

ST CLEER PARISH COUNCIL

V3 DRAFT PUBLIC Minutes of the full meeting of the Parish Council held on 22nd January 2025 at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Drafted 24.01.25

Minutes drafted by Clerk Katie-Marie Goodwright

Agenda points are in black and minutes are in blue

Confidential minutes are in RED

Minute ref	Item
22.01.25 - 1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence.</p> <p>Minutes: Present: Cllrs Smith, Horsfield, Prinn, Sargeant, Harbord, Laybury, Piper Apologies - Cllr Pearce and Morris - away on holiday</p>
22.01.25 - 2	<p>Receive any Declarations of Interest from Members/Dispensations</p> <ol style="list-style-type: none"> a. Disclosable pecuniary interests b. Non-registrable interests c. Declarations of gifts d. Applications for dispensations e. <p>Minutes: Dispensation request received from Cllr Piper before the meeting</p> <p>Cllr Prinn proposed to accept the dispensation request for Cllr Piper RE Item 24 (minute ref 22.01.25-25) regarding a commemorative bench- to speak to the item and participate in the discussion but not the vote - just for tonight's meeting. Seconded by Cllr Sargeant CARRIED</p>
22.01.25 - 3	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>Minutes: Member of the public offered assistance regarding item 32 Regarding the councils reply to the <u>Strengthening the standards and conduct framework for local authorities in England consultation</u>, and enquired about co-option applications received.</p>
22.01.25 - 4	<p>Cornwall Councillor update</p> <p>Minutes: Cllr Seeva sent apologies</p>
22.01.25 - 6	<p>Planning</p> <p>Ref. No: PA24/09754 : Submission of details to discharge conditions 4 and 6 in relation to Decision notice PA20/09665 dated 13.05.2022 - Land Adjacent To Hendra Close Darite PL14 5FE</p> <p>Minutes: Cllr Prinn proposed to COMMENT “ no comment. Seconded by Cllr Piper CARRIED</p> <p>Ref. No: PA24/09288: Prior approval for barn conversion and the construction of a permeable shingle driveway. An extension will be built on the hardstanding to the rear of the building. - Merrymeet Vineyard Merrymeet Liskeard Cornwall PL14 3LP</p> <p>Minutes:</p>

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	<p>Withdrawn application - no comment required</p> <p>Ref. No: P25/00093: Works to Trees covered by a Tree Preservation Order (TPO) - Various works to thin Beech trees competing with neighbouring Oaks - Golitha Falls Liskeard Cornwall PL14 6RX</p> <p>Minutes: ClIr Prinn proposed to COMMENT “no comment”. Seconded by ClIr Laybury CARRIED</p>
22.01.25 - 7	<p>Chairman’s Announcements</p> <ul style="list-style-type: none"> - Councillor vacancy has arisen <p>Minutes:</p> <ul style="list-style-type: none"> - Becky Dupreez has resigned as councillor, wanted to thank her for the work she has done for the council. This has created a new vacancy which goes to co-option - we now have 4 seats available - The company that deals with our health and safety gave notice to us to cancel their contract, ClIr Prinn assisted by the Clerk have carried out inspections in the interim, using their template
22.01.25 - 8	<p>Clerk report</p> <ul style="list-style-type: none"> - Unity bank interest is reducing from 2.6 / 2.63% to 2.5 / 2.52% - Request received and completed from the Valuation Office about the Pavilion ownership - required assistance from solicitors and fee is in the payment schedule - Defibrillator at the Market Inn has had a bleed control kit installed at no charge, costs covered by charity Front Line Emergency Equipment Trust (FLEET) - Agreed maintenance works on the pavilion have begun <p>Minutes: As above</p>
22.01.25 - 9	<p>Reports</p> <ul style="list-style-type: none"> - Health and Safety <ul style="list-style-type: none"> - December reports received for the Pavilion, January reports received for the Pavilion and Horizon Play Park <p>Minutes: As mentioned earlier we have no health and safety company in place at the moment so checks have been carried out by ClIr Prinn assisted by the Clerk. A new company is to be discussed later in the agenda</p>
22.01.25 - 10	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> - Re Junction in Tremar (What3words location: dusty.wages.daredevil) discussed at last meeting on safety concerns, correct action to be taken is for our CAP representative to propose the action at the next meeting - ClIr Piper and Cornwall Councillor Phil Seeva have been contacted about this <p>Minutes: As above</p>
22.01.25 - 11	<p>Applications for Co-option</p> <ul style="list-style-type: none"> - none received by reminder that there are 4 vacancies available for co-option <p>Minutes: An application was received 10 minutes before the meeting start - council have not had enough time to consider so it will appear on the next meeting’s agenda</p>
22.01.25 - 12	<p>Review and accept previous full council meeting minutes</p> <p>Minutes: ClIr Prinn proposed to accept the public and confidential minutes of the meeting 18.12.24. Seconded by ClIr Piper CARRIED</p> <ul style="list-style-type: none"> - <i>Note after the meeting - there were no confidential minutes form this meeting</i>

