

# SANCREED PARISH COUNCIL

**MINUTES FULL COUNCIL MEETING OF  
SANCREED PARISH COUNCIL AT THE MARY WILLIAMS  
MEMORIAL HALL TUESDAY 20<sup>th</sup> FEBRUARY 2024 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)

<b>Press &amp; Public were invited to attend the above meeting.</b>		
<b>WELCOME:</b> The Chair welcomed Councillors and public attendees. <b>The Meeting commenced @19:00</b>		
REF.	DESCRIPTION	
24-02/1	<p><b>PRESENT:</b> Cllr Hawkins (Chair); Cllr W James (Vice Chair); Cllrs Goodman, Freeman, Haigh, 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 P James – family commitments; Cllr Harvey – compassionate leave; Cllr Bottrell was absent.</p> <p><b>PUBLIC ATTENDEES:</b> 4</p>	
24-02/2	<p><b>MEMBERS DECLARATIONS</b></p> <p>a. Pecuniary Interest - Cllrs W James for Agenda Item 24-02/7 b) Cllr Goodman for Agenda Item 24-02/7 c) &amp; d)</p> <p>b. Non-Registrable Interests - none</p> <p>c. Declaration of Gifts - none</p> <p>No requests for dispensations were received.</p>	
24-02/3 WJ stepped out @19:02  WJ re-joined the Meeting @19:33	<p><b>PUBLIC FORUM</b></p> <p>Speaker 1 spoke in objection to Agenda Item 24-02/7 b). Speaker 2 spoke in objection to Agenda items 24-02/7 c) &amp; d), and on 24-02/10 a) to raise concerns about increased dog fouling at the Glebe. Speaker 3 spoke in support of Agenda item 24-02/7 b). <b>Agenda Item 24-02/7 b) was heard at this time.</b></p>	
24-02/4	<p><b>APPROVAL OF MINUTES</b></p> <p>The Meeting <b>RESOLVED</b> that the Minutes of the full Council Meeting (FCM) of Sancreed Parish Council (SPC) held on <b>16<sup>th</sup> January 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 Goodman <b>All In Favour (AIF):</b> YES</p>	<b>CLERK</b>
24-02/5	<p><b>MATTERS ARISING</b></p> <p>No matters arising from the accepted Minutes that were not included below.</p>	
24-02/6	<p><b>CORNWALL COUNCILLOR'S REPORT</b></p> <p>Monthly Cornwall Councillor's Report from Councillor Brian Clemens: As a Councillor Advocate for Cornwall Youth Council he was impressed with the progress made over the last three years. The dedicated officer team had really given the youth of Cornwall a platform to express their views, and to question the council members and senior officer team that ultimately made the decisions that affect all young people across Cornwall. This March the results of the youth council elections were to be announced at a special results event in Truro.</p>	

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	<p>Twelve candidates would make up the new Youth Council. The Youth Council had visited parliament to raise questions with the ministerial team, and also appeared on Radio Cornwall. They now have a dedicated communications officer and would in future hopefully have their full council meetings recorded on the live stream, as at Cornwall Council (CC) full council. There were two local students from Cape Cornwall Academy up for election: he and Sennen Councillors wished them every success at the forthcoming elections. The draft budget for the coming year had been published and it would be interesting to see if an alternative budget was presented by the opposition parties at the 20<sup>th</sup> of February full council meeting. There was still Shared Prosperity Funds available, though the timescale to complete projects was tight, there was still the opportunity for some smaller projects to bid and complete on time. On the 13<sup>th</sup> of February he would meet with the Police Inspector and also the new neighbourhood Sargent to ensure a smooth handover of police liaison meetings. Also, to ensure that the lines of communications established through the CAP continue uninterrupted. Following the re-opening of the front desk at Penzance police station, and others across Cornwall and Devon, there had been a favourable response from members of the public. The police the crime commissioner had bid to open more front desks across the force area, also more focus would be put on anti-social behaviour and shop lifting as well as other low-level crime. He let the Meeting know that CC were in financial dire straits due to Government underfunding, and were being penalised for their prudent financial management through being forced to draw down reserves.</p>	
24-02/7	<b>NEW PLANNING APPLICATIONS</b>	
a)	<p><b>PA24/00199</b> <span style="float: right;"><b>SECTION 73</b></span>  <b>Proposal:</b> Reserved Matters application for (access, appearance, landscaping, layout and scale) details following outline consent PA20/06302 dated 21/10/2020 for up to two dwellings without compliance with condition 1 of decision PA23/02931 dated 21.06.2023.  <b>Location:</b> Land South of Boskydu Sancreed Penzance TR20 8RL</p> <p>Motion to <b>RESOLVE</b> to <b>APPROVE</b> the Consultee Comment submitted after consultation via email before 08/02/2024 due to CC not extending the deadline for response:</p> <p>“Sancreed Parish Council do not consider the alterations to design requested will have a substantially different impact than the original application.”</p> <p><b>Proposed:</b> Cllr W James <b>Seconded:</b> Cllr Goodman  <b>AIF:</b> YES</p>	
b) This item was moved up to just after the Public Forum	<p><b>PA24/00432</b>  <b>Proposal:</b> Erection of livestock building.  <b>Location:</b> Land At Trannack Mill Farm Sancreed Penzance Cornwall</p> <p>A site visit had been made. The Application was discussed.</p> <p>Sancreed Parish Council <b>RESOLVED</b> to <b>OBJECT</b> to PA24/00432 on the grounds that: The increased traffic at the access to the site constitutes a potential danger</p>	

