

ST CLEER PARISH COUNCIL

Minutes of the full Council meeting of St Cleer Parish Council held on Wednesday 26th Nov 2025, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 27.11.25

Agenda points are in black, minutes are in blue

Minute ref	Item
2025.11.27-1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence.</p> <p>Minutes: Present - Clerk Katie-Marie Goodwright CLLrs Jon Prinn ▾ Sue Harbord ▾ Clive Sargeant ▾ Mel Gymer ▾ Carol Ayres ▾ Suzanne Horsfield ▾ Raymond Pearce ▾ Cornwall Councillor Sean Smith Apologies received - Cllr Laybury Absent: Chris Piper</p>
2025.11.27-2	<p>Receive any Declarations of Interest from Members/Dispensations</p> <ul style="list-style-type: none"> - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations <p>Minutes - None declared</p>
2025.11.27-3	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>Minutes: - None present</p>
2025.11.27-4	<p>Cornwall Councillor update: Sean Smith</p> <p>Minutes:</p> <ul style="list-style-type: none"> - St Cleer School - issue with a hedge - had a meeting with facilities management - will cut 3m off a number of trees overhanging the properties. Future checks will include properties outside school boundaries - Remembrance ceremony well attended - Meeting next week in relation to 20mph issues - hoping issues can be addressed sooner rather than later - Treworgy caradon cycle way - issue with slurry on road - have been in contact with Cornwall farms and have raised environmental issue - Callywith buses - selling 100 seats on 70 seater coaches - under 16's are allocated a seat, over 18's can stand. Cornwall council subsidises some of the tickets so they have a duty of care. Issue raised in Chambers. - Road closure in St Cleer in relation to cattle grid repair - opened earlier than expected
	<p>Planning - TO RESOLVE to comment 'to support' 'to object' or 'to make no comment' on the on the applications below on the Cornwall Council planning portal:</p> <p>Ref. No: PA25/06247 : Proposed conversion of barn with extension to create a single self-build dwelling - Lower Rosecraddoc Farm Rosecraddoc Liskeard Cornwall PL14 5AE</p>

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2025.11.27-5A	<p>Ref. No: PA25/07722 - The erection of an agricultural bungalow with removal of condition 2 of decision notice 62/10759/0 dated 12.06.1962. - Challacutt Puckator Lane Tremar Liskeard Cornwall PL14 6EA</p> <p>and any other planning applications received before 12pm on 26.11.25</p> <p>Minutes:</p> <p>A - Cllr Raymond Pearce proposed to comment "to support" application PA25/06247 on the Cornwall Council Portal</p> <p>Cllr Clive Sargeant seconded</p> <p>Outcome: Carried</p>
2025.11.27-5B	<p>B - Cllr Clive Sargeant proposed to comment "no comment" application PA25/07722 on the Cornwall Council Portal</p> <p>Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p>
2025.11.27-5AC	<p>C - Additional planning received - Ref No - PA25/08492 - Siting of a cabin for use as an estate office and installation of a sewage treatment plant - Siblyback Farm Common Moor Liskeard Cornwall PL14 6SB</p> <p>Cllr Jon Prinn proposed to comment "no comment" application PA25/08492 on the Cornwall Council Portal</p> <p>Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p>
2025.11.27-6	<p>Chairman's Announcements</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Attended allotment AGM with Cllr Pearce - very positive, holders and association complimentary of procedures in place. The main issue highlighted was ingress of deer / rabbits - addressing these issues are in hand. Discussed compostable toilet, the association isn't sure this is a viable option. Councillors disused the potential need for a toilet - discussion to be picked up again in future. Thanks to the allotment association for the invitation and the work that they do. - Attended Remembrance day and laid a wreath, thanks to Cllr Horsfield and family for organising the event and other Cllrs who attended. Well attended
2025.11.27-7	<p>Clerk report</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Cleerway Community Church would like to pass on thanks for very kindly granting the money to support the toddler group. It is very much appreciated
2025.11.27-8	<p>Reports</p> <ul style="list-style-type: none"> - Representative meetings - Commoners 6th Nov - Health and Safety

