

## ST CLEER PARISH COUNCIL

### TO MEMBERS OF THE COUNCIL:

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

**Dear Members,** I hereby give you notice that a full Council Meeting of St Cleer Parish Council will be held on Wednesday 28th Jan 2026 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

**The 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

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.	<b>To DECLARE</b> a councillors seat as vacant
4.	Allow up to 15 Minutes for members of the public to address the council.
5.	<b>TO CONSIDER</b> Grant applications as recommended by the F&GP committee for approval <ul style="list-style-type: none"> <li>- Common Moor for £3,200 for underfloor heating at the Village Hall</li> </ul>
6.	Cornwall Councillor update: Cllr Smith
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: <ul style="list-style-type: none"> <li>- <b>A</b> - Ref. No: PA26/00314 : <a href="#">Non material amendment in relation to Decision Notice PA20/09665 dated 13.05.2022: 1.Varying the project description to state: Outline application for residential development for 16 (Affordable) dwellings with associated estate roads with appearance and landscaping reserved for future consideration. 2. Varying the the "Accommodation Of Schedule" on the proposed site plan drawing P859-02 due dwelling tenure changes as all dwelling are now to housing association affordable properties.</a> - Land Adjacent To Hendra Close Darite, Cornwall PL14 5FE</li> </ul> <b>and</b> any other planning applications received before 12pm on 16.12.25
8.	Chairman's Announcements
9.	Clerk report
10.	Reports <ul style="list-style-type: none"> <li>- Representative meetings</li> <li>- Health and Safety <ul style="list-style-type: none"> <li>- <b>TO RECEIVE</b> November and December report received for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment / public toilets / allotments, and PAT test report</li> </ul> </li> <li>- Police - Since 31/10/25 to 1/12/25 there have been the following crimes in the St Cleer area that are disclosable. 1 - Harassment, 2 - ASB use of vehicle <ul style="list-style-type: none"> <li>- Since 2/12/25 to 31/12/25 1. Attempted Burglary, 2 - Criminal Damage x 2, 3 - Dog bite, 4- Homophobic abuse by neighbour</li> </ul> </li> </ul>
11.	Matters arising from previous minutes <ul style="list-style-type: none"> <li>- Meeting 16.12.25 was cancelled due to being inquorate</li> </ul>
12.	<b>TO REVIEW AND APPROVE</b> previous full council meeting minutes from 16.11.25, and 16.12.25 - this meeting was cancelled but notes to be ratified
13.	<b>Defibs</b> <ul style="list-style-type: none"> <li>- <b>A</b> - <b>TO CONSIDER</b> options for defib at the Pavillion as SWAST package ends 28.11.26</li> <li>- <b>B</b> - <b>TO CONSIDER</b> invoice for new defib pads for the Darite Defib- £68 + VAT from Community Heartbeat Trust <ul style="list-style-type: none"> <li>- <b>B.1 TO CONSIDER</b> covering costs for the Darite Defib maintenance for the next 3 years -</li> </ul> </li> </ul>
14.	<b>FINANCE</b> <ul style="list-style-type: none"> <li>- <b>A</b> - <b>TO RECEIVE</b> monthly councillor reconciliation check report from November and December month - carried out with Cllr Prinn and Cllr Horsfield, no anomalies</li> <li>- <b>B</b> - <b>TO RECEIVE</b> budget report for December 2025, reviewed by F&amp;GP committee 14th Jan - no outstanding comments to be made</li> <li>- <b>C</b> - <b>TO RECEIVE</b> Nov and Dec bank reconciliation</li> <li>- <b>D</b> - <b>TO NOTE</b> Clerk spend in Dec - £48 on keys for changing rooms and £25 for keys for the pavilion front and storage doors, £28 on toilet rolls for public toilets . Jan - £16.98 on fire assembly sign, £59.99 on toilet rolls - all as per financial regulation 9.5</li> <li>- <b>E</b> - <b>TO NOTE</b> Unity monthly account fee is increasing from £6 per month to £7 from Feb 2026</li> <li>- <b>F</b> - <b>TO CONSIDER</b> Invoice from Vision ICT for £150 + VAT for erasure request</li> <li>- <b>G</b> - <b>TO CONSIDER</b> Cost from CALC for Cllr Horsfield Data protection training (22nd Jan) - £35 + VAT</li> <li>- <b>H</b> - <b>TO CONSIDER</b> invoice from Husband Tree and Ground Maintenance for £900+ VAT for trees taken down due to storm damage (emergency works) - As Per Financial regulation 5.18, due to public safety concerns on council premise</li> </ul>