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	<p>to road users and should be brought to the attention of the Highways Officer.</p> <p>Sancreed Parish Council request an evaluation of the access by the Highways Officer.</p> <p>The Council would be minded to support this application, if the Highways Officer report confirmed that increased traffic at the proposed access for the site would not pose a danger to road users/pedestrians.</p> <p><b>Proposed:</b> Cllr Nicholls    <b>Seconded:</b> Cllr Freeman  <b>Abstained:</b> Cllr Haigh  <b>Objected:</b> Cllr Goodman – on the grounds that she would have preferred the Councils objection to include the scale and siting of the building, in addition to access concerns.  <b>Rest In Favour:</b> YES</p>	CLERK
c)	<p><b>PA24/00612</b>  <b>Proposal:</b> Listed Building Consent - Change of use from Residential (C3) to Bed and Breakfast (C1)  <b>Location:</b> Sancreed House Sancreed Road Sancreed Penzance</p> <p>SanPC <b>RESOLVED</b> to <b>SUPPORT</b> PA24/00612</p> <p><b>Proposed:</b> Cllr Nicholson    <b>Seconded:</b> Cllr W James  <b>AIF:</b> YES</p>	CLERK
d)	<p><b>PA24/00611</b>  <b>Proposal:</b> Change of use from Residential (C3) to Bed and Breakfast (C1)  <b>Location:</b> Sancreed House Sancreed Road Sancreed Penzance</p> <p>SanPC <b>RESOLVED</b> to <b>SUPPORT</b> PA24/00611 with the addition of a <b>CONDITION</b> that insists that vehicles belonging to residents, staff, and visitors to the property be confined to parking on site.</p> <p><b>Proposed:</b> Cllr Haigh    <b>Seconded:</b> Cllr Nicholson  <b>AIF:</b> YES</p>	CLERK
24-02/8	<p><b>PLANNING DECISIONS</b> were noted</p> <p><b>PA23/09929</b>  <b>Proposal:</b> Construction of Replacement Extension and Associated Works  <b>Location:</b> Avaldy Ys Carn Sancreed Penzance Cornwall TR20 8QS  <b>DECISION:</b> Approved with conditions <b>14/02/2024</b></p>	
24-02/9	<p><b>Other Planning Matters</b> were noted</p> <p><b>PA24/00057/PREAPP</b>  <b>Location:</b> Codna Coath Sancreed Penzance Cornwall TR20 8RL  <b>Proposal:</b> Pre application advice for proposed alterations and extensions to form relative's annexe</p> <p>A Planning Enforcement issue had been reported to CC and was now live.</p>	

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24-02/10	<p><b>Amenities</b></p> <p>a) Playground A grant application for funds to supplement those raised by SanPC for play equipment had been completed by Cllr Goodman and submitted. An invoice for the first purchase and a quote for the second purchase had been received.</p> <p>PlaySafe were due to make an annual safety inspection soon.</p> <p>Cllr Freeman asked the Council to consider signs – the Meeting let her know that signs were in place already but they may need replacing. Chair to review.</p> <p>b) Community Defibrillators – Cllr W James was waiting for further interest before proceeding.</p> <p>c) The Clerk had ordered replacement Jubilee trees and taken receipt of two Cornish variety apple trees: ‘Cornish Queen’ and ‘Duke of Cornwall’ which would pollinate each other. The Council thanked Cllr Nicholson for planting and erecting protection around them.</p> <p>d) Councillors had evaluated the Sancreed bench repairs needed – Cllr Nicholson had asked a local handyman to look at what was needed. He would forward details to the Clerk.</p> <p>Cllr Goodman gave an update on the Village Hall grant application progress and shared events happening:</p> <ul style="list-style-type: none"> <li>• A Spring Walk on Sunday 17<sup>th</sup> March 2pm to 3.30pm</li> <li>• Spring Show Sunday 7<sup>th</sup> April with lots of classes to enter</li> <li>• Plant and Produce Sale on Sunday 19<sup>th</sup> May 10am to 1pm</li> </ul> <p>Cllr Goodman also asked for photos of the Hall from residents and Councillors to help build a record since its opening in 1925.</p>	<p><b>CLERK</b></p> <p><b>CHAIR</b></p> <p><b>PN</b></p> <p><b>ALL</b></p>
24-02/11	<p><b>Communications &amp; Outreach</b></p> <p>a) The Clerk requested permission to change the supplier for website/emails as the current service was not acceptable.</p> <p>SanPC <b>RESOLVED</b> that the Clerk should change the website/email supplier within the budget for 2024/25</p> <p><b>Proposed:</b> Cllr Goodman    <b>Seconded:</b> Cllr Nicholls <b>AIF:</b> YES</p>	
24-02/12	<p><b>Environment</b></p> <p>No update this month</p>	
24-02/13	<p><b>Highways</b></p> <p>a) The VAS signs had been sold to Crowan Parish Council. They would be collected the week of the meeting.</p> <p>The Meeting <b>NOTED</b> that the signs had been working well to slow down traffic.</p>	

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	<p>b) Cllr Hawkins asked that the Council put in an Expression Of Interest (EOI) for Electric Vehicle (EV) charging at Drift</p> <p>SanPC <b>AGREED</b> that the Clerk should submit the EOI.</p>	<b>CLERK/ CHAIR</b>
24-02/14	<p><b>Public Rights of Way (PRoW) WG</b></p> <p>a) Footpath upgrades were in process of being confirmed.</p> <p>b) The LMP tender invitation was out – one received so far.</p>	<b>CLERK</b>
24-02/15	<p><b>Policy Reviews</b></p> <p>a) Staffing Committee Terms Of Reference (TOR)</p> <p>b) Staff Recruitment Policy</p> <p>c) Absence Management Policy</p> <p>d) Recruitment Privacy Notice</p> <p>SanPC <b>RESOLVED</b> to <b>ADOPT</b> the four policies above</p> <p><b>Proposed:</b> Cllr Nicholson    <b>Seconded:</b> Cllr W James <b>AIF:</b> YES</p>	<b>CLERK</b>
24-02/16	<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> January 2024</b></p> <p>b) The Meeting <b>RECEIVED</b> and <b>RESOLVED</b> to <b>APPROVE</b> the <b>February 2024</b> payment schedule</p> <p><b>Proposed:</b> Cllr W James    <b>Seconded:</b> Cllr Nicholls <b>AIF:</b> YES</p> <p>c) RFO report: The January payments had been made The RFO had arranged the playground finances in line with the grant award VAS sales invoice sent Accepted the CC LMP offer for 2024/25</p> <p>Total Receipts for January 2024: <b>£13.82</b> Total Expenditure for January 2024: <b>£3,996.33</b></p> <p>I. Reserves Policy II. Expenses Policy</p> <p>SanPC <b>RESOLVED</b> to <b>ADOPT</b> the policies and Asset Register above</p> <p><b>Proposed:</b> Cllr Nicholls    <b>Seconded:</b> Cllr W James <b>AIF:</b> YES</p> <p>III. Fixed Asset Register 2024/25 to come back in March IV. The Third Quarter Budget Update was <b>ACCEPTED</b> and signed</p> <p>Members discussed election fund provision.</p> <p>d) No Grants/Funding applied for this month</p>	

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24-02/17	<b>Clerk's Report and Correspondence</b> a) Clerk report: Submitted planning comments Posted December Minutes to website/noticeboard Drafted FCM Minutes 01-2024 and Agenda 02-2024 Posted the D-Day pin info to FB Published adopted policies to website Contacted Cornwall Heritage Trust about Beacon lighting  I. Statement of Internal Controls 2024 to be brought back in March II. Risk Assessment 2024 <b>NOTED</b> as completed by the Clerk b) Correspondence received not covered in Agenda items: Local Plan call out for sites shared	
24-02/18	<b>Training and Meetings Attended</b> a) Finance for Councillors - Cllr Nicholls b) Addressing Conflict between Councillors and Employees – Cllr Nicholls Cllr Nicholls reported that both training sessions had been very informative and would be useful to her in her role as Councillor.	
24-02/19	<b>Diary Dates:</b> Meeting dates to be confirmed: a) Next FCM 19 <sup>th</sup> March 2024 b) Police Liaison Meeting 20 <sup>th</sup> March 2024 c) CAP Meeting 17 <sup>th</sup> April 2024	
24-02/20	<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 Nicholls <b>Seconded:</b> Cllr Nicholson <b>AIF:</b> YES	
24-02/21	<b>Amenity acquisition</b> Update – Contacted CC officers to submit the Sancreed Amenities Acquisition Business Case. Copies circulated in the Closed Session	
24-02/22	<b>MEETING CLOSED @20:43</b>	

Signed: Chair of Meeting



19/03/2024