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2025.11.27-8A 2025.11.27-8B 2025.11.27-8C 2025.11.27-8D	<ul style="list-style-type: none"> - A- TO RECEIVE October report received for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment / public toilets / allotments - B- TO RECEIVE Fire Risk Assessment for the Pavilion - C -TO RECEIVE Electrical inspection carried out on MUGA lights - D - TO RECEIVE Vision ICT Website MOT report and NOTE that the website is now compliant with WCAG 2.2, required for assertion 10 of the AGAR <p>- Police - Since 2/10/25 to 30/10/25 there have been the following crimes in the St Cleer area that are disclosable - Theft from motor vehicle. Burglary x 3 (1 property returned to owner). Theft of a motor vehicle (recovered damaged). Actual Bodily Harm. Dog on dog attack. Common assault</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Representative meeting - Commoners - Clerk and Raymond attended the commoners meeting on 6th Nov- Main topic was provision of signs for the moors about slowing down, and what to do if you hit an animal / see an injured animal. Suggested the could apply for a grant from the council, have put on our list for CAP potential funding consideration - A - Received - B - Received - Main takeaway was we need better fire signs at exit doors - have been ordered and installed - C - Received - Faulty light was previously and still is disconnected - D - Received <p>Meeting break 19:50 Meeting resumed: 19:52</p>
2025.11.27-8	Matters arising from previous minutes <ul style="list-style-type: none"> - TO NOTE the precept has been requested from Cornwall Council £88,936.54. <p>Minutes:</p> <ul style="list-style-type: none"> - Above noted
2025.11.27-10	<p>TO REVIEW AND APPROVE previous full council meeting minutes from 22.10.25</p> <p>Minutes:</p> <p>Cllr Sue Harbord proposed to accept the full council minutes from 22.10.25 as accurate and correct</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
	<p>FINANCE</p> <ul style="list-style-type: none"> - A- TO RECEIVE monthly councillor reconciliation check report from previous month - carried out by Cllr Ayres and Clerk - no anomalies - B - TO RECEIVE previous months bank reconciliation - C - TO NOTE clerk spend as per financial regulation 9.5, £17.87 on H&S stickers, £17.89 on HDI adapter, £39.98 on printer ink - D - TO CONSIDER invoice from South West Drains for £114 for unblocking the public toilet (works carried out as per FR 5.18) - E - TO APPROVE payment Schedule for MONTH 2025

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2025.11.27-11A 2025.11.27-11B 2025.11.27-11c 2025.11.27-11D	<p>Minutes:</p> <ul style="list-style-type: none"> - A - Received - B - Received - C - Noted - should say HDMI adapter <p>- D - Cllr Jon Prinn proposed to accept invoice from south west drains for £114 for unblocking public toilet</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2025.11.27-11E	<p>E -Cllr Harbord read through payments to be approved</p> <p>E - Cllr Raymond Pearce proposed to accept the payment schedule for November 2025</p> <p>Cllr Sue Harbord seconded</p> <p>Outcome: Carried</p>
2025.11.27-12	<p>TO REVIEW AND APPROVE policies as recommended by the finance and general purposes committee</p> <ul style="list-style-type: none"> - A - Data Protection Policy and Data Breach Procedure - <i>to review in 3 years</i> - B - Policy for dealing with abusive, persistent and vexatious matters and assessment - <i>to review in 3 years</i> - C - CCTV Management Policy - <i>to review in 3 years</i> - D - IT and Communications Policy - <i>to review in 3 years</i> - E - Training and Development Policy - <i>to review in 3 years</i> <ul style="list-style-type: none"> - <i>no changes</i> - F - Planning Permission Site Visit Policy and Risk assessment - <i>to review in 3 year</i> <p>Minutes:</p> <p>Cllr Jon Prinn proposed to approve the following policies to be reviewed in 3 years time</p> <ul style="list-style-type: none"> - A - Data Protection Policy and Data Breach Procedure - - B - Policy for dealing with abusive, persistent and vexatious matters and assessment - C - CCTV Management Policy - E - Training and Development Policy - F - Planning Permission Site Visit Policy and Risk assessment <p>And roll D - IT and Communications Policy - as NALC have issued a new template</p> <p>Cllr Sue Harbord seconded</p> <p>Outcome: Carried</p>
2025.11.27-13	<p>To RECEIVE AND CONSIDER grant application, as recommended by the F&GP committee from Tregovenek for their field kitchen: £1571</p> <p>Minutes:</p> <p>Cllr Sue Harbord proposed to approve the grant application from Tregovenek for their field kitchen for £1571</p>

