

ST CLEER PARISH COUNCIL

Minutes of the Full Council meeting of St Cleer Parish Council held on Wednesday 22nd April 2026, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Temp Clerk / RFO Anita James on 28.04.26

Minute ref	Reference	Item
2026.04.2 2-1	1.	<p>Persons Present/Apologies To note persons, present and receive apologies for absence.</p> <p>The chair welcomed the temp clerk, Anita James and explained that it is Katie's last evening.</p> <p>Present - Clerk Katie-Marie Goodwright and Temp Clerk / RFO Anita James</p> <p>CLLrs Jon Prinn ▾ Sue Harbord ▾ Raymond Pearce ▾ Lou Laybury ▾ Clive Sargeant ▾ James Emuss ▾ Mel Gymer ▾ Suzanne Horsfield ▾ Carol Ayres ▾</p> <p>Cornwall Councillor: Councillor Smith</p> <p>Apologies received: All Councillors present</p>
2026.04.2 2-2	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:</p> <p>Dispensation received from Cllr Lou Laybury re item 23 and 24 to speak to item but leave the room</p> <p>Cllr Clive Sargeant ▾ proposed to accept dispensation from Cllr Laybury to speak to item 23 and 24 but leave the room during the vote</p> <p>Cllr Raymond Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p>
2026.04.2 2-3	3.	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>An allotment holder raised concerns about the installation of a proposed deer fence and the issue of permission.</p> <p>The same resident commented on financial matters.</p> <p>Following Cornwall Council's recent proposal to reintroduce glyphosate-based weed control (e.g. Roundup), a member of a St Cleer environmental group, spoke about concerns regarding its potential impact on health and the environment.</p> <p>The main points raised were:</p>

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		<ul style="list-style-type: none"> ● Glyphosate is a widely used weedkiller that can affect a broad range of plants and organisms, and may remain in the environment for some time. ● Some scientific studies suggest it can affect the balance of microorganisms in the soil, which are important for maintaining healthy soil and plant growth. ● It can dissolve easily in water and has been found in rivers and streams, where it may harm wildlife such as fish, amphibians, and insects. ● It was also noted that, according to the Soil Association, there is not yet clear and conclusive evidence about its effects on human health, and that much of the existing research has been based on animal studies.
2026.04.2 2-4	4.	<p>To CONSIDER if St Cleer Parish Council would like to opt out of the Cornwall Council Public Realm Improvement and Re-introduction of Weed Treatment programme</p> <p>Minutes: Council considered in detail Key discussion points:</p> <ul style="list-style-type: none"> ● If Cornwall Council (CC) does not proceed, the Parish Council may need to take responsibility. ● Evidence on glyphosate remains inconclusive. ● Glyphosate is still legally permitted. ● The broader debate should focus on long-term solutions and possible alternatives. ● Concern that if the Council opt out now they may lose out in the future if the weed treatment or a similar one goes ahead. <p>Cllr Sean Smith advised that Cornwall Council had postponed the proposal following further investigation. Council agreed that they didn't need to make an immediate decision and that the item should be carried forward.</p>
2026.04.2 2-5	5.	<p>Cornwall Councillor update: Cllr Smith</p> <ul style="list-style-type: none"> - Treworgy Manor - for past 6 years area of road has overflowed with slurry - Cllr Smith has been speaking to environmental people - Highways grant - The PC applied for CAP funding for speed signs- Cllr smith had early feedback - application has been deferred for further consultation regarding sign spec - Cllr Smith has written to CC with details of the product we have outside of the Pavilion to see if that can be included / considered. CAP will come back to use with a full report as have not yet. - Community chest fund is open again - looking for applicants - Golitha - St Neot have put CAP application and accepted for July meeting for parking issues there - Siblyback AMPR - 14 June community day Cllr Smith attending - The Manor care home Darite - Cornwall Council have had a meeting with the owner, to confirm again it will be used for adult disabilities. Looking to employ 15-20 staff - Suncrest - ongoing investigations.
2026.04.2 2-6	6.	<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 22.04.26</p> <p>Ref. No: PA26/02275 - Challacutt Puckator Lane Tremar Liskeard Cornwall PL14 6EA Lawful Development Certificate for Existing Use of dwellinghouse (Use Class C3) without compliance with agricultural occupancy condition (Condition 2 attached to decision notice 62/10759/O dated 12th June 1962)</p> <p>Minutes: Cllr Lou Laybury had been informed by Cornwall Council Planner Serena that the application comes under lawful development legislation as it had been built over 10 years ago.</p> <p>Cllr Lou Laybury ▾ proposed to comment "no comment" ▾ on application PA26/02275 on the Cornwall Council Portal Cllr Jon Prinn ▾ seconded Outcome: Carried ▾</p>
<p>2026.04.2 2-7</p>	<p>7.</p>	<p>Chairman's Announcements</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Cllr Jon Prinn thanked Katie for all her hard work and help with the Council wishing her well with the new arrival and her maternity leave. He presented Katie with flowers and a card. - He will contact Vision ICT concerning the lack of notification for email change - The Clerk asked if all Councillors were happy with email access, and no one commented that they were not.
<p>2026.04.2 2-8</p>	<p>8.</p>	<p>Clerk report</p> <p>Minutes:</p> <p>Defibrillator Usage (Duchy – for information): Updates will be requested twice a year from the Duchy of Cornwall.</p> <ul style="list-style-type: none"> ● Market Inn: No usage yet this year; 5 uses in 2025 (pads used once); 2 uses in 2024 (pads used once). ● Common Moor: No usage yet this year; 1 use in 2025. ● Pavilion/Crows Nest: No data currently available, as the Duchy has only recently taken over. <p>Internal Audit: Held on 22 April. Katie and Anita attended remotely with Cornwall Council. The audit went very well.</p> <p>Councillor Attendance: Anita will attend future full council meetings in person. Councillors are asked to give clear notice in advance if they are unable to attend, to avoid the meeting being inquorate, particularly given her travel from Oxford.</p>

