

ST CLEER PARISH COUNCIL

DRAFT Minutes of the Full Council meeting of the Parish Council held on 26.02.25, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes drafted by Clerk Katie-Marie Goodwright 28.02.25

Agenda points are in black, minutes are in blue.

Minute ref	Item
27.02.25-1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence.</p> <p>Minutes:</p> <p>Present - Cornwall Cllr Seeva, Cllr Pearce, Cllr Laybury, Cllr Saregant, Cllr Morris, Cllr Prinn, Cllr harbord</p> <p>Apologies received - Cllr Horsfield (personal matters) and Cllr Smith (SA duties)</p> <p>Absent - Cllr Piper</p>
27.02.25-2	<p>Receive any Declarations of Interest from Members/Dispensations</p> <ul style="list-style-type: none">- Disclosable pecuniary interests- Non-registrable interests- Declarations of gifts- Applications for dispensations <p>Minutes:</p> <p>Dispensation received from Cllr Laybury for item 33 - to speak but not vote, as she can provide additional information about one of the quotes</p> <p>Cllr Prinn Proposed to grant a dispensation for Cllr Laybury to speak to Item 33 and leave whilst voting. Seconded by Cllr Sargeant. CARRIED</p>
27.02.25-3	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>Minutes:</p> <p>Member of the public made comments about a grant application on the agenda</p>
27.02.25-4	<p>Cornwall Councillor Phil Seeva update</p> <p>Minutes:</p> <ul style="list-style-type: none">- Gave feedback about Cornwall Councils budget - there has been a 4.99% increase - 2.99% on council tax, and 2% ring fenced for adult social care. Over the past 4 years there has been around 4.5% increase each year, and in the 4 years previous it went up around 4.25% each year. There was no line in the budget about bridge tolls, these are now discussed separately.- Elections coming up - Cllr Seeva is deciding if he will stand again and welcomes anyone who wants to stand <p>19.18 Cllr Harbord left the meeting</p> <p>19.18 Cllr Harbord returned to the meeting</p>

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27.02.25-5	<p>Review applications for Co-option</p> <p>Minutes:</p> <p>Application received from Melvin Gymer who attended the meeting and was invited to speak to the council</p> <p>CLlr Prinn proposed to co-opt Melvin Gymer onto the council. Seconded by Cllr Harbord.</p> <p>CARRIED</p> <p>19.22 - Melving Gymer signed acceptance of office document, also signed by Clerk Katie-Marie Goodwright</p>
27.02.25-6	<p>Planning</p> <p>Ref. No: PA25/01004 - Alterations to village shop and conversion of first floor to residential flat - Land North Of Trecarne View Penhale Lane St Cleer Cornwall PL14 5FS</p> <p>Minutes:</p> <p>CLlr Harbord proposed to comment in support of the application. Seconded by Cllr Laybury</p> <p>CARRIED</p> <p>Ref. No: PA25/01000 - Modification of S106 Agreement in relation to Decision Notice PA20/09665 dated 13.05.2022 - Land North Of Hendra Close Darite Cornwall PL14 5FE</p> <p>Minutes:</p> <p>CLlr Prinn proposed to comment 'no comment'</p> <p>Seconded by Cllr Pearce</p> <p>CARRIED</p> <p>Ref. No: PA25/00991 - Non material amendment in relation to Decision Notice PA20/09665 dated 13/05/22 - Correction of drawing P859-10 and replacement issue of Drawing P859-10A - Land Adjacent To Hendra Close Darite, Cornwall PL14 5FE</p> <p>Minutes:</p> <p>CLlr Prinn proposed to comment 'no comment'</p> <p>Seconded by Cllr Pearce</p> <p>CARRIED</p> <p>Ref. No: PA25/00745 - Removal of an existing outbuilding and construction of a high quality single storey, pitched roof building, housing a private yoga space with associated shower room and sauna - Oakfield Darite Liskeard Cornwall PL14 5JS</p> <p>Minutes:</p> <p>CLlr Harbord proposed to comment in support of the application. Seconded by Cllr Pearce</p> <p>CARRIED</p> <p>APPEAL - PA24/02565 - Proposed erection of two holiday units - Decision - REFUSED 26.07.24.</p> <p>- Opportunity for Council to add further comment</p> <p>Minutes:</p> <p>CLlr Prinn Proposed to comment in support, to further support the appeal, due to it being a commercial enterprise and bringing tourism into the area which would benefit local business. Seconded by Cllr Sargeant</p> <p>CARRIED</p> <p>19.31 Cllr Seeva left the meeting not to return</p>