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	<p>Cllr Clive Sargeant ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.11.27-14	<p>TO DISCUSS the scale of possible plans for the Skatepark, MUGA, Pavilion, and AGREE associated action</p> <p>Minutes:</p> <p>SELECT ▾</p> <ul style="list-style-type: none"> - Cllrs discussed the following: <ul style="list-style-type: none"> - Creating a large project that incorporates all areas will take a long time, and perhaps doing one project at a time i.e skate park, then MUGA, then Pavillion would get more achieved faster. Skate park has been on the list for a long time - We have potential hire for the MUGA so suggested that could be focused on first - CAP can help with feasibility studies for such projects - Suggestion to go ahead with skate park and do feasibility study for all other potential projects that the council is interested in - Suggestion to bring MUGA up to a basic standard to hire it out, and look to do bigger improvements in the future <p>Cllr Jon Prinn ▾ proposed that skate park is main priority and to move forward with that, get MUGA up to useable standard for the shooting club i.e replace boards, and got to CAP to look at feasibility study for other projects that the council come up with</p> <p>Cllr Raymond Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.11.27-15	<p>To REVIEW and APPROVE the questionnaire for the Skatepark consultation, and agree distribution and analysis details</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Questionnaire questions agreed by councillors - Agreed for Clerk to distribute and analyse questionnaire with help from Skatepark working group, and create a report - not to use Go collaborate - Agreed a distribution time of 2 months - to distribute ASAP - likely January for 2 months <p>Cllr Raymond Pearce ▾ proposed to to agree the questionnaire, for the clerk and skate park working group to distribute and analyse questionnaire data, and distribute for 2 months</p> <p>Cllr Suzanne Horsfield ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.11.27-16	<p>TO CONSIDER request form St Cleer Youth Football club to allow horsebox selling tea and coffee at the bottom of the pitch on match days</p> <p>Minutes:</p> <p>Licences, insurance and RA may be needed - clerk to speak to our H&S company WT Consultancy</p>

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	<p>Cllr Sue Harbord ▾ proposed to allow horsebox on the field, when recommended compliance from WT consultancy is received from the football club</p> <p>Cllr Raymond Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.11.27-17	<p>TO CONSIDER Schemes to submit in the EOI for the Community Highways Improvement Programme, and AGREE associate actions</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Cornwall Councillor can also submit and EOI in line with the council for more support of scheme - Councillors agreed that the highest priority is speeding - this can incorporate 4 / 5 highways issues that we are aware of - solution is digital speed signs - Will raise again at December meeting to see if there are any other projects to propose and then submit EOI
2025.11.27-18	Date of next meeting: 17.12.25
2025.11.27-19	<p>*Proposal to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)*</p> <p>Minutes:</p> <p>Cllr Jon Prinn ▾ proposed to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2) due to discussing quotes and contractor details</p> <p>Cllr Sue Harbord ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.11.27-20	<p>To DISCUSS quotes received for Pavillion carpark re-surfacing</p> <p>Minutes:</p> <ul style="list-style-type: none"> - 3 quotes discussed - all requested from Cllr Sargeant who met with contractors to discuss works - Due to unplanned costs, councillors agreed that spend for car park resurfacing would come from unspent funds in the Pavilion maintenance and MUGA general spend / EMR budget headers <p>Cllr Clive Sargeant ▾ proposed to accept quote from Dan Billing for £25,150 to resurface the pavilion car park, as has done work for council in the past and gave competitive quote</p> <p>Cllr Mel Gymer ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.11.27-21	<p>TO CONSIDER contractors to be added to approved contractors list</p> <p>Minutes:</p> <p>Cllr Sue Harbord ▾ proposed to add C W Gubbins to our approved contractors list</p> <p>Cllr Clive Sargeant ▾ seconded</p> <p>Outcome: Carried ▾</p>

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2025.11.27-22	TO CONSIDER quotes for 1500l of oil for the pavilion Minutes: <ul style="list-style-type: none">- ROLLED as Chairman to double check levels in the tank to double check against electric gauge

Meeting closed at: 21.15

To be ratified by full council on: 17.12.25

Signed by:

Signed:

Date signed:

Note for minutes viewed from our website from - only draft minutes are uploaded to the website from 12.03.25. Where drafted minutes require changes upon ratification, a modified document will be uploaded to the website with changes highlighted