

ST CLEER PARISH COUNCIL

Minutes of the Full Council meeting of St Cleer Parish Council held on Wednesday 25th March 2026, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 26.03.26 Agenda points are in black and minutes are in blue

Minute Ref	Item
2026.03.2 5-1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence.</p> <p>Minutes: Present - Clerk Katie-Marie Goodwright, Temp Clerk / RFO Anita James (remotely) Cllrs Jon Prinn ▾ Clive Sargeant ▾ Lou Laybury ▾ Suzanne Horsfield ▾ Raymond Pearce ▾ Carol Ayres ▾ Mel Gymer ▾ Cornwall Councillor: Councillor Smith Apologies: Cllr Harbord</p>
2026.03.2 5-2	<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> <p>Lou mentioned at item 4 she has interest in item 24 - Grounds contractor is her partner</p>
2026.03.2 5-3	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Member of the public 1- Spoke to item about deer fencing and gate installation - Member of the public 2 - Asked question around planning and development in the area - Member of the public 3- Asked about a large development previously proposed in common moor
2026.03.2 5-4	<p>Cornwall Councillor update: Cllr Smith</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Cornwall Council tax gone up 4.99% - Treworgy road - continuing to follow up - CAP application submitted by SCPC - if it progresses he will support - He has asked for overhaul of Caradon trail - awaiting response - Community chest fund is closed but will open again next year - Common Moors / Bodmin moor - has been asked to join Commoners association meetings - Golitha Falls - Highways are looking at solution with St Neot for parking issues - Trees cut overhanging properties adjacent to St Cleer Primary School - Manorhouse in Darite - has been in contact - Crows Nest - a property have put on an extension on an existing building - Cornwall Council have permitted planning - Suncrest issues - continuing to follow up
2026.03.2 5-5	<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>

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	<p>and any other planning applications received before 12pm on 25.03.26</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Application received after agenda published <p>Ref PA26/01017: Proposal Erection of storage shed - Venland Manor 1 Tremar Lane Tremar Coombe Cornwall</p> <ul style="list-style-type: none"> - Councillors discussed - can't see any issues. <p>Cllr Laybry proposed to comment "to support" - application PA26/01017 on the Cornwall Council Portal</p> <p>Cllr Pearce seconded</p> <p>Outcome: Carried</p>
2026.03.2 5-6	<p>Chairman's Announcements</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Welcome Anita who started this week remotely as maternity cover Clerk / RFO
2026.03.2 5-7	<p>Clerk report</p> <p>Minutes:</p> <ul style="list-style-type: none"> - We have offered the Temp Clerk / RFO role to Anita James who has accepted and started this week. - Xero now integrates with unity bank which means that bank statement imports are automatic, removing the need for the manual process - reduces margin for manual error - 5 grit bins purchased online - these have been delivered and placed - 2 grin bins ordered from Cornwall Council for 2 new locations - awaiting delivery - Allotment deer fencing - contractor is busy for about 3 months but this is in progress - awaiting his insurance and RA documents - Car park re-surfacing has been underway last week and this week - With Anita starting on 23rd March, Clerk unable to take on any additional tasks outside of the usual day to day as will be giving a hand over, doing year end, AGAR and audit.
2026.03.2 5-8	<p>Reports</p> <ul style="list-style-type: none"> - Representative meetings - Commoners in Feb, Cllr Pearce attended - Health and Safety <ul style="list-style-type: none"> - A - TO RECEIVE January and February report received for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment / public toilets / allotments (March not yet available) - B - TO RECEIVE FRA for allotments and public toilets - C - TO RECEIVE fire extinguisher inspection documents - Police - Since 30/1/26 to 26/2/26 there have been the following crimes in the St Cleer area that are disclosable: Harassment, Criminal Damage, Common Assault x 2, Hate related malicious communication <p>Minutes:</p> <ul style="list-style-type: none"> - Representative meeting - Cllr Pearce attended the last Commoners meeting - main concern are dogs off leads, and speeding with animals being hit, query on what the Cornwall Council signs say and what is actually permitted - A, B, C - Received - Police additional report - Since 27/2/26 to 20/3/26 there have been the following crimes in the St Cleer area that are disclosable - Public order offence, Dog on Dog attack, Theft, Fraud
2026.03.2 5-9	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> - Defib location poster made and posted on social media - General and Cyber insurances have been renewed in line with Asset Register approved by F&GP committee