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Minute ref	Item
27.02.25-7	<p>Chairman's Announcements</p> <ul style="list-style-type: none"> - Annual Parish Council meeting and Annual Parish meeting will be 14th May from 6pm <p>Minutes:</p> <ul style="list-style-type: none"> - As above - If anyone is interested in the election please put your name forward / contact the Clerk - Cllr Prinn attended Liskeard Town Vision workshop to represent St Cleer PC. Heard what they are doing to redevelop Liskeard town centre as a destination. Has been invited to attend Liskeard town forum in the future - Apologies for finance meeting that was cancelled last minute on 12.02.25 due to being inquorate
27.02.25-8	<p>Clerk report</p> <ul style="list-style-type: none"> - no need to upgrade Xero to 'Grow' Plan as accountant now taking over Payroll - previously agreed minute ref 27.11.24-21 <p>Minutes:</p> <ul style="list-style-type: none"> - As above - Have meet with new H&S company who are undertaking H&S assessments - Gold and Silver Footpaths have been cut - Thanks to Cllr Laybury and Horsfield who have helped Clerk to fill grit bins and update bin register which has been passed to Cornwall Council - Thanks to Cllr Sargeant for assisting with recent quotes - Thanks to Cllr Prinn and Harbord for ongoing support to the Clerk
27.02.25-9	<p>Reports</p> <ul style="list-style-type: none"> - Health and Safety <p>Minutes</p> <ul style="list-style-type: none"> - Reports just received some WT consultancy to be circulated to councillors. They are in the process of redoing all our H&S paperwork
27.02.25-10	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> - email sent to go bus 02.02.25 - reply received and sent to councillors <p>Minutes:</p> <ul style="list-style-type: none"> - As above - Red and orange items jobs have been completed. The Clerk has taken photos and Cllr Prinn has also checked the work which has been more than satisfactory. - Working party of Cllr Laybury, Cllr Horsfield, the Clerk, with the support of Rich Clark took place to complete the Standards Consultation questionnaire, to be approved later in the meeting
27.02.25-11	<p>Review and accept previous full council meeting minutes</p> <ul style="list-style-type: none"> - a - Confidential Minutes <p>Minutes:</p> <p>Cllr Prinn proposed to accept the confidential minutes as a true and accurate reflection of the last FC meeting. Seconded by Cllr Laybury CARRIED</p> <ul style="list-style-type: none"> - b - Public Minutes <p>Minutes:</p> <p>Cllr Prinn proposed to accept the public minutes as a true and accurate reflection of the last FC meeting. Seconded by Cllr Horsfield CARRIED</p>

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Minute ref	Item
27.02.25-12	<p>Finance report and agree Payment Summary</p> <ul style="list-style-type: none"> - a - Payment Schedule - b - Monthly councillor reconciliation report from previous month - no anomalies found <p>Minutes: As above. Cllr Harbord read through the payment schedule</p> <p>Cllr Harbord Proposed to accept payment schedule Seconded by Cllr Pearce CARRIED</p>
27.02.25-13	<p>Consider grant application from Common Moor Village Hall - up to £7000</p> <p>Minutes: Applicant in the public gallery invited to speak to give more information on the application:</p> <ul style="list-style-type: none"> - This is a community project where a total of £25k is needed. They are self funding and have a small surplus every year so can't fund new roof, underfloor heating, upgrades etc, so need community support. They are applying to Cornwall Council and other funders for other aspects of the project. Have had over 2000 visits (not people) last year, and do events for local people. Work is imminent. Undertaking work themselves, not getting outside contractors. <p>Cllr Prinn - current financial year budget for s137 grants is £2000, we have spent £3,008. Next year's budgets for s137 grants is £5,000.</p> <p>Cllr Harbord asked the public for large grant applications to be submitted to the council in August / September so they can help to inform the budget which begins in October</p> <p>Council agrees the grant is for a beneficial cause. Would like to review applications at the end of the financial year to see the financial situation to consider grant, but that falls during the election period where new financial decisions (outside of business as usual) can not be made. So considering the application after the election would be best</p> <p>Cllr Sargeant proposed to roll the grant application to consider in the next financial year. Seconded by Cllr Pearce CARRIED</p>
27.02.25-14	<p>Consider grant application from Cornwall Heritage Trust - £400</p> <p>Minutes: Council has awarded grants for the past to years. Well dressing to take place in 16th May</p> <p><u>Cllr Pearce proposed to approve the grant of £400.</u> <u>Seconded by Cllr Morris</u> <u>CARRIED</u></p>
27.02.25-15	<p>a - To consider Cllr Harbord to set up Internet banking with HSBC</p> <ul style="list-style-type: none"> - Only one signatory can start the set up of Internet banking so the Clerk would need to be present to maintain financial controls. <p>Minutes: Cllr Prinn proposed for Cllr Harbord to set up internet banking with HSBC with Clerk present. Seconded by Cllr Laybury CARRIED</p>