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		<p>Allotments: Water charges are now £65 per month via direct debit.</p> <p>CIL Funding (Skate Park): The £100,000 funding application was unsuccessful.</p> <p>Public Rights of Way: Thanks to Chris Ullman for installing waymarker signs on the new posts along Path 27.</p> <p>Handover: This is the final meeting for the current officer. From tomorrow/next week, Anita will take over all responsibilities. Contact details (email and phone number) will remain the same.</p> <ul style="list-style-type: none"> - Date of Internal Audit was 22nd April today - Katie and Anita attended together remotely with Cornwall council- went really well
2026.04.2 2-9	9.	<p>Reports</p> <ul style="list-style-type: none"> - Representative meetings - Health and Safety <ul style="list-style-type: none"> - TO RECEIVE March report received for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment / public toilets / allotments, and Memorial Garden HAZard ID <p>Minutes:</p> <ul style="list-style-type: none"> - Reports received
2026.04.2 2-10	10.	<p>TO REVIEW AND APPROVE previous full council meeting minutes 25.03.26</p> <p>Minutes:</p> <p>Cllr Sue Harbord ▾ proposed to accept the public and confidential minutes of the last Full Council meeting held on 25.03.26 as accurate and correct</p> <p>Cllr Raymond Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p>
2026.04.2 2-11	11.	<p>FINANCE</p> <ul style="list-style-type: none"> - A - TO RECEIVE monthly councillor reconciliation check report from previous month - carried out with councillor Prinn - no anomalies - B - TO RECEIVE previous months bank reconciliation - C - TO NOTE <ul style="list-style-type: none"> - internal transfer from Unity instant access to T1 account of £30,000 - Small increase in Biffa - will see what it is on next invoice - D - TO RETROSPECTIVELY APPROVE: <ul style="list-style-type: none"> - 1 - Payment to Currys for Temp clerk / RFO laptop - £399.17+VAT - 2 - Monthly direct debit of £5 for sim only contract to Lebara on monthly rolling for Temp clerk / RFO, and add to pre-approved payments list (F&GP TOR) - 3 - Temp clerk / RFO to be added to Unity bank as key contact and authority to submit payments

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- **E - TO CONSIDER** additional £5 per month from Whyfield for new payroll services they are introducing
- **F - TO CONSIDER** Temp clerk / RFO to have Lloyds payment card with limit up to £1000,
- **G - TO CONSIDER** renewal of Calc / Nalc membership and invoice for £1,378.01
- **H - TO NOTE** first precept instalment received £44,468.27
- **I - TO APPROVE** payment Schedule for April 2026

