Members had previously AGREED that the Sancreed Beacon should be lit as part of the D-Day 80<sup>th</sup> anniversary in 2024. The Clerk to write to Cornwall Heritage Trust to let them know about the plans.</p> <p>Cllr Goodman was asked to liaise with the Village Hall Committee regarding other plans to mark the occasion.</p> <p>The Clerk let the Meeting know about the National Ring Out which was planned and asked about bells in the parish. She would re-send the link to all so someone could follow up.</p> <p>The locally grown Sancreed Christmas Trees had been ordered from a local business and would be delivered the following week. Cllr Bottrell offered to accept delivery of the Sancreed tree.</p> <p>Other Christmas plans in the Parish were discussed: There would be a Christmas Market on December 3<sup>rd</sup> from 10am to 1pm at Sancreed Village Hall providing the opportunity to 'shop local' and enjoy refreshments on sale.</p>	<p>CLERK</p> <p>KG</p> <p>CLERK/ ALL</p> <p>CLERK JB</p> <p>ALL</p>
23-11/12	<p><b>Environment</b></p> <p>a) SanPC <b>AGREED</b> that the Clerk should add an Environment page to the website to include links related to the Biodiversity Action Plan etc.</p> <p>b) SanPC <b>AGREED</b> to facilitate the setting up of a Sancreed Nature Action Group and host a web page for them</p> <p>c) The Meeting considered membership of Campaign for the Protection of Rural England Cornwall membership.</p> <p>SanPC <b>RESOLVED</b> to join CPRE Cornwall</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p>

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	<p><b>Proposed:</b> Cllr W James    <b>Seconded:</b> Cllr Hawkins <b>AIF:</b> YES</p> <p>d) Information about a tree planting initiative in the Parish had been circulated. This was discussed and concerns about visibility for road users was to be passed back to the applicant, as the verge had been cleared by CC for that reason.</p> <p>Clerk to order and Cllr Nicholson to plant 2 jubilee trees (Cornish varieties of apple/locally grown)'</p>	<p><b>CLERK</b></p> <p><b>CLERK PN</b></p>
23-11/13	<p><b>Highways</b></p> <p>a) The Council's VAS signs were ready to be picked up by the Chair. Clerk to advertise to local Councils as no further interest had been received from Marazion PC.</p> <p>Cllrs had received reports of flooding on a local road. The resident had been signposted to the CC REPORT LINK on the landing page of the SanPC website. There was also a report of a hedge along a highway in the Parish which was overgrown. This person had also been signposted to the link to report the matter to CC.</p>	<p><b>CLERK</b></p>
23-11/14	<p><b>Public Rights of Way (PRoW) WG</b></p> <p>a) The Clerk had contacted CC regarding footpath upgrades and awaited reply. Only just contacted contractor regarding missing paths.</p> <p>b) The Clerk had contacted Bolitho Estate regarding PRoW clearance and was working with Cllr Nicholson on the details of areas to be cleared.</p> <p>c) An application to add a Restricted Byway from Unclassified Road U6002 (Brane Lane) to Caer Bran Hillfort in the Parish of Sancreed (WCA 688) had been circulated.</p> <p>There was Japanese Knotweed on this track which had previously been reported to CC but they had not acted to clear to date. Photos received to send.</p>	<p><b>CC</b></p> <p><b>CLERK/ PN</b></p> <p><b>CLERK</b></p>
23-11/15	<p><b>Policy Reviews and Councillor details</b></p> <p>a) A Biodiversity Action Plan 2023-27 DRAFT had been circulated and Members had started to feed back amendments and improvements ready for adoption at the December meeting. Members to work with the Clerk via email to have the document ready for adoption at the next Meeting. Clerk to re-send latest DRAFT.</p>	<p><b>CLERK ALL</b></p>
23-11/16	<p><b>FINANCE</b></p> <p>a) The Meeting <b>RECEIVED</b> and <b>NOTED</b> the bank reconciliations as at the <b>31<sup>st</sup> October 2023</b></p> <p>b) The Meeting <b>RECEIVED</b> and <b>RESOLVED</b> to <b>APPROVE</b> the <b>November 2023</b> payment schedule</p> <p><b>Proposed:</b> Cllr P James    <b>Seconded:</b> Cllr W James <b>AIF:</b> YES</p> <p><b>c) RFO report</b> The National Association of Local Councils annual pay review had been received</p>	<p><b>CLERK/ MHK</b></p>