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	<p>b - Additionally, allow the Clerk read only access to the HSBC account</p> <ul style="list-style-type: none"> - This would also allow the account to be linked to the Xero accounting system. <p>Minutes: CLlr Prinn Proposed the clerk to have read only access to the HSBC account. Seconded by CLlr Laybury CARRIED</p>
27.02.25-16	<p>Consider adding WT consultancy to pre-approved regular payments list</p> <ul style="list-style-type: none"> - £550 VAT a month <p>Minutes: Agreement has been signed</p> <p>CLlr Prinn proposed to add WT Consultancy to the pre approved regular payments list. Seconded by CLlr Morris CARRIED</p>
27.02.25-17	<p>Council to consider applying for LMP grant for 2025 from Cornwall Council - £1827.52</p> <p>Minutes: To clarify this is for 2025 / 2026</p> <p>CLlr Prinn proposed to apply for the LMP grant from Cornwall Council for £1827.52. Seconded by CLlr Pearce CARRIED</p>
27.02.25-18	<p>Consider quote from Training Express to provide 24/7 access to a variety of training courses for all councillors and clerk - £560+VAT</p> <p>Minutes: ROLLED</p>
27.02.25-19	<p>To consider quotes for grit to be stored at the pavilion</p> <p>Minutes: CLlr Laybury offered to fill grit bins when requires</p> <p>CLlr Prinn proposed to buy 1000kg of the cheapest brown grit listed in the quotes provided. Seconded by CLlr Pearce CARRIED</p>
27.02.25-20	<p>To consider the quote from Rospa for annual safety inspections reports at £296+ VAT for</p> <ul style="list-style-type: none"> - Horizon Play park - Pavillion Playing Field and Goals - Pavilion Outdoor Gym <p>Minutes: CLlr Sargeant proposed to accept the above quote. Seconded by CLlr Morris CARRIED</p>

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27.02.25-21	<p>To consider quote from accountants to enable Clerk to set up Xero in most efficient way for new budget - £50 / £60 per hour</p> <p>Minutes: Propose up to 6 hours allow £300</p> <p>Cllr Laybury proposed to allow up to 6 hours / £300 for the clerk to work with the accountant on Xero to set up new budget. Seconded by Cllr Sarrgent CARRIED</p>
27.02.25-22	<p>Consider rescission motion “To renew the defib maintenance fee with Duchy Defibs for the defib located at the Market Inn for £325+VAT for 1 year”</p> <p>Minutes: Cllr Prinn proposed that 4 councillors who supported the rescission motion - Cllr Prinn (in place of Horsfield who is not present), Sargeant, Morris, and Harbord propose to accept rescission motion CARRIED</p>
27.02.25-23	<p>Consider quote from duchy Defibs to renew the defib maintenance fee for the defib located at the Market Inn for £325+VAT for 1 year</p> <p>Minutes: Cllr Harbord proposed we renew the maintenance fee, and in plenty of time for the next renewal we discuss with the landlords of the Market Pub. Seconded by Cllr Pearce CARRIED</p>
27.02.25-24	<p>Consider clerks application for a free defib from the British Heart Foundation to be placed at Common Moor Village Hall</p> <ul style="list-style-type: none"> - Includes defib, cabinet, and installation - Council will be the guardians and responsible for maintenance fee £325+ VAT per year with Duchy Defibs - Common Moor Village hall happy to pay for the electric required <p>Minutes: Common moor have given permission for a defib to be installed</p> <p>Cllr Pearce proposed to accept the free defib from BHF to be installed at Common Moor Village Hall and pay the £325+ Vat maintenance fee with Duchy defib. Seconded by Cllr Harbord. CARRIED</p>
27.02.25-25	<p>To receive draft reply answers for the ‘Strengthening the Standards and conduct framework for local authorities in England’ from the working group, and agree answers to be submitted to the online consultation</p> <p>Minutes: Thank Mr Clark and the working group for running through the consultation</p> <p>Cllr Prinn proposed to submit the answers suggested by the working group. Seconded by Cllr Pearce CARRIED</p>

