

# ST CLEER PARISH COUNCIL

TO MEMBERS OF THE COUNCIL:

Cllrs. Prinn, Horsfield, Harbord, Pearce, Sargeant, Gymer, Ayres, and Emuss

Dear Members,

I hereby give you notice that the Annual Parish Council Meeting of St Cleer Parish Council will be held on **Wednesday 27 May 2026 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,

Anita James – Temp Clerk / RFO

Reference	Item
1.	<p>Chair and Vice Chair Elections</p> <p style="padding-left: 40px;">a - <b>TO ELECT</b> a Chair of the Council</p> <p style="padding-left: 40px;">b - <b>TO ELECT</b> a Vice-Chair of the Council</p> <p>Persons Present/Apologies</p> <p>To note persons, present and receive apologies for absence.</p>
2.	<b>TO RECEIVE</b> councillor’s Declaration of Acceptance of Office.
3.	<b>To RECEIVE</b> any apologies
4.	<p><b>To RECEIVE</b> any councillor’s Declarations of Interests and, or dispensations.</p> <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> <p>IF IN DOUBT PLEASE CHECK WITH THE CLERK</p>
5.	<p>PUBLIC FORUM (15 mins max, 3 minutes per a person only)</p> <p><i>3g - Subject to standing order 3(f), a member of the public shall not speak for more than ( 3 ) minutes.</i></p> <p><i>3f - The period of time designated for public participation at a meeting in accordance with standing order 3(e) exceed ( 15 ) minutes unless directed by the chair of the meeting.</i></p> <p><i>h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a de the question. The chair of the meeting may direct that a written or oral response be given.</i></p>
6.	<b>To Approve the minutes</b> from the previous meeting on the 22 April 2026 and the Chair to sign.
7.	<b>To Receive Cornwall Councillor</b> Sean Smith’s report (max 5 mins)
8.	<b>To Receive Chairman’s Report</b> (max 5 mins)
9.	<b>To Receive Clerk’s report:</b>
10.	<p>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 27.05.26 :</p> <p><b>A -New Applications:</b></p> <p>Application Proposal PA26/03036 Your ref: My ref: Date: PA26/03036 18 May 2026 Erection of a three bedroom bungalow with removal of Condition 2 in respect of decision notice 23142/E dated 14.09.70 Location Applicant Grid Ref Tregovenek Attwood Lane Pensilva Liskeard Ms F Wood Tregovenek Limited 228347 / 69197 none received</p> <p><b>B- Planning Updates/decisions (no comment required)</b></p> <p>30/04/2026 Proposal PA24/00711/PRE Horizon Farm Ltd Horizon Poultry Farm Tremar Liskeard Cornwall PL14 6EA <b>Closed - pre-application advice given.</b></p> <p>Planning Performance Agreement for conversion of existing building into shop, meeting rooms, offices, hair and beauty salon, associated works and residential development and extra care facility.</p>

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	<a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SEM1AHFG1Z500">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SEM1AHFG1Z500</a>
11.	<p>Matters arising from previous months minutes</p> <ul style="list-style-type: none"> <li>I. Cllr Harbord to sign Unity form for an extra charge card for the clerk</li> <li>II. Pavillion gate and latch, quoted, contractor needs clarification on what gate needs repair.</li> </ul>
12.	<p><b>Reports- To NOTE</b></p> <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> Aprils report for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment / public toilets / allotments, and Memorial Garden HAZard ID</li> </ul> </li> <li>- ROSPA recreation ground- April</li> </ul> <p>No high risks, some medium ones will need addressing in the coming year.</p>
13.	<p><b>Sub-committees and appointments</b></p> <p><b>A - TO APPOINT</b> members to the follow committees</p> <ul style="list-style-type: none"> <li>- a - Finance and General Purposes</li> <li>- b - HR</li> </ul> <p><b>B - TO APPOINT</b> a Councillor to the following, <b>AND DECIDE</b> arrangements for reporting back</p> <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 -Planning representative (s)</li> </ul>
14.	<p><b>TO REVIEW</b> bank signatories, and <b>ADD / REMOVE</b> Councillors where appropriate</p> <ul style="list-style-type: none"> <li>- Current signatories <ul style="list-style-type: none"> <li>- HSBC - Cllr's Prinn, Harbord and Sargeant</li> <li>- Unity Cllrs' Prinn, Harbord, Pearce and Labury</li> </ul> </li> </ul>
15.	<p><b>TO REVIEW AND ADOPT /</b> the following policies for the Civic year 26/27</p> <ul style="list-style-type: none"> <li>- a - Cornwall Council Code of Conduct for 2026/27 (no update since 2021)</li> <li>- b - Standing Orders 26-27 (no updates since last approved 23.04.25)</li> <li>- c - Financial Regulations 26-27- includes subscriptions to other bodies.</li> <li>- d - Terms for Reference for HR Committee 26-27 (no updates since last approved 23.04.25)</li> <li>- e - Terms for Reference for Finance and General Purposes Committee 26-27 (no updates since last approved 23.04.25)</li> </ul>
16.	<b>TO REVIEW AND APPROVE</b> the updated Asset Register
17.	<b>TO CONFIRM</b> the council are happy with current insurance arrangements
18.	<p>FINANCE</p> <ul style="list-style-type: none"> <li>- <b>TO RECEIVE</b> monthly councillor reconciliation check report from previous month</li> <li>- <b>TO RECEIVE</b> previous months bank reconciliation</li> <li>- <b>TO NOTE</b> clerk spend £315+VAT (£378). Crows Nest defib battery.Spend - FR 5.18 ( up to £2000 for emergency)</li> <li>a - <b>TO APPROVE</b> payment Schedule for May 2026</li> </ul>
19.	<p><b>Internal Audit 2025/26</b></p> <p><b>To Receive and review the Internal Audit Report and agree planned actions.</b></p>
20.	<p><b>AGAR Annual Accounts and Annual Governance &amp; Accountability Return 2025/26</b></p> <p>F2026.15.04-9C- recommended for approval by the Finance &amp; General Purposes Committee and to propose to review the Internal Audit Report by full council as agenda item 19 above.</p> <p><b>To Receive and Approve:</b></p>

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	<ol style="list-style-type: none"><li>1. Annual Accounts</li><li>2. Annual Internal Audit Report</li><li>3. Annual Governance Statement (Section 1 AGAR) To be signed by the Chair</li><li>4. Accounting Statements (Section 2 AGAR), To be signed by the Chair</li><li>5. Dates and Notice of Commencement Public Rights: 4 June to 15 July inclusive (30 working days including the first 10 working day of July)</li></ol>
21.	To discuss and agree wording and graphics for the Trethevy Quiot
22.	Date of next meeting: 24 June 2026 Agenda items by the 12 June 2026

Meeting called by: Chair Cllr Prinn

Agenda Signed by: Anita James – Temp Clerk / RFO

Date: 21/05/26

clerk@stcleerparishcouncil.gov.uk