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22.01.25 - 13	<p>Finance report and agree Payment Summary</p> <ul style="list-style-type: none"> - Payment Schedule <p>Minutes: Cllr Prinn proposed to accept the payment schedule. Seconded by Cllr Piper CARRIED</p> <p>Report on monthly reconciliation report from previous month</p> <p>Minutes: Received</p> <ul style="list-style-type: none"> - Review Budget report <p>Minutes: Received and overview discussed</p>
22.01.25 - 14	<p>Receive recommendation from F&GP committee to approve the revised asset register, to include insurance summary</p> <p>Minutes: Cllr Prinn proposed to approve the revised asset register which includes the insurance summary. Seconded by Cllr Piper CARRIED</p>
22.01.25 - 15	<p>To review insurance renewal quote for buildings and contents, and cyber security</p> <p>Minutes: Quotes received from current insurance providers Gallagher: Building and contents - £3374.70+ VAT and Cyber - £328 + VAT.</p> <p>Cllr Prinn proposed to accept the quotes for insurance from our current provider Gallagher. Seconded by Cllr Piper CARRIED</p>
22.01.25 - 16	<p>To consider removing Cheaper Waste from pre-approved payments list</p> <ul style="list-style-type: none"> - contract ends in January 2025 <p>Minutes: Cllr Piper proposed Cheaper Waste is removed from our pre-approved regular payments list as the contract has ended. Seconded by Cllr Prinn CARRIED</p>
22.01.25 - 17	<p>To consider adding Whyfield accountants to regular payments list</p> <ul style="list-style-type: none"> - £20+Vat per month for payroll <p>Minutes: Cllr Prinn Proposed to add Whyfield to the pre-approved regular payments list. Seconded by Cllr Piper CARRIED</p>
22.01.25 - 18	<p>Review Clerk additional 10 hours per week (due for review 1st Feb)</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Cllr Piper left the room 19.55 - Cllr Piper returned to the room 19:56 - Cllr Prinn explained the Clerk is doing on average 5 additional hours per week <p>Cllr Prinn proposed to continue the option for the Clerk's to work an additional 10 hours per week where she has need / availability, to be reviewed in 6 months. Seconded by Cllr Piper CARRIED</p>
22.01.25 - 19	<p>To consider the Clerk to attend in person CALC training on “ Minutes and Agendas” 11.03.25 10am - 4pm, to cover mileage and travel time to Carn Brea, Redruth.</p> <ul style="list-style-type: none"> - course £75+ VAT <p>Minutes:</p>

