

# ST CLEER PARISH COUNCIL

TO MEMBERS OF THE COUNCIL: **Clrs. Prinn, Horsfield, Harbord, Piper, Pearce, Sargeant, Laybury and Gymer**

Dear Members,

I hereby give you notice that an Extra Ordinary full Council Meeting of St Cleer Parish Council will be held on **Wednesday 27th August 2025 at 7pm 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.

Ref	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.	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: <ul style="list-style-type: none"><li>- a - Ref. No: PA25/05394 - <a href="#">Siting of caravan for mainly farming purpose and occasional holiday let for farming experiences</a> - Land North Of Nine Stones Farm Liskeard Cornwall PL14 6SD</li><li>- b - Ref. No: PA25/05487 - <a href="#">Works to Trees covered by a Tree Preservation Order (TPO) - T235 - Beech - Reduce crown over footpath by 3m. T122 - Beech - Reduce to a height of around 8m. Retaining healthy branches where possible. 61 - Beech - Reduce/remove large deadwood over footpath. 125 - Oak - Reduce to a 4m stump. 241 - Beech - Reduce crown by around 10m. 121 - Oak - Reduce crown to around 15m.</a> - Golitha Falls National Nature Reserve Land South Of Draynes Bridge Common Moor Liskeard PL14 6RU</li></ul> <b>and any other planning applications received before 12pm on 27.08.25</b>
6.	Chairman's Announcements <ul style="list-style-type: none"><li>- Car with no MOT in Village car park reported</li></ul>
7.	Clerk report <ul style="list-style-type: none"><li>- Owner of The Manor Care home has been in touch with the Clerk and Cornwall Councillor to confirm that the home is being refurbished for adult social care</li><li>- A member of the public raised a concern about traffic calming on the corner of Tremar Coombe leading to Lower Tremar.</li></ul>
8.	Reports <ul style="list-style-type: none"><li>- <b>Health and Safety - TO RECEIVE</b> July's report received for the Horizon Play Park, Sportsground / skate park / Gym equipment / public toilets / allotments. Checks on Pavillion to be carried out 27th Aug</li><li>- <b>Police - TO NOTE</b> - Since 3/7/25 to 2/8/25 there have been the following crimes in the St Cleer area that are disclosable: Assault and Common Assault</li></ul>
9.	Matters arising from previous minutes <ul style="list-style-type: none"><li>- Facilities and Grounds contractor SLA has been signed - started work 14th Aug</li><li>- Football SLA is now fully agreed and signed</li><li>- Treatment for the allotment shed was ordered and has been applied to the shed - they have enough to paint it again next year - thanks given to the Allotment Association</li><li>- No smoking / vaping and water signs received to be installed at the allotments by Allotment Association - thanks given</li><li>- Clerk emailed highways about the path in Tremar discussed at previous meeting - reply circulated to councilors and member of the public who raised issue - reply was that the works required would be a</li></ul>

	costly desirable scheme, with very little to gain from a public perspective. The scheme would meet some funding criteria for Cornwall Council's Local Transport Plan, however Highways thinks its priority would be very low in comparison to other areas. No further action. - Lights in Pavilion Meeting room have been changed to LED
10.	<b>TO REVIEW AND APPROVE</b> previous full council public and confidential meeting minutes
11.	<b>To DISCUSS</b> 66p per hour pay increase for clerk as per the Local government services pay agreement 2025/26 agreed by The National Joint Council for Local Government Services (NJC), with back pay due from 01.05.25
12.	<b>To REVIEW</b> renewal for Data Protection Officer - currently Microshade, Paul Russell - MicroshadeVSM has been taken over by Flotek - Paul can continue to offer the DPO service under his other account for Parish and Town Auditing Services. Same costs as before £275 - no VAT.
13.	<b>TRAINING</b> - <b>a - To CONSIDER</b> training costs for 'Complete Allotment Management' course x 2 dates in October online with SALC, for Clerk, Cllr Laybury and Horsfield - total £120 <b>b- To CONSIDER</b> CALC training costs for councillor Harbord to attend the following courses at £35 each - £140 total: Budgeting, Finance for Councillors, Internal controls Role of the internal Audit
14.	<b>FINANCE</b> a - <b>TO RECEIVE</b> monthly councillor reconciliation check report from previous month b- <b>TO RECEIVE</b> previous months bank reconciliation checked by Chair of Finance c - <b>TO NOTE</b> clerk spend £24.85 on H&S for allotments as per financial regulation 9.5 d - <b>TO RECEIVE</b> June / July budget update notes d - <b>TO APPROVE</b> payment Schedule for August 2025
15.	<b>TO AGREE</b> Allotment Management procedure for vacant plot in relation to weed control
16.	<b>To AGREE</b> action for recent vacated allotment plot that requires strimming
17.	<b>To DISCUSS</b> if the council would like to replace the Skatepark, and <b>AGREE</b> association actions and spent - a - Councillors to decide if they would like to undertake consultation to replace skate park, and what this is to include, and timescales If project is to go ahead: b - Agree questionnaire and how to distribute / analyse data - option to use GoCollaborate platform - c - Create working group
18.	<b>TO CONSIDER</b> subscription to Canva ( graphic design software) to help with public engagement - £13 a month
19.	<b>TO CONSIDER</b> replying to Cornwall Councils Public Spaces Protection Order, Review of existing dog bans on beaches consultation - a. Do you agree with the principle of dogs on beaches restrictions? - b. Do you agree with the current restrictions - c. Are there any amendments needed in terms of reduced or increased restrictions? Please specify the beach name. - d. Do you have evidence to support the need for any amendments?
20.	<b>TO DISCUSS</b> Artwork for replacement signs at Trethevy Quoit - Clerk is currently in touch with original artwork supplier to use again
21.	<b>TO DISCUSS</b> a potential project of planting wild flower planting at the Parish Council owned land just outside of Trethevy Quoit ( by car park)
22.	<b>To RATIFY</b> Enhanced LMP grant application - submitted 14.08.25 for £14,887.20 (inc VAT) due to grant being awarded on a first come first serve basis
23.	<b>TO CONSIDER</b> registering for the Data Protection Compliance Tools kit, from Breakthrough Communications, to ensure we are compliant for the AGAR assertion 10 - where the council has to confirm they are compliant with thier legal obligations under UK GDPR and The Data Protection Act. £695 + VAT
24.	<b>TO RECEIVE</b> applications for Co-option
25.	Date of next meeting: 24th September 2025
26.	<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>
27.	<b>TO DISCUSS</b> quotes received for new windows and doors at the Pavillion
28.	<b>TO REVIEW</b> Cleaning Contract SLA with Spick and Span
29.	<b>TO CONSIDER</b> quotes for electricity contract for The Pavillion

Meeting called by: Chair Cllr Jon Prinn

Date: 21.08.25

Agenda Signed by: Katie-Marie Goodwright – Clerk / RFO  
clerk@stcleerparishcouncil.gov.uk