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	<p>for 2023/24. Clerk to be backdate to her start date. She had also completed and passed the Certificate in Local Council Administrated which warranted a 2point pay scale increase from 01/11/2023. SanPC <b>AGREED</b> she should apply these two salary amendments.</p> <p>The Local Maintenance Partnership (LMP) invoice for 2023/24 had been submitted to CC for £3,168.62.</p> <p>Total <b>Receipts</b> in October: £0.00 Total <b>Expenditure</b> in October £734.10</p> <p>d) Two proposed Budget 2024/25 DRAFTS were tabled and the proposed associated Precept demands were discussed at length.</p> <p>SanPC <b>RESOLVED</b> to <b>ACCEPT</b> the proposed <b>FULL BUDGET 2024/25 and the associated Precept demand therein.</b></p> <p><b>Proposed:</b> Cllr Hawkins    <b>Seconded:</b> Cllr Nicholson <b>Abstained:</b> Cllr Freeman <b>AIF:</b> YES</p> <p>e) The LMP offer for 2024/25 had been received for £3,323.25. SanPC <b>RESOLVED</b> to <b>ACCEPT</b> it.</p> <p><b>Proposed:</b> Cllr W James    <b>Seconded:</b> Cllr Harvey <b>AIF:</b> YES</p> <p>f) Grants No grant applications had been received.</p>	<p><b>CLERK</b></p> <p><b>CLERK CLERK</b></p> <p><b>CLERK</b></p>
23-11/17	<p><b>Clerk's Report and Correspondence</b></p> <p>a) The September Minutes were published to the website/noticeboard and FCM Minutes 10-2023 were DRAFTED. SanPC had purchased 2 wreaths and 15 crosses and made the donation up to £100.00 for the Royal British Legion. The Chair and Vice Chair had attended services. The Clerk had contacted CC regarding the Polling Review, and let CC Highways know Member's bus shelter feedback. The October Payment Schedule was actioned. She had DRAFTED the Biodiversity Action Plan. She continued to monitor website service.</p> <p>b) Correspondence received: An Electric Vehicle Infrastructure Strategy had been circulated to Members. There would be an online survey to complete from 14<sup>th</sup> January 2024. All other correspondence had been covered during the Agenda.</p>	
23-11/18	<p><b>Training and Meetings Attended:</b></p> <p>a) Smaller Council's Meeting 23 October 2023 was attended by the Clerk.</p> <p>b) CALC AGM 24<sup>th</sup> October 2023 was attended by the Clerk. She informed Members about forthcoming terrorism legislation called Martyn's Law which was going through parliament: it would impact many Town and Parish Councils, as it applied to all contained gatherings of over 100 people. Cllr Goodman said she would alert the Village Hall Committee to the issue.</p>	<b>KG</b>

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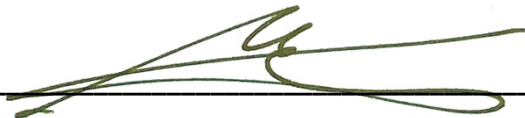
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	c) Cllr Goodman had attended the CAP Grant Information Event held in St Just on Tuesday 14 <sup>th</sup> November 2023	
23-11/19	<b>Diary Dates:</b> Meeting dates confirmed: a) Next FCM 19 <sup>th</sup> December 2023 b) Police Liaison Meeting – Tuesday 28 <sup>th</sup> November at 19:00-20:30 on Teams c) Christmas Market at Sancreed Village Hall 3 <sup>rd</sup> December 2023 10am – 1pm	
23-11/20 @20:28	<b>EXCLUSION OF THE PRESS AND PUBLIC</b> The Meeting <b>RESOLVED</b> 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. <b>Proposed:</b> Cllr Hawkins <b>Seconded:</b> Cllr Goodman <b>AIF:</b> YES Cllr Clemens was invited to join the closed session.	
23-11/21	<b>Amenity acquisition</b> An email regarding access to a proposed amenity was discussed. Cllr Clemens had passed the matter to CC to investigate further. It was <b>AGREED</b> that the access should be resolved by CC prior to acquisition by SanPC. It was noted that a gate was evident in circulated photographs which had not been present historically.	
23-11/22	<b>MEETING CLOSED @20.33</b>	

Signed: Chair of Meeting



19/12/2023