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Minute ref	Item
27.02.25-26	<p>Consider and approve meeting schedule for 2025 - 2026</p> <p>Minutes:</p> <p>CLlr Prinn proposed to accept the 25 /26 meeting Schedule. Seconded by CLlr Pearce CARRIED</p>
27.02.25-27	<p>Review revised grant application form to cover all grant applications</p> <ul style="list-style-type: none"> - Review in 2 years <p>Minutes:</p> <p>CLlr Prinn proposed to accept the revised grant application form. Seconded by CLlr Laybury CARRIED</p>
27.02.25-28	<p>Review F&GP committee terms of reference (<i>changes highlighted in yellow</i>)</p> <ul style="list-style-type: none"> - Review in 1 years <p>Minutes:</p> <p>CLlr Harbord outlined changes on the document</p> <p>CLlr Harbord proposed to accept changes to F&GP Committee terms of reference. Seconded by CLlr Pearce CARRIED</p>
27.02.25-29	<p>Review councillor induction pack</p> <ul style="list-style-type: none"> - Review in 2 years <p>Minutes:</p> <p>Taken from newest NALC model - have added from page 17 onwards</p> <p>CLlr Harbord proposed to accept the updated councillor induction pack. Seconded by CLlr Pearce CARRIED</p>
27.02.25-30	<p>Review Subject Access Policy</p> <ul style="list-style-type: none"> - Review in 2 years <p>Minutes:</p> <p>No changes made but have combined with the request form</p> <p>CLlr Prinn proposed to accept updates to the Subject Access Policy. Seconded by CLlr Sargeant CARRIED</p>
27.02.25-31	<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)*</p> <p>Minutes: CLlr Prinn explained closed session will be due to discussing quotes of a commercially sensitive nature</p> <p>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 Pearce CARRIED</p> <p>20.53 - CLlr Pearce left the room</p> <p>20.54. CLlr Morris left the room</p> <p>20.54 - Meeting paused for comfort break</p> <p>20.59 - Meeting resumed with all councillors present</p>

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Minute ref	Item
27.02.25-32	<p>Consider amendment to previously approved quote for concreting the entrance to the pavilion minute ref 22.01.25 - 39</p> <p>Cllr Sargeant proposed to accept the additional £120 to the previously approved quote from Dan Billing minute ref 22.01.25 - 39. Seconded by Cllr Prinn CARRIED</p>
27.02.25-33	<p>Consider quotes to unblock drains / conduct drainage survey</p> <p>Minutes: Cllr Laybury spoke to the item but left for the vote as per her dispensation</p> <p>21.92 Cllr Laybury left the room</p> <p>Cllr Pearce Proposed to accept quotes from David Miller for up to £100 (full day) to look to jet blocked drains. If drains do not clear, Clerk has authority to accept quote from Just Rods for drain survey at £196 + VAT. Seconded by Cllr Sargeant. CARRIED</p> <p>21.11. Cllr Sargeant left room 21.12 Cllr Sargeant and Laybury re-entered the room</p>
27.02.25-34	<p>Consider quotes for tree survey</p> <p>Minutes: - 6 companies contacted but many do not conduct surveys</p> <p>Cllr Pearce proposed accept 2 x quotes from Woodlands and Wetlands to conduct tree survey and carry out associated works required totaling £1,230, where the clerk will ask if a discount can be added, and has delegated authority to accept a lesser price. Seconded by Cllr Prinn CARRIED</p>
27.02.25-35	<p>Discuss options for a new Pavilion entrance gate and consider quotes</p> <p>Minutes - Not discussing quote, just to discuss options for gate - Clerk to get quotes for a metal vehicle access gate for the next meeting</p> <p>Cllr Prinn Proposed to ask Dan Billing to quote for installing a gate post at the same time as concreting the pavilion entrance, and give the clerk delegated authority for a spend up to £300 + VAT. New gate post to replace the existing one located on the left hand side as you look to enter the car park from the road, in the same position. Seconded by Cllr Sargeant CARRIED</p>

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Minute ref	Item
27.02.25-36	<p>Review list of current, previous, and new regular maintenance tasks around the Parish</p> <ul style="list-style-type: none">a. Council to consider if they would like to add any tasks to the listb. Council to consider if they would like to reinstate any of the previously contracted / new tasksc. Council to discuss how they would like to manage the regular maintenance tasks they would like to undertake moving forward i.e employment, one or various contractors for clerk to review and present and next meeting <p>Minutes: ROLLED</p>

Signed by: Cllr Jonathan Prinn

Signed:

Date:

Ratified by council on: