

# 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 a full Council Meeting of St Cleer Parish Council will be held on **Wednesday 28th May 2025 at 6pm in the Pavilion, Sports Field, St Cleer.**

All members of the Council are 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.

	Item
1.	Persons Present/Apologies To note persons, present and receive apologies for absence.
2.	<b>TO RECEIVE</b> any Declarations of Interest from Members/Dispensations - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations
3.	Allow up to 15 Minutes for members of the public to address the council.
4.	Cornwall Councillor update
5.	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:  and any other planning applications received before 12pm on 28.05.25
6.	Chairman's Announcements - Co-options will be considered from June
7.	Clerk report - Cllr Harbord, Laybury and Sargeant completed Code of Conduct training 20.05.25 - other councillors booked for June. - Councillors who were voted as representatives for external bodies have been connected to contacts at those organisations
8.	Reports - Health and Safety - <b>TO RECEIVE</b> May reports for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment
9.	Matters arising from previous minutes - Clerk and Cllr Prinn now set up to access HSBC banking - dual control activated online banking
10.	<b>TO REVIEW AND APPROVE</b> previous full council meeting minutes from 14.05.25
11.	<b>TO CONSIDER</b> Number of allotment grass cuts for April 2025 - March 2026
12.	<b>FINANCE</b> - a - <b>TO RECEIVE</b> monthly councillor reconciliation check report for April 25 transactions - Clerk and Cllr Harbord - no anomalies

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	<ul style="list-style-type: none"> <li>- b - <b>TO RECEIVE</b> previous months bank reconciliation</li> <li>- c - <b>TO NOTE</b> £20,000 moved from HSBC Current account to Money Manager ( 24.04.25 and 20.05.25)</li> <li>- d - <b>TO NOTE</b> as per contractual annual rise, BT have increased fees by £7.16, monthly DD is now £75.28 per month</li> <li>- e- <b>TO NOTE</b> - Duchy defib maintenance fee for Common moor - we approved £325 for annual monitoring fee but was only £20+ VAT as we don't have their monitored cabinet or need don't need a mobile data connection at this location</li> <li>- f - <b>TO NOTE</b> - Clerk spent £45.68 on folders, a laminator and laminating pouches a per Financial Regulations 9.5</li> <li>- g- <b>TO NOTE</b> Biffa are increasing haulage fees from June 2025 by £2.73 per M3</li> <li>- h - <b>TO CONSIDER</b> invoice recieved from Vision ICT for £180+ VAT for email hosting July 25 - Jun 26 -</li> <li>- i- <b>TO APPROVE</b> payment Schedule for May 2025</li> <li>- j - <b>TO APPROVE</b> approve spend for councillor Code of Conduct training 20th May and 3rd June - 9 x £35 + VAT £315</li> </ul>
13.	<b>TO RECEIVE</b> the Internal audit report and <b>REVIEW</b> clerk draft reply to audit remarks to be submitted
14.	<b>To CONSIDER and CONFIRM</b> if St Cleer Parish Council has any conflict of interest with the external auditor BDO (clerk and chair to sign form)
15.	<p><b>a- TO CONSIDER and APPROVE</b> Section 1 – Annual Governance Statement 2024/25 (Page 4 of the AGAR), as recommended by F&amp;GP committee (to be signed and dated at the meeting)</p> <p><b>b - TO CONSIDER and APPROVE</b> Section 2 – Accounting Statements 2024/25 (page 5 of the AGAR) which has already been signed by the Clerk / RFO - (to be signed and dated at the meeting)</p>
16.	<b>TO RECEIVE</b> recommendation from F&GP committee for Clerk to submit BDO External audit documents
17.	<p><b>TO APPROVE</b> Exercise of Public Rights dates ( AGAR must be approved first)</p> <ul style="list-style-type: none"> <li>- Proposing 3rd June - 14th July</li> </ul>
18.	<p><b>To Upgrade Adobe Acrobat 'standard' subscription to 'Pro' subscription</b></p> <ul style="list-style-type: none"> <li>- <i>offers more efficient e-signing options and redacting text - will make better use of Clerk's time</i> <ul style="list-style-type: none"> <li>- Standard = £156.89 inclu VAT per year</li> <li>- Pro = £238.75 inclu Vat per year</li> </ul> </li> </ul>
19.	<b>TO CONSIDER</b> quote from Duchy defibs for replacement pads for Defib at the Pavillion, pads expire in May - £62+vat per set for adult G5 pads
20.	<b>TO CONSIDER</b> Cllr Harbord to have editable access on Xero in the absence of the Clerk, to be actioned by the accountant.
21.	<p><b>TO CONSIDER</b> the Clerk to attend;</p> <ul style="list-style-type: none"> <li>- SLCC Joint meeting for Cornwall And Devon - 25th June - Launceston (most of the day)</li> <li>- SLCC Clerks to Smaller Councils - 9th June - Menheniot - 1.5 hours</li> </ul>
22.	<b>TO CONSIDER</b> if the council would like to comment on correspondence from Cormac regarding bridle path 21 - surface improvements application (between Crows Nest and Darite)
23.	<b>TO CONSIDER</b> If the council would like to comment on correspondence from Cornwall Council Ref WCA 795 and WCA 794 - modification to right of way ( towards Pensilva)
24.	<b>TO CONSIDER</b> if the council would like to make any comment on the 'Taxi & Private Hire Policy Consultation' from Cornwall Council

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25.	<b>TO REVIEW AND APPROVE</b> policies as recommended by the finance and general purposes committee <ul style="list-style-type: none"> <li>- a - Reserves and Investment Policy - <i>to be reviewed in 1 year</i></li> <li>- b - Managing Clerk Absence Policy- <i>to be reviewed in 3 years</i></li> <li>- c - Grant Application form and Policy- <i>to be reviewed in 3 years</i></li> <li>- d - Councillor induction pack- <i>to be reviewed in 1 year\</i></li> </ul>
26.	<b>Parish Maintenance tasks;</b> <ul style="list-style-type: none"> <li>- a. <b>TO REVIEW</b> recommendation from F&amp;GP committee the list of Parish maintenance tasks to be instated, <b>and AGREE</b> all jobs and frequency.</li> <li>- b - <b>TO DISCUSS</b> how the council would like the tasks to be undertaken i.e employment of 1 person, contract a company / individual etc, where they clerk can look in to costs to present at the next meeting</li> </ul>
27.	Date of next meeting: 25th June, 6pm
28.	<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>
29.	<b>TO CONSIDER</b> quotes for 2 x gates for the Pavilion car park
30.	<b>TO REVIEW</b> , and <b>AGREE</b> the revised Football club SLA
31.	<b>TO REVIEW</b> existing Parish Maintenance works listed in green, and <b>APPOINT</b> contractor

Meeting called by: Chair Cllr Jon Prinn

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

Date: 22.05.25

clerk@stcleerparishcouncil.gov.uk