	<ul style="list-style-type: none"> <li>- <b>I - To note</b> Internal transfer from Unity Instant access to T1 account for £40,000</li> <li>- <b>J - TO APPROVE</b> payment Schedule for January 2026</li> </ul>
15.	<b>TO CONSIDER</b> giving clerk delegated authority to accept quotes from David Miller up to a total spend of £1000 for small works / repairs around the parish for the rest of the financial year, and <b>RECEIVE</b> report of previous authorised works
16.	<b>BANKING: TO CONSIDER</b> <ul style="list-style-type: none"> <li>- A - Cllr Harbord to be given ability to authorise payments on Unity bank</li> <li>- B - Cllr Harbord and Cllr Prinn to be given Admin access on Unity online banking</li> <li>- C - If another councillor would be happy to be another signatory with authorisation for payments access</li> </ul>
17.	<b>TO CONSIDER</b> expression of interest for the fifth CIL round of Community Infrastructure Levy funding to Connect Communities, and what project the council would like to put forward
18.	<b>To ELECT new representatives for</b> <ul style="list-style-type: none"> <li>- <b>A</b> - the Commoners Association</li> <li>- <b>B</b> - HR and Finance Committee</li> </ul>
19.	<b>To RESCIND</b> council decision of creating admin assistant role as per minute ref 2025.10.22-13, and replace with temp clerk / RFO for clerk maternity leave, on 20 - 30 hours per week, and <b>AGREE</b> for HR committee to lead on recruitment
20.	<b>TO CONSIDER</b> recommendation from F&GP committee to take up membership with South West Councils - £525 per year & £150 joining fee
21.	<b>GRIT BINS</b> <ul style="list-style-type: none"> <li>- <b>A - TO CONSIDER</b> request from member of the public to place and fill and grit bin in Tremar - Location - <a href="https://maps.app.goo.gl/3a25eQxwURNJPQp9A">https://maps.app.goo.gl/3a25eQxwURNJPQp9A</a></li> <li>- <b>B - TO CONSIDER</b> request from member of the public to place and fill and grit bin by the well in St Cleer - Location <a href="https://maps.app.goo.gl/VFV9R4HDpfp3MnsY7">https://maps.app.goo.gl/VFV9R4HDpfp3MnsY7</a></li> <li>- <b>C - TO CONSIDER</b> request from member of the public to place and fill and grit bin at Jasper Parc Location <a href="https://maps.app.goo.gl/ogRm2r1pecZynRwG7">https://maps.app.goo.gl/ogRm2r1pecZynRwG7</a></li> <li>- <b>D - TO CONSIDER</b> request from member of the public to place and fill and grit bin at Penhale Meadow - Location <a href="https://maps.app.goo.gl/drcokLkX8A68JjeDA">https://maps.app.goo.gl/drcokLkX8A68JjeDA</a></li> <li>- <b>E - TO CONSIDER</b> request from member of the public to place and fill and grit bin at Siblyback entrance from Golitha road <a href="https://maps.app.goo.gl/2CD7XnurSu2GscMG9">https://maps.app.goo.gl/2CD7XnurSu2GscMG9</a></li> <li>- <b>F - TO CONSIDER</b> request from member of the public to EITHER move existing bin opposite 17 Gwelmenrth Park to opposite 31 Gwelmeneth Park, OR place and fill a new grit bin opposite number 31 Gwelmeneth park - <a href="https://maps.app.goo.gl/fHiGbQXTGUQknZg37">https://maps.app.goo.gl/fHiGbQXTGUQknZg37</a></li> <li>- <b>G - TO CONSIDER</b> request from Pavilion hirer to place grit bin at the Pavilion</li> <li>- <b>H - TO CONSIDER</b> existing grit bins placed by St Cleer Parish council at Penhale Lane and Suncrest and their permanent placement / filling by St Cleer Parish Council</li> <li>- <b>I - To CONSIDER</b> costs for new grit bins and agree size / quantity to buy</li> <li>- <b>J - TO CONSIDER</b> purchasing 1000k or 2000kg of grit</li> </ul>
22.	<b>To RE-CONSIDER</b> DPO membership with Paul Russell for £275
23.	<b>TO RESCIND</b> the council's resolution of 27.08.25 to subscribe to the Breakthrough Comms Data Protection Toolkit, following guidance received from CALC/NALC that the necessary guidance is available without subscription
24.	<b>TO CONSIDER</b> Schemes to submit in the EOI for the Community Highways Improvement Programme, and <b>AGREE</b> associate actions
25.	<b>TO REVIEW AND APPROVE</b> policies as recommended by the finance and general purposes committee <ul style="list-style-type: none"> <li>- <b>A</b> - IT Policy - <i>to be reviewed in 3 years</i></li> <li>- <b>B</b> - Maternity Policy - <i>to be reviewed in 3 years</i></li> <li>- <b>C</b> - Internal Controls Policy - <i>to be reviewed in 1 year</i></li> </ul>
26.	<b>TO REVIEW</b> drafted skate park letter, and <b>APPROVE</b> skate park working group to begin distribution of letter and questionnaire
27.	<b>TO RECEIVE</b> proposed meeting dates for 2026 / 2027, recommended by the F&GP committee
28.	<b>TO DISCUSS</b> if the council would like to make comment on the Cornwall Council PSPO Renewal (alcohol consumption in public places) 2026 consultation
29.	<b>TO DISCUSS</b> if the council would like to make comment on the Cornwall Council Off-Street Parking Order 2026 consultation
30.	<b>TO DISCUSS</b> if the council would like to make comment on the Golitha Falls NNR Draynes Wood Public Consultation
31.	Date of next meeting: 28.01.26
32.	<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>
33.	<b>TO CONSIDER</b> quote from Mark Rogers to replace Emergency lights that failed in battery drain test
34.	<b>TO CONSIDER</b> quotes for 1500l of oil for the pavilion
35.	<b>TO CONSIDER</b> proposal and quotes from Allotment Association for deer fencing at the allotments, and to agree action and associated expenditure