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	<p>Cllr Piper proposed to permit the clerk to attend the CALC in person training on “Minutes and Agendas” 11.03.25, to cover mileage and travel time to Carn Brea, Redruth Seconded by Cllr Sargeant CARRIED</p>
22.01.25 - 20	<p>To retrospectively approve Clerk 0.67p per hour pay increase as per local government services pay agreement annual review in November 2024 Minutes: Cllr Piper proposed to retrospectively approve the clerks 0.67 per hour pay increase. Seconded by Cllr Prinn CARRIED</p>
22.01.25 - 21	<p>Consider relocation of some dog waste bins across the Parish for better placement, and permit clerk time to investigate options with Cornwall Council Minutes: Cornwall Council are currently not installing new poo bins but will consider moving them Cllr Prinn proposed to give the Clerk permission to look into the relocation of some poo bins within the parish, with the help of Cllr Laybury, and to discuss with Cornwall Council. Seconded by Cllr Sargeant CARRIED</p>
22.01.25 - 22	<p>Retrospectively approve clerk’s application to Cornwall Council for the Local Maintenance Partnership grant of £1805.97 Minutes: Cllr Prinn proposed to retrospectively approve the clerk's application to Cornwall Council for the Local Maintenance Partnership grant of £1805.97. Seconded by Cllr Harbord CARRIED</p>
22.01.25 - 23	<p>Consider quote from Duchy Defibs to renew subscription for maintenance of defibrillator located at The Market Inn £325+VAT Minutes: The Defib located at the Market Inn was funded by the local community and not purchased by St Cleer Parish Council. There was an issue a few years ago when the council moved the defib, but had to move it back as they did not own to authorise moving it. St Cleer Parish Council paid for the previous maintenance subscription to Duchy defib which covered 2 years. Council would like to look into owning another defib <ul style="list-style-type: none"> - Cllr Harbord left the meeting and did no return: 20.08 - Meeting paused 20.10 - Meeting resumed 20.19 Cllr Prinn proposed not to accept the maintenance renewal quote from Duchy Defibs for the defib located at the Market Inn, and wanted to look at providing a new defib owned by the Parish Council. Seconded by Cllr Piper CARRIED</p>
22.01.25 - 24	<p>Discuss increase in bus fares from St Cleer to Liskeard <ul style="list-style-type: none"> - From 2nd January 2025 a return journey has risen from £3.50 to £6.00 for 1 adult Minutes: Cllr Piper gave an overview of bus fares and prices, council in agreement that rises are of concern Cllr Prinn proposed the council draft a letter addressed to “Go Bus”, and refer the subject to CAP</p>

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	<p>Seconded by Cllr Piper CARRIED</p>
22.01.25 - 25	<p>Consider request for a commemorative bench to be placed at the common opposite Polwrath Terrace</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Cllr Piper, as per his dispensation, spoke to this item to explain his family would like to install a bench in commemoration of his grandparents' service to the parish, who served on the council for a combined 50 years. The Piper family are willing to fund but wanted to ask council if they would like to contribute to the costs - Cllr Prinn explained that the Council is unable to donate by way of grant to non- organisations, but can purchase the bench <p>Cllr Piper left the room during the vote at 20.31</p> <p>Cllr Prinn proposed the council consider the purchase of the commemorative bench, to make a decision at the next meeting. Seconded by Cllr Laybury CARRIED</p> <p>Cllr Piper returned to the room 20.32</p>
22.01.25 - 26	<p>Request an additional councillor to join the HR committee</p> <p>Minutes:</p> <p>Cllr Laybury volunteered</p> <p>Cllr Prinn Proposed Cllr Laybury to join the HR committee Seconded by Cllr Piper CARRIED</p>
22.01.25 - 27	<p>Review and adopt policy as recommended by F&GP committee: Freedom of Information and Publication scheme policy</p> <ul style="list-style-type: none"> - to be reviewed in 2 years <p>Minutes:</p> <p>Cllr Prinn proposed to adopt the Freedom of Information and Publication scheme policy and review in 2 years. Seconded by Cllr Sargeant CARRIED</p>
22.01.25 - 28	<p>Review and adopt policy as recommended by F&GP committee: Internal Controls policy</p> <ul style="list-style-type: none"> - to be reviewed in 1 year <p>Minutes:</p> <p>Cllr Prinn proposed to adopt the Internal Controls policy and review in 1 year. Seconded by Cllr Sargeant CARRIED</p>
22.01.25 - 29	<p>Review and adopt policy as recommended by F&GP committee: Declaring Interests and Dispensations policy</p> <ul style="list-style-type: none"> - to be reviewed in 2 years <p>Minutes:</p> <p>Cllr Piper Proposed to adopt the Declaring Interests and Dispensations policy and review in 2 years. Seconded by Cllr Prinn CARRIED</p>
22.01.25 - 30	<p>Review and adopt policy as recommended by F&GP committee: Policy for dealing with abusive persistent and vexatious matters</p> <ul style="list-style-type: none"> - to be reviewed in 2 years

