

Zennor Parish Council

**MINUTES ANNUAL COUNCIL MEETING OF
ZENNOR PARISH COUNCIL AT ZENNOR VILLAGE HALL
ON TUESDAY 13 MAY 2025 AT 7.00 PM** or after APM

Contact the Clerk regarding
any item in these Minutes:
Parish Clerk & RFO
Victoria Burton-Davey
clerk@zennor-pc.gov.uk

Press & Public were invited to attend the above meeting. The Meeting Commenced @19:30 after the Zennor Annual Parish Meeting of Electors.		
REF.	DESCRIPTION	ACTION
25-05/1	ELECTION OF CHAIR a) ZPC RESOLVED to Elect Cllr Jon Brookes as Chair for 2025-26 Proposed: Cllr Nankervis Seconded: Cllr A Thompson All rest In Favour (AIF): YES b) The signing of the Chair's Declaration of Acceptance of Office was NOTED c) The Chair welcomed Councillors and Public Attendees to the Meeting	CLERK
25-05/2	PERSONS PRESENT/APOLOGIES Present: Chair: Cllr Brookes; Cllrs Heron, Lambert, Nankervis, A Thompson, and L Thompson. Clerk: Victoria Burton-Davey ALSO PRESET: Cornwall Councillor Juliet Line Public Attendees: 1	
25-05/3	ELECTION OF VICE CHAIR a) ZPC RESOLVED to Elect Cllr Sam Nankervis as Vice Chair for 2025-26 b) The signing of the Vice Chair's Declaration of Acceptance of Office was NOTED	CLERK
25-05/4	MEMBERS DECLARATIONS The Meeting NOTED Councillor Declarations of Acceptance of Office were signed The Meeting NOTED signing of the Councillor Statement of Assurances, and Councillor Communications Agreements were signed i. Pecuniary/Registrable Declarations of Interests - none ii. Non-Registrable Interests - none iii. Declaration of Gifts - none	CLERK
25-05/5	PORTFOLIO HOLDERS 2024/25 Members discussed and AGREED Portfolio Holders for 2025/26	CLERK
25-05/6	PUBLIC FORUM Attendee 1: They had let Cornwall Council (CC) know that speeding was a real concern in the area. The Chair had advised on sign placement after CC Highways said it was okay to put a warning sign up as long as it was not on the highway.	
25-05/7	APPROVAL OF MINUTES ZPC RESOLVED that the Minutes of the Full Council Meeting (FCM) of Zennor Parish Council (ZPC) held on 14 April 2025 having been previously circulated be taken as read, APPROVED , and signed. Proposed: Cllr A Thompson Seconded: Cllr Lambert AIF: YES	CLERK
25-05/8	MATTERS ARISING There were no matters arising from the accepted Minutes	

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25-05/9	NEW PLANNING APPLICATIONS No applications at time of published Agenda	
a)	PA25/02612 Proposal: Demolition of existing extensions and new single storey extensions to sides of dwelling, alterations to fenestration, formation of new parking area and associated works Location: Treen Farm North Zennor St Ives TR26 3DE The application was discussed. ZPC RESOLVED to SUPPORT to PA25/02612 We were pleased to see a sympathetic proposal. We would like a CONDITION that South West Water's recommendation regarding waste water disposal is implemented, as this was not in the plans. Proposed: Cllr Nankervis Seconded: Cllr Lambert AIF: YES	CLERK
25-05/10	No PLANNING DECISIONS this month	
25-05/11	OTHER PLANNING MATTERS	
a)	PA25/01121 The Members considered an updated plan for Brook Cottage power lines supplied by the Planning Officer. ZPC AGREED to ACCEPT the officer's proposals regarding the application.	CLERK
b)	Cllr heron had looked into the process and usefulness of preparing and submitting a Neighbourhood Priority Statement and recommended it to Members. The Meeting AGREED to set up a Neighbourhood Priority Statement Working Group to prepare the document and to consider the updated planning regulations. Cllr Heron and the Clerk to initiate. Cllr Line asked to participate	KH/ CLERK
25-05/12	Community Engagement & Communications a) Website and social media: several local events had been posted to the website. The Clerk to add the Zennor Gig Club to the site, and to highlight the Church as a venue for local events.	CLERK
25-05/13	Environment a) Water quality project was in process. Cllr L Thompson and the Chair were pleased to have advised a local resident on the creation of their wildlife garden and would be happy to be offer to meet other residents eager to encourage biodiversity gain on their property.	LT/ CHAIR
25-05/14	Highways The speeding issued mentioned in the Public Forum were NOTED.	
25-05/15	Public Rights of Way (PRoW) Members had noticed more signs for the 'Tinner's Way' being installed on the Parish border. The contractor had let the Chair know that he was planning a first cut at the start of June to leave time for flowers to set seed. He would avoid cutting wild flowers not causing obstructions. He had been reminded to move excess cuttings off the path.	

