

# 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 24th September **2025 at 7pm** **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](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.	Cornwall Councillor update
5.	Planning - <b>A - 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.1</b> - Ref. No: PA25/06457 - <a href="#">Creation of off road car parking space</a> - 21 Fernside Park Tremar Coombe Liskeard Cornwall PL14 5HY</li></ul> and any other planning applications received before 12pm on 24.09.25  <b>B - TO CONSIDER</b> updating the council's comment in relation to Planning Ref. No: PA25/05394 - Siting of caravan for mainly farming purpose and occasional holiday let for farming experiences - Land North Of Nine Stones Farm Liskeard Cornwall PL14 6SD <ul style="list-style-type: none"><li>- At meeting 27.08.25, Full Council voted to 'object' to the application on the basis of the occasion holiday use, and said if it is re-presented as solely agricultural the council would re-consider their comment.<ul style="list-style-type: none"><li>- applicant has requested review of comment due to change of application name 'Siting of caravan for mainly farming purposes' and previous misinterpretation of ' holiday use'</li></ul></li></ul> <b>C - TO NOTE</b> council responses to 5 day protocols: <ul style="list-style-type: none"><li>- <b>C.1</b> - 5PA25/02147 Land North Of Rosena Lodge - Erection of self-build agricultural dwelling and garage<ul style="list-style-type: none"><li>- Planning intended to recommend the application for refusal<ul style="list-style-type: none"><li>- Parish council replied to agree with recommendation</li></ul></li></ul></li><li>- <b>C.2</b> - PA25/04344 East Tremar Barn - Conversion of existing garage/store to a 2 bedroom dwelling with associated parking and garden<ul style="list-style-type: none"><li>- Planning intended to recommend the application for refusal<ul style="list-style-type: none"><li>- Parish council replied to agree to disagree with recommendation</li></ul></li></ul></li></ul>
6.	Chairman's Announcements
7.	Clerk report
8.	Reports <ul style="list-style-type: none"><li>- Representative meetings- Councillors to report back</li><li>- <u>Health and Safety</u></li></ul>

	<ul style="list-style-type: none"> <li>- <b>TO RECEIVE</b> August's report received for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment / public toilets / allotments</li> <li>- <u>Police</u> - Since 3/8/25 to 29/8/25 there have been the following crimes in the St Cleer area that are disclosable. <ul style="list-style-type: none"> <li>- Theft x 2, possession of cannabis, theft of campervan, criminal damage</li> </ul> </li> </ul>
9.	Matters arising from previous minutes
10.	<b>TO REVIEW AND APPROVE</b> previous full council meeting minutes from 27.08.25
11.	<b>TO DISCUSS</b> hedge trimming around the MUGA, and <b>AND AGREE</b> any further action if required
12.	<p>FINANCE</p> <ul style="list-style-type: none"> <li>- <b>A- TO RECEIVE</b> monthly councillor reconciliation check report from previous month - Clerk carried out with Cllr Pearce - no anomalies</li> <li>- <b>B - TO RECEIVE AND APPROVE</b> August budget report, recommended by F&amp;GP committee 10.09.25 <ul style="list-style-type: none"> <li>- Quotes requested for suggested works</li> </ul> </li> <li>- <b>C - TO RECEIVE</b> previous months bank reconciliation</li> <li>- <b>D - TO NOTE</b> clerk spend £14.40 on public toilet toilet roll, £32.99 on toilet roll holder for public toilet as per financial regulation 9.5</li> <li>- <b>E - TO RATIFY</b> Payment to David Miller made 29.08.25 as per financial regs 6.9, as invoice was not received before the August Payment schedule was completed, to make August payment date.</li> <li>- <b>F - TO APPROVE</b> payment Schedule for Sept 2025</li> <li>- <b>G - To add</b> David Miller to pre-authorised / payments list for regular tasks monthly invoices £341.33</li> <li>- <b>H - TO CONSIDER</b> Costs for Cllr Ayres Code of Conduct Training £25+VAT</li> <li>- <b>I - TO CONSIDER</b> renewal of Microsoft 360 annual subscription for £84.99</li> </ul>
13.	<p><b>TO REVIEW AND APPROVE</b> policies as recommended by the finance and general purposes committee 10.09.25</p> <ul style="list-style-type: none"> <li>- Councillor Officer Protocol - <i>to review in 3 years</i></li> <li>- Antibullying and Grievance policy (combined) - <i>to review in 3 years</i></li> <li>- General and Approved Contractor Policy, and Approved Contractor application form - <i>review in 3 years</i></li> <li>- Internal Controls Policy (6 month update review) - <i>review in 1 year</i></li> <li>- Pavillion Hire booking form and T&amp;C - <i>review in 3 years</i></li> <li>- Allotment tenancy agreement and management procedure - <i>review in 3 years</i></li> <li>- Clerk Absence Policy - <i>review in 3 years</i></li> <li>- Financial Regulations - <i>review in 1 year</i></li> <li>- Internal Controls Policy - <i>review in 1 year</i></li> </ul>
14.	<b>TO RECEIVE and APPROVE</b> suggested Hire Rates for 2026 - 2027 from Finance and General Purposes Committee
15.	<p>(Rolled from previous meeting)</p> <p><b>To REVIEW</b> renewal for Data Protection Officer - currently Microshade, Paul Russell - renewal £275</p> <ul style="list-style-type: none"> <li>- <i>we get 2 hours of Data protection support in our Breakthrough comms subscription</i></li> </ul>
16.	<b>TO RECEIVE AND ACCEPT the External audit report and certificate for 24/25, DISCUSS any matters arising, and future action</b>
17.	<p><b>TO CONSIDER</b> Grant applications from St Cleer Church for £1000 towards grass cutting</p> <ul style="list-style-type: none"> <li>- recommended for approval from F&amp;GP committee on 10.09.25</li> </ul>
18.	<b>TO CONSIDER</b> the Clerk to have access to manage users on the HSBC online banking
19.	<b>TO CONSIDER</b> buying wreath for Remembrance Day from the Royal British Legion for - £27.50. Logo can be added for an additional £3.50.
20.	<p><b>TO DISCUSS</b> if panic bars are wanted for any of the new doors at the Pavillion <b>and AGREE</b> associated expenditure</p> <ul style="list-style-type: none"> <li>- To add a panic bar to a door - £420.00 + VAT</li> </ul>
21.	<b>TO CONSIDER</b> the continued loan of Medieval stocks and 2 tin ingots for 12 months to Liskeard and District museum lend items for 12 months
22.	<b>TO DISCUSS</b> a member of the public's suggestion to move the digital speed awareness sign to the end of Fore Street towards the garage, due to people not adhering to the 30mph, now 20mph speed limit
23.	<b>TO DISCUSS</b> the resurfacing of Pavillion car park
24.	<b>TO DISCUSS</b> councillors visiting sites applying for planning permission <b>and AGREE</b> associated actions
25.	<b>TO RECEIVE</b> applications for Co-option
26.	<p>Date of next meeting: 22.10.25</p> <p><i>Reminder that Finance will be 08.10.25 where any councillors are invited to partake in budget discussions</i></p>
27.	<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>
28.	<b>TO CONSIDER</b> quotes to replace information signs at Trethevy Quoit

Meeting called by: Chair Cllr Jon Prinn

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

Date: 17.09.25

clerk@stcleerparishcouncil.gov.uk