Minutes

A, B received

- C - Noted

D - Cllr **Jon Prinn** proposed to retrospectively approve

- 1 - Payment to Currys for Temp clerk / RFO laptop - £399.17+VAT
- 2 - Monthly direct debit of £5 for sim only contract to Lebara on monthly rolling for Temp clerk / RFO, and add to pre-approved payments list (F&GP TOR)
- 3 - Temp clerk / RFO to be added to Unity bank as key contact and authority to submit payments

Cllr **Sue Harbord** seconded

Outcome: **Carried**

E - Cllr **Jon Prinn** proposed to approve additional £5 per month from Whyfield for new payroll services they are introducing

Cllr **Suzanne Horsfield** seconded

Outcome: **Carried**

F - Cllr **Jon Prinn** proposed to approve the temp clerk / RFO to have Lloyds payment card with limit up to £1000

Cllr **Raymond Pearce** seconded

Outcome: **Carried**

G - Cllr **Jon Prinn** proposed to renew of Calc / Nalc membership and invoice for £1,378.01

Cllr **Raymond Pearce** seconded

Outcome: **Carried**

H - noted

I - Cllr Harbord read through the schedule

Cllr **Sue Harbord** proposed to accept the payment schedule for April 2026 excluding the payment to Dan Dilling for £28,380.00

Cllr **Raymond Pearce** seconded

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		<p>Outcome: Carried ▾</p> <p>Cllrs discussed car park surfacing works - overall happy with works Cllr Sue Harbord ▾ proposed to approve the payment to Dan Billing for the carpark resurfacing for £28,380.00 Cllr Mel Gymer ▾ seconded Outcome: Carried ▾</p>
2026.04.2 2-12	12.	<p>TO REVIEW AND APPROVE documents as recommended by the Finance and General Purposes Committee</p> <ul style="list-style-type: none"> - Internal Control Log report for 25/26 - Transparency audit for 25/26 - Year end financial reports, to include budget report with explanation of 15% variances - VAT return for 25/26, and approve for return to be filed with HMRC <p>Minutes</p> <p>Cllr Jon Prinn ▾ proposed to accept the following documents</p> <ul style="list-style-type: none"> - Internal Control Log report for 25/26 - Transparency audit for 25/26 - Year end financial reports, to include budget report with explanation of 15% variances - VAT return for 25/26, and approve for return to be filed with HMRC <p>Cllr Raymond Pearce ▾ seconded Outcome: Carried ▾</p>
2026.04.2 2-13	13.	<p>TO ELECT a new representative for Devon and Cornwall Police Commissioner Liaison</p> <p>Minutes</p> <p>Members considered ▾</p> <p>Cllr Jon Prinn ▾ proposed to elect Cllr James Emuss ▾ as the Devon and Cornwall Police Commissioner Liaison representative Cllr Suzanne Horsfield ▾ seconded Outcome: Carried ▾</p>
2026.04.2 2-14	14.	<p>TO CONSIDER adding Husband Tree and Grounds Maintenance to the approved contractors list</p> <p>Minutes</p> <p>Members considered ▾</p> <p>Cllr Raymond Pearce ▾ proposed to add Husband Tree and Grounds Maintenance to the approved contractors list Cllr Sue Harbord ▾ seconded Outcome: Carried ▾</p>

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2026.04.2 2-15	15.	<p>TO RECEIVE the Skate Park Questionnaire Analysis, NOTE actions taken, and DISCUSS action for Skate Park plan</p> <p>Minutes</p> <ul style="list-style-type: none"> - CIL application for Skate Park funding not successful - Reason: Other projects proposals had more complete funding packages already in place. - Sport England application for £15,000 had been unsuccessful; the main reasons had been because the criteria were not fully met: Delivery and Capability. <ul style="list-style-type: none"> - For future funding applications council needs to come up with a full project proposal package from concept to delivery and monitoring - The Clerk created a donation commitment form, with 1 donation of £50 received. <ul style="list-style-type: none"> - This has not been very well advertised and much more could be done to raise awareness / reach out to individuals / local companies. Clerk has not had capacity to help with this - Note - Council needs to be realistic with Anita's time and capacity for future actions across the year. - Cllr Sue Harbord gave thoughts on contracting out the grant writing to a company that charges a fee usually taken out of the grant. - The Skate park working group to discuss further plans and report back to Council. <p>Cllr Sue Harbord proposed to continue with the skate park project</p> <p>Cllr Suzanne Horsfield seconded</p> <p>Outcome: Carried</p>
2026.04.2 2-16	16.	<p>TO DISCUSS a common bus scheme</p> <p>Minutes</p> <ul style="list-style-type: none"> - Cllr Lou Laybury proposed the idea and gave a list of benefits of a community bus in the area - wants to look at grant funding to create a similar scheme. - Cllrs suggested talking to other councils about how they operate similar schemes and to look at funding available <p>20:47 Temp clerk / RFO Anita left the room (Clerk Katie still in room keeping minutes) 20:49 Temp clerk / RFO Anita returned to the room</p> <p>20:54 Clerk Katie left the room 20:56 Clerk Katie returned to the room</p> <p>20:57 - Temp clerk / RFO Anita left the room (Clerk Katie still in room keeping minutes) 21:01 - 20:49 Temp clerk / RFO Anita returned to the room</p> <p>Councillors agreed that scheme would be a good idea and Cllr Laybury will gather more details to present at a future meeting</p>
2026.04.2 2-17	17.	<p>TO DISCUSS keeping the the Pavilion gate shut</p> <p>Minutes</p>