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25-05/16	Policy Reviews & Governance The Meeting had RECEIVED the policies in advance of the Meeting a) Standing Orders 2025 b) Financial Regulations 2025 ZPC RESOLVED to ADOPT the two policies above which were from the new NALC pro-formas Proposed: Cllr L Thompson Seconded: Cllr Heron AIF: YES c) Co-option Policy ZPC RESOLVED to ADOPT the new policy above Proposed: Cllr Nankervis Seconded: Cllr Heron AIF: YES d) The Clerk reminded Members that their Councillor Register Of Interest forms needed to be completed and sent to her e) Meeting Dates 2025-26 were AGREED The Parish Council vacancy would be advertised on the website and social media.	CLERK CLERK ALL CLERK CLERK
25-05/17	FINANCE a) The Meeting RECEIVED and NOTED the Bank Reconciliation as of 30 April 2025 b) The Meeting RECEIVED and RESOLVED to APPROVE the Payment Schedule May 2025 Proposed: Cllr Heron Seconded: Cllr Lambert AIF: YES c) Responsible Financial Officer report: The first Precept payment of £5,037.50 was received A VAT rebate received: £958.59 Actioned April Payment Schedule and posted to web Accounts Summary 2024-25 published Council Documents went to the Internal Auditor Updated Budget 2025-26 posted to web Total Receipts 04-2025: £5,999.48 Total Expenditure 04-2025: £568.72 d) ZPC No Conflict Internal/Exterior Auditors 2024-25 was NOTED and SIGNED e) AGAR 2024/25 i. Certificate of Exemption 2024-25 was NOTED as SIGNED ii. ZPC RESOLVED to ACCEPT the Internal Audit Report 2024-25 Proposed: Cllr A Thompson Seconded: Cllr Nankervis AIF: YES The Council thanked Charlotte Millard for auditing the ZPC accounts 2024-25.	

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	iii. ZPC RESOLVED to ACCEPT the Annual Governance Review 2024-25 and it was SIGNED Proposed: Cllr A Thompson Seconded: Cllr Nankervis AIF: YES iv. ZPC RESOLVED to ACCEPT the Annual Accounting Statement 2024-25 and it was SIGNED Proposed: Cllr L Thompson Seconded: Cllr A Thompson AIF: YES v. Dates for the Notice of Exercise of public Rights 2024-25 were AGREED as 16 June 2025 to 25/07/2025 e) Grants/Funding – none this month	
25-05/18	Clerk's Report and Correspondence a) Clerk report: Posted FCM Minutes 03-2025 to website/noticeboard Drafted FCM Minutes 04-2025 and Agendas APM and ACM 05-2025 Invited local organisations to APM Adopted Policies were posted to website b) Correspondence received: The Clerk had received an enquiry about bus timetables The Clerk had let the architects for PA25/02612 know they were free to attend this meeting to support the application Clerk annual leave was AGREED for 4 June to 9 June 2025 and 11 to 13 June 2025	
25-05/19	Training and Meetings Attended None this month	
25-05/20	Diary Dates: Meeting dates confirmed: ZPC FCM 10 June 2025	
25-05/21	MEETING CLOSED @20:24	

Signed: Chair of Meeting



10/06/2025