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	<p>Minutes:</p> <ul style="list-style-type: none"> - Councillors discussed the process for reducing seats on council - spoke to CALC and Cornwall Council - Only a Community Governance review can change the number of seats for a Parish Council. The last review was 2023, the next will be in 10 -15 years. However, should a PC request review there is a protocol to call a petition to trigger a review where at least 10% of local electors (271 people) to sign the petition as there are currently 2715 electors registered. Full email sent around to councillors - No further action to be taken
2026.03.2 5-10	<p>TO REVIEW AND APPROVE previous full council meeting minutes from 25.02.26</p> <p>Minutes:</p> <p>Cllr Jon Prinn proposed to accept the minutes of the last Full Council meeting held on 25.02.26 as accurate and correct</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2026.03.2 5-11	<p>FINANCE</p> <ul style="list-style-type: none"> - A - TO RECEIVE monthly councillor reconciliation check report from previous month - carried out by Cllr Pearce and Clerk - HMRC Direct debit missing from the payment schedule but in Xero and correctly reconciled - admin error - B - TO RECEIVE previous months bank reconciliation - C - TO NOTE - Pavillion water direct debit gone up from £42.50 to £60 something -this is to keep account in credit - D- TO APPROVE payment Schedule for March 2025 <p>Minutes: A & B - Received C - noted D- Cllr Jon Prinn proposed to approve the payment schedule for March 2025 Cllr Mel Gymer seconded Outcome: Carried</p>
2026.03.2 5-12	<p>TO RECEIVE AND APPROVE recommendation from Finance and general purpose committee to update 26/27 allotment hire rates for 1200sqft allotment plots to £46.50 due to a typo</p> <p>Minutes:</p> <ul style="list-style-type: none"> - The clerk noticed a typo when reviewing allotment hire rates document 25 / 26. The hire rate for the 1200 sqft plot was charged at £45.50 (correct cost) but written in the hire rates as £35.50 (typo). For 26/27, the agreed hire rate was £36 due to this typo, but if the 2% increase was applied to the correct value of £45.50, to the nearest £1 of 50p, - it should be £46.50 - need to update 1200sqft cost to £46.50 <p>Cllr Jon Prinn proposed to update the allotment hire rates for a 1200sqft plot to £46.50, due to previous typo</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2026.03.2 5-13	<p>TO REVIEW AND APPROVE the following documents recommended by the Finance and General purposes committee</p> <ul style="list-style-type: none"> - A - Hire rates for 26/27 - review in 1 year - B - Asset Register for 26/27 - review in 1 year - C - Corporate Risk assessment for 26/27 - review in 1 year - D - Bad Debt policy - review in 3 years

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	<ul style="list-style-type: none"> - E - Managing Clerk Absence Policy, & Sickness Absence form - <i>Review in 3 years</i> <p>Minutes:</p> <p>CLlr Jon Prinn proposed to accept the following documents</p> <p>A - Hire rates for 26/27 - review in 1 year</p> <p>B - Asset Register for 26/27 - review in 1 year</p> <p>C - Corporate Risk assessment for 26/27 - review in 1 year</p> <p>D - Bad Debt policy - review in 3 years</p> <p>E - Managing Clerk Absence Policy, & Sickness Absence form - Review in 3 years</p> <p>CLlr Suzanne Horsfield seconded</p> <p>Outcome: Carried</p>
<p>2026.03.2 5-14</p>	<p>TO ELECT a new representative for Devon and Cornwall Police Commissioner Liaison</p> <p>Minutes:</p> <p>Meeting break: 20.01</p> <p>Meeting resumed: 20.03</p> <ul style="list-style-type: none"> - Lou has stepped down from this position - No councillor volunteered - no motion needed
<p>2026.03.2 5-15</p>	<p>TO CONSIDER proposal from member of the public to support a new defib in the bus stop at Higher Tremar at the Bus stop</p> <p>Minutes:</p> <ul style="list-style-type: none"> - They have been awarded a free defib from BHF who will support with replacement parts for 10 years. - They would like to ask the council for £50 a year donation towards the cost of the electricity at the property the defib is to be attached to - Cllrs discussed and raised that some utility companies will give a subsidy for electricity cost where they have a defib on the property. - To report this back to the member of the public to see if the electricity company will support this before the council look in to if funding is possible for this scenario <p>Item rolled</p>
<p>2026.03.2 5-16</p>	<p>TO REVIEW subscriptions for all defibs that the parish council maintain with duchy defibs, and decide if trackers / data connections are to be added / removed.</p> <p>Minutes:</p> <p>Current subscriptions</p> <ul style="list-style-type: none"> - 1 - Pavilion - handed over from SWAST Nov 26 <ul style="list-style-type: none"> - no tracker or data connection (Agreed subscription - £205 +VAT) - 2 - Crows nest - handed over from SWAST now <ul style="list-style-type: none"> - no tracker or data connection (Agreed subscription - £205+VAT) - 3 - Common moor <ul style="list-style-type: none"> - - no tracker or data connection (Agreed subscription - £205+VAT) - 4 - Market inn <ul style="list-style-type: none"> - No tracker but cabinet has deployment alert - has data connection (Agreed subscription - £325+VAT) <p>Duchy said they get email notifications from SWAST for about 8 in 10 deployments (when the defibs are removed) so around 20% are not received - these defibs are at risk of not being available for next use if they are</p>