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		<p>21:02 Cllr Harbord left the room</p> <p>Council considered and agreed to put a latch on the gate and keep it shut would be the preferable option.</p> <p>Cllr Raymond Pearce proposed to keep the gate closed. Buy a latch and get the gate repaired. Jon Prinn seconded</p> <p>Outcome: Carried</p>
2026.04.2 2-18	18.	<p>TO CONSIDER grant application from Cornwall Heritage Trust - £500 for well dressing ceremony in May, as recommended by Finance and General Purposes committee</p> <p>Minutes</p> <p>21:06 Cllr Harbord returned to the meeting.</p> <p>Cllr's discussed what the money would be used for. The chair read out a detailed explanation of the costs involved.</p> <p>Cllr Mel Gymer proposed to award a grant of £500 to Cornwall Heritage Trust for well dressing ceremony in May</p> <p>Cllr Sue Harbord seconded</p> <p>Outcome: Carried</p> <p>21:09 Cllr Smith advised that he was now leaving the meeting for the evening.</p>
2026.04.2 2-19	19.	<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"> - The F&GP committee had previously discussed this and advised that the full Council should decide the outcome. - A meeting of the management committee of the St Cleer Allotments Association was held previously and a unanimous decision was reached to oppose the provision of a gate in the new (to be installed) boundary deer fencing. - Cllrs discussed residents' views and potential benefits and drawbacks. <p>Cllr Raymond Pearce proposed to install a gate at the allotments</p> <p>Cllr Carol Ayres seconded</p> <p>Outcome: Failed</p>
2026.04.2 2-20	20.	<p>Date of next meeting: 27th May 2026 - Annual Parish meeting and Annual Parish Council Meeting</p>
2026.04.2 2-21	21.	<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>

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		<p>Cllr Sue Harbord proposed 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>Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p>
2026.04.2 2-22	22.	<p>TO CONSIDER price update from Husband Tree and Grounds Maintenance for cutting of football pitches</p> <p>Minutes</p> <p>- Was £200 a cut, now £220 a cut + VAT</p> <p>Members considered</p> <p>Cllr Raymond Pearce proposed to accept updated pricing from Husband Tree and Grounds Maintenance for for £220+VAT per cut for the football pitches</p> <p>Cllr Lou Laybury seconded</p> <p>Outcome: Carried</p>
2026.04.2 2-23	23.	<p>TO CONSIDER price update from David Miller for Facilities and Grounds Maintenance for additional quotes</p> <p>Minutes</p> <p>Members considered</p> <p>Cllr Lou Laybury spoke to item to say price increase is due to fuel increase then left the room 21.27 due to interest Was £15 per hour, now £18 per hour</p> <p>Cllr James Emuss proposed to accepted price update from Dave Miller for £18 per hour</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2026.04.2 2-24	24.	<p>TO CONSIDER quotes for works in the Memorial Garden</p> <p>Minutes</p> <p>Members considered two quotes for works: the Memorial Gardens and the RESOLVED to accept the lower quote because overall it represented better value for money.</p> <p>Council RESOLVED that the extra job to remove the plant at £150 detailed on the accepted quote should not be carried out.</p> <p>Cllr Raymond Pearce proposed to accept the quote for £1, 250, and not to accept the additional £150 for plant removal works.</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>

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Meeting closed at: 21.35

To be ratified by full council on: 27.05.26

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*

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