

# ST CLEER PARISH COUNCIL

## TO MEMBERS OF THE COUNCIL:

Cllrs. Prinn, Horsfield, Harbord, Piper, Pearce, Sargeant, Laybury and Gymer

Dear Members,

I hereby give you notice that the Annual Parish Council Meeting of St Cleer Parish Council will be held on **Wednesday 14th May 2025 at 7pm, or 10 minutes following the close of the Annual Parish meeting, in the Pavilion, Sports Field, St Cleer.** All members hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours Sincerely,

Katie-Marie Goodwright – Clerk / RFO

Press and public are invited to attend the meeting. Members of the public wishing to put a question to the Council can do so, 24 hours prior to the start of the meeting in writing to the Clerk - [clerk@stcleerparishcouncil.gov.uk](mailto:clerk@stcleerparishcouncil.gov.uk)

Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

Reference	Item
1.	Persons Present/Apologies To note persons, present and receive apologies for absence.
2.	Receive any Declarations of Interest from Members/Dispensations <ul style="list-style-type: none"><li>- Disclosable pecuniary interests</li><li>- Non-registrable interests</li><li>- Declarations of gifts</li><li>- Applications for dispensations</li></ul>
3.	Allow up to 15 Minutes for members of the public to address the council
4.	Chair and Vice Chair Elections <ul style="list-style-type: none"><li>- a - <b>TO ELECT</b> a Chair of the Council</li><li>- b - <b>TO ELECT</b> a Vice-Chair of the Council</li><li>- c - To receive the Chair and Vice Chair's declaration of acceptance of office. If not immediately received, to decide when it shall be received.</li></ul>
5.	Chairman's Announcements
6.	<b>TO CONSIDER</b> applications for co-option
7.	Planning - <b>TO RESOLVE</b> to comment 'to support' 'to object' or 'to make no comment' on the on the applications below on the Cornwall Council planning portal:  Ref. No: PA25/02706 - <a href="#">Demolition of agricultural building and construction of a self/custom-build dwelling (replacement of extant Class Q approval, PA24/05691).</a> <ul style="list-style-type: none"><li>- Kimberley Farm Rosecraddock Liskeard Cornwall PL14 5AE</li></ul> and any other planning applications received before 12pm on 14.05.25
8.	Cornwall Councillor update
9.	<b>TO RECEIVE</b> councillor's declaration of acceptance of office. If not immediately received, to decide when they shall be received.
10.	<b>Sub-committees and appointments</b> <ul style="list-style-type: none"><li>- a - <b>TO APPOINT</b> members to the follow committees<ul style="list-style-type: none"><li>- a - Finance and General Purposes</li><li>- b - HR</li></ul></li><li>- b- <b>TO CONSIDER</b> whether any new committees should be formed, <b>AND APPOINT</b> members</li><li>- c - <b>TO APPOINT</b> a Councillor to the following, <b>AND DECIDE</b> arrangements for reporting back<ul style="list-style-type: none"><li>- a - Community Network Area (and similar arrangements)</li><li>- b - St Cleer and District Commoners Association</li><li>- c - Devon and Cornwall Police Commissioner Liaison</li></ul></li></ul>

## ST CLEER PARISH COUNCIL

11.	<b>TO CONFIRM</b> the council are happy with current insurance arrangements
12.	<b>TO REVIEW</b> bank signatories, and <b>ADD / REMOVE</b> Councillors where appropriate <ul style="list-style-type: none"> <li>- Current signatories <ul style="list-style-type: none"> <li>- HSBC - Cllr's Harbord, Prinn, Sargeant, Smith, Morris - Clerk has read only access / ability to transfer between HSBC accounts</li> <li>- Unity - Cllr's Harbord, Prinn, Pearce, Smith, Morris - Clerk can input payments</li> </ul> </li> </ul>
13.	<b>TO REVIEW AND ADOPT /</b> the following policies for the Civic year 25/26 <ul style="list-style-type: none"> <li>- a - Cornwall Council Code of Conduct 2021</li> <li>- b - Standing Orders 25-26 (no updates since last approved 23.04.25)</li> <li>- c - Financial Regulations 25-26 - includes subscriptions to other bodies (no updates since last approved 23.04.25)</li> <li>- d - Terms for Reference for HR Committee 25-26 (no updates since last approved 23.04.25)</li> <li>- e - Terms for Reference for Finance and General Purposes Committee 25-26 (no updates since last approved 23.04.25)</li> <li>- f - Complaints policy (no updates since last approved 25.09.24)</li> <li>- g- Freedom of Information and Publication scheme policy - (no updates since last approved 22.01.25)</li> <li>- h - Press and Media Policy - (no updates since last approved 23.10.24)</li> <li>- i - Disciplinary procedure policy - (no updates since last approved 25.09.24)</li> <li>- j - Employee Privacy Notice - (no updates since last approved 26.03.25)</li> <li>- k - Social Media Policy - <u>UPDATES IN YELLOW 7.5</u></li> </ul>
14.	<b>TO REVIEW AND APPROVE</b> the updated Asset Register. Once approved, Clerk will update relevant insurance values
15.	<b>TO REVIEW</b> the accuracy <b>AND APPROVE</b> previous Annual Parish Council meeting minutes from May 2024
16.	<b>TO APPROVE</b> revised meeting dates for 2025 / 2026
17.	<b>FINANCE</b> <ul style="list-style-type: none"> <li>- A - <b>TO NOTE</b> Clerk has agreed spend of £340+ VAT to remove tree at Millenium Garden due to H&amp;S risk, spend in agreement with the Chair under FR 6.9</li> <li>- B - <b>TO NOTE</b> Clerk has agreed spend of £100 on sensor in adult home changing rooms in agreement with the Chair under FR 6.9</li> </ul>
18.	<b>TO RECEIVE</b> the Internal audit report and <b>REVIEW</b> replies to auditor remarks
19.	Clerk report <ul style="list-style-type: none"> <li>- St Cleer Well Dressing Ceremony and Beacon lighting will take place Friday 16th May from 10.15am ( free event )</li> </ul>
20.	Reports <ul style="list-style-type: none"> <li>- Health and Safety <ul style="list-style-type: none"> <li>- <b>TO RECEIVE</b> April's report received for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment</li> <li>- <b>TO RECEIVE</b> annual ROSPA inspection reports for Pavilion Outdoor Gym and MUGA, Horizon Play Park, and the playing field and goals</li> </ul> </li> </ul>
21.	Matters arising from previous minutes <ul style="list-style-type: none"> <li>- VAT reclaim for 23/25 has been submitted</li> </ul>
22.	<b>TO CONFIRM</b> works to be carried out as per the tree survey report <b>AND CONSIDER</b> additional costs
23.	Review s137 spend from 24- 25      - £3,433 awarded
24.	Date of next meeting: 28th May
25.	<b>*Proposal to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)*</b>
26.	<b>TO CONSIDER</b> quotes for a new cleaning contract <b>AND AGREE</b> actions and associated expenditure

Meeting called by: Chair Cllr Jon Prinn

Agenda Signed by: Katie-Marie Goodwright – Clerk / RFO

Date: 01.05.25

clerk@stcleerparishcouncil.gov.uk