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	<p>not returned / checked for needing replacement pads etc. The only way to ensure duchy are alerted 100% of the time is if the defib has a cabinet with a mobile data connection or tracker</p> <ul style="list-style-type: none"> - Cabinets with mobile data - they alert duchy defibs when the defib has been removed so they know it has been deployed - Trackers alert duchy defibs when the defib has been removed so they know it has been deployed AND have GPS to be able to find the defib should it not be returned <p>CLRs discussed at length, Cllr Laybury volunteered to contact other parishes to see what their set ups are. Cllr Prinn offered to be secondary guardian for the 4 defibs</p> <p>CLRs decided that no changes to be made to current defib subscription</p>
<p>2026.03.2 5-17</p>	<p>TO RECEIVE applications for Co-option</p> <p>Minutes:</p> <ul style="list-style-type: none"> - James Emuss - attended meeting and introduced himself <p>Cllr Jon Prinn proposed to co-op James Emuss on to St Cleer Parish Council</p> <p>Cllr Suzanne Horsfield seconded</p> <p>Outcome: Carried</p> <p>James Emuss signed acceptance of office</p>
<p>2026.03.2 5-18</p>	<p>TO CONSIDER proposal from a member of the public for a gate to be installed at the top end fence line of the allotments, between the allotments and The Orchard</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Member of the public who owns the adjacent land in attendance at meeting - said they were happy to support the proposal with provision of a gate at no cost for mutual benefit. They informed the council that the Chair of the allotment association proposed the gate. - Previously the Clerk discussed the proposal with the allotment association secretary who felt there was no benefit to the allotments / council to having the gate installed. - CLRs discussed with member of the public and agreed for the Allotment Association to be consulted again on the proposal as conflicting information received - Clerk to speak to allotment association and feed back to councillors, where F&GP committee can make a decision at next meeting. <p>Cllr Jon Prinn proposed to give the Finance and General Purposes delegated authority to make a decision on installing a gate between the Allotments and The Orchard at their next meeting on 15th March, where the Clerk is to consult councillors ahead of the meeting for feedback to be considered</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
<p>2026.03.2 5-19</p>	<p>Date of next meeting: Minutes: 22nd April 2026</p>
<p>2026.03.2 5-20</p>	<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)* to discuss current contracts and quotes</p>

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	<p>Clr Lou Laybury ▾ seconded Outcome: Carried ▾</p>
2026.03.2 5-21	<p>TO REVIEW Facilities and Grounds contractors completed regular tasks to date, and agree any associated actions if required Minutes: 20:48 Cllr Pearce left meeting 20:49 Cllr Pearce returned to the meeting</p> <p>Cllr Laybury has an interest in this item as the contractor is her partner but permitted to speak</p> <ul style="list-style-type: none"> - Councillors sent update on tasks to check they are happy with annual progress. Noted that we are 6 months into contract and that some tasks are seasonal. Due to really bad weather between December and March some tasks have been delayed - Cllr Laybury explained that Dave will be catching up on jobs over coming months when weather is better - Councillors happy with the works completed to date - no actions required
2026.03.2 5-22	<p>To CONSIDER quote from Whyfield for additional employees on the payroll, and to manage holiday Minutes:</p> <ul style="list-style-type: none"> - Quote for £27+VAT per month for 2 employees on payroll - we currently pay £20+ VAT per month for 1 employee <p>Clr Jon Prinn ▾ proposed to accept quote from Whyfield for £27.50 month for 2 employees on payroll and to manage holiday Clr Raymond Pearce ▾ seconded Outcome: Carried ▾</p>
2026.03.2 5-23	<p>TO CONSIDER pricing update from Spick and Span Minutes:</p> <ul style="list-style-type: none"> - From April 2026 raising from £20ph to £24 ph. - Contract to be renewed in July <p>Clr Lou Laybury ▾ proposed to accept price increase to £24ph from Spick and Span for cleaning services Clr Raymond Pearce ▾ seconded Outcome: Carried ▾</p>
2026.03.2 5-24	<p>To CONSIDER quote from Husband Tree and Maintenance for cutting of Gold and Silver footpaths for 2026/2027 Minutes:</p> <ul style="list-style-type: none"> - As per previous meeting on 26.02.26 contract advertised on Facebook requesting quotes to be submitted by 13th March - no quotes received by this date. <p>Clr Mel Gymer ▾ proposed to accept quote from Husband Tree and Maintenance for cutting of Gold and Silver paths for 26/27, and additional cut to Butterfly lane for £2,315 + VAT Clr Raymond Pearce ▾ seconded Outcome: Carried ▾</p>

Meeting closed at: 21.03

To be ratified by full council on: 22.04.26

Signed by:

Signed:

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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*

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