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	<p>Minutes: Cllr Prinn Proposed to adopt the policy for dealing with abusive persistent and vexatious matters and review in 2 years. Seconded by Cllr Piper CARRIED</p>
22.01.25 - 31	<p>Review and adopt policy as recommended by F&GP committee: Lone working Policy - to be reviewed in 3 month Minutes: Cllr Prinn proposed to adopt the Lone working policy and review in 3 months. Seconded by Cllr Laybury CARRIED</p>
22.01.25 - 32	<p>Review and adopt policy as recommended by F&GP committee: Transparency code Policy - to be reviewed in 2 years Minutes: Cllr Prinn proposed to adopt the Transparency code Policy and review in 2 years. Seconded by Cllr Laybury CARRIED</p>
22.01.25 - 33	<p>Consider how the council would like to respond to the Government's Strengthening the standards and conduct framework for local authorities in England consultation Minutes: Cllr Prinn proposed the creation of a working group to draft answers to the Strengthening the standards and conduct framework for local authorities in England consultation, to present to full council for approval on 26th Feb. Seconded by Cllr Piper CARRIED</p>
22.01.25 - 34	<p>Consider using a key safe at the Pavilion Minutes: Clerk to check with insurance company if they would be happy for us to have a key safe on the building</p>
22.01.25 - 35	<p>Consider naming of the 16-unit development adjacent to Hendra Close - Developers propose to continue with "Hendra Close" Council to comment their thoughts / suggestions Minutes: Cllr Piper proposed a road name of "Mena Dhu Close" Seconded by Cllr Laybury CARRIED</p>
22.01.25 - 36	<p>Date of next meeting: 26.02.25</p>
22.01.25 - 37	<p>*Proposal to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)* Minutes: Public session is required to review quotes as they contain commercially sensitive information, current contracts, and HR recommendations which are protected under employment law Cllr Prinn proposed to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)*. Seconded by Cllr Piper CARRIED</p>
22.01.25 - 38	<p>Review quotes for H&S maintenance checks contract and agree contractor Minutes: Cllr Laybury proposed to accept quote from WT Consultancy. Seconded by Cllr Sargeant CARRIED</p>

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22.01.25 - 39	<p>Review quotes for maintenance work around the Parish discussed at previous meeting, decide what work is to be undertaken and when, and approve contractor</p> <p>Minutes:</p> <ul style="list-style-type: none">- Cllr Prinn proposed to accept the quote from Adrian Dennis for the jobs highlighted in Orange. Seconded by Cllr Piper <p>CARRIED</p> <ul style="list-style-type: none">- Cllr Prinn proposed to accept the quote from Dan Billing for works to the Pavilion car park to concrete the entrance. <p>CARRIED</p>
22.01.25 - 40	<p>Discuss cleaning contract - 3 month review</p> <p>Minutes</p> <p>Councillors reviewed the cleaning contract</p>
22.01.25 - 41	<p>Receive recommendations from HR committee about clerk 6 month review regarding probation and pay</p> <p>Minutes:</p> <ul style="list-style-type: none">- Cllr Prinn proposed that the council accept the recommendation from the HR committee to pass the probation of the Clerk. Seconded by Cllr Piper <p>CARRIED</p> <ul style="list-style-type: none">- Cllr Sargeant proposed that the council accept the recommendation from the HR committee to increase the clerks pay. Seconded by Cllr Piper <p>CARRIED</p>

Meeting end: 21:30 pm

Signed by:

Signed:

Date:

Ratified by council on: