

ST CLEER PARISH COUNCIL

Minutes of the meeting of the Full Parish Council held on Wednesday 26th March 2025, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes drafted by Clerk Katie-Marie Goodwright on 27.03.25

Agenda points are in black and minutes are in blue

Minute ref	Item
2025.03.26 - 1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence. Minutes: Present - Clerk Katie-Marie Goodwright, Cllrs Prinn ▾ Harbord ▾ Morris ▾ Sargeant ▾ Laybury ▾ Pearce ▾ Gymer ▾ Piper ▾ Horsfield ▾ Apologies received - Cllr Smith Absent - Cllr Smith</p>
2025.03.26 - 2	<p>Receive any Declarations of Interest from Members/Dispensations - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations Minutes: Dispensation received from Cllr Piper in relation to item 14 - to participate in the discussion and vote Cllr Prinn ▾ proposed to accept the dispensation request from Cllr Piper to participate in the discussion and vote in relation to item 14 Cllr Gymer ▾ seconded Outcome: Carried ▾</p>
2025.03.26 - 3	<p>Allow up to 15 Minutes for members of the public to address the council. Minutes: Police - PCSO Steve Edser gave a local report; disclosable crimes in St Cleer area, carrying out traffic operations outside schools and on the approach for driving and parking behaviours, raised awareness of dogs needing to be on leads between 1st March - 31st July on the moors. Cornwall Council candidate introduced himself to the council. Members of the public commented on council tax rise, budget, grass cutting, football SLA, the NDP, and gave information on planning permission on the agenda</p>
2025.03.26 - 4	Cornwall Councillor update

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	<p>Minutes: Cllr Seeva will be standing for election. Gave information on Cornwall Council budget / debt. Gave update on Horizon planning pre-application - officer is still waiting for applicant to go back with a plan. Commented on St Cleer's NDP requiring an update.</p>
2025.03.26 - 5a	<p>Planning - TO RESOLVE to comment 'to support' 'to object' or 'to make no comment' on the on the applications below on the Cornwall Council planning portal:</p> <p>a - Ref. No: PA25/01922 - <u>Prior Approval for conversion of two barns to two dwellings</u> Land South East Of Tregovenek Attwood Lane Pensilva Cornwall PL14 5QU 19.41 a - Minutes: Cllr Harbord outlined this is the community gardens</p> <p>Cllr Piper ▾ proposed to comment "to support" ▾ application on the Cornwall Council Portal</p> <p>Cllr Gymer ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.03.26 - 5b	<p>b - Ref. No: PA25/01237 - <u>Conversion and extension of agricultural barn to holiday accommodation</u>. Thorne Cottage Darite Liskeard Cornwall PL14 5JP</p> <p>b - Minutes: Questions asked to applicant who was present by councillors</p> <p>Cllr Harbord ▾ proposed to comment "to support" ▾ this application on the Cornwall Council Portal</p> <p>Cllr Piper ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.03.26 - 5c	<p>c - Ref. No: PA25/00911 - <u>Development of an agricultural shed and new post and rail fence</u>. The Laurels Tremar Liskeard Cornwall PL14 5HF</p> <p>c - Minutes: <i>Sargeant</i></p> <p>Cllr Laybury ▾ proposed to comment "to support" ▾ this application on the Cornwall Council Portal</p> <p>Cllr Smith ▾ seconded <i>Laybury - 09.04.25</i></p> <p>Outcome: Carried ▾</p>
2025.03.26 - 5d	<p>D - any other planning applications received before 12pm on 26.03.25</p> <p>Minutes: D - Additional plan received:</p>

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	<p>Ref. No: PA25/00908 - <u>Proposed use of 3 self-catering holiday units as 3 residential dwellings</u></p> <p>-Holiday Units At Fairfield St Cleer Liskeard Cornwall PL14 5EA</p> <p>Cllr Piper ▾ proposed to comment "to support" ▾ this application on the Cornwall Council Portal</p> <p>Cllr Harbord ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.03.26 - 6	<p>Chairman's Announcements</p> <p>Minutes</p> <p>Thanked everyone who has been part of the council for the last few years, and good luck to those standing in the election</p> <p>Cllr Seeva left the meeting 19.49</p>
2025.03.26 - 7	<p>Clerk report</p> <p>- ROSPA H&S annual inspection planned for April</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Football club have taken the disused wheelie bins that the council no longer needs - Work on the pavilion entrance has been completed, just need to get a new gate now - Internal Audit booked for 17th April - Defib for Common Moor has been received, awaiting install
2025.03.26 - 8	<p>Reports</p> <ul style="list-style-type: none"> - Community Area Partnership meeting 04.03.25 - Cllr Harbord and Clerk attended. - Police - Health and Safety <p>Minutes:</p> <ul style="list-style-type: none"> - Health and Safety - Received February's monthly H&S checks which were sent to councillors along with new H&S internal audit, RA's for public toilets and allotments, and new H&S policy for St Cleer Parish Council
2025.03.26 - 9	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> - Clerk with delegated authority has accepted quote of £1080 +VAT for tree survey and works from Woodlands and Wetlands, survey to be carried out 26.03.25 - Grit ordered and received 14.03.25 - Cllr Harbord and the clerk have applied for online banking with HSBC - Mention of a grant previously being given to the council to replace the sign at Trethevy Quoit - this is now in process. - Quote accepted £150+ VAT for dan billing to install post - Drains at the front of the Pavilion have been pressure washed, now draining <p>Minutes:</p>

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	<ul style="list-style-type: none"> - As above - HSBC online banking has been set up and linked to Xero accounting software - Thank you to the contractor who carried out the Pavilion entrance work as they helped move the grit - Drains - we believe drains are now cleared; in future need to look at disabled access water collecting
2025.03.26 - 10	TO RECEIVE correspondence from Cornwall Council to say they think that St Cleer's neighbourhood plan will be protected under the provision of the NPPF (para 14); all NDP policies including housing policies in the table will continue to apply.
2025.03.26 - 11	TO RECEIVE Applications for Co-option Minutes: <ul style="list-style-type: none"> - None received
2025.03.26 - 12	TO REVIEW AND APPROVE previous full council meeting minutes (public and confidential) Minutes: <i>Print - 14.25</i> Cllr Harbord - proposed to accept the public and confidential minutes from Feb 2025 full council meeting Cllr Pearce - seconded Outcome: Carried
2025.03.26 - 13a	Finance <ul style="list-style-type: none"> - a - TO NOTE: <ul style="list-style-type: none"> - £10,000 was moved from the Unity Instant Access to Unity current Account on 03.03.25 as only £8,226.70 in current account - Refund requested from EDF of amount in credit £494.50 - received - Unity interest is reducing from 2.5% / 2.52%, to 2.25% / 2.227% - South west water direct debit has increased by £0.50 per month was £42, now £42.50 a - Minutes: As above
2025.03.26 - 13b	<ul style="list-style-type: none"> - b - TO RECEIVE <ul style="list-style-type: none"> - The audit and annual review of internal control checks, to review the effectiveness of its system of internal control - from the finance and general purpose committee. To note, the Committee were very happy with the internal review, document on the website - Monthly councillor reconciliation report from previous month - findings - difference found in pay slip amount and amount paid - this was explained by a note on the payment in Xero due to tax underpayment repayment b - Minutes: As above
	<ul style="list-style-type: none"> - c - TO APPROVE March 2025 payment schedule -

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	<p>C - Minutes:</p> <ul style="list-style-type: none"> - Cllr Harbord & Cllr Pearce remarked at the ease / thoroughness on the Internal controls audit at F&GP meeting <p>20.03 Cllr Piper left the room 20.06 Cllr Piper returned to the room</p>
2025.03.26 - 13c.1	<p>c.1 -Cllr Prinn ▾ proposed to amend March payments schedule - to change the payment to Xero for £10 to Vision ICT (admin error) Cllr Piper ▾ seconded Outcome: Carried ▾</p>
2025.03.26 - 13c.2	<p>c.2-Cllr Prinn ▾ proposed to accept the payment schedule for March 2025 Cllr Sargeant ▾ seconded Outcome: Carried ▾</p>
2025.03.26 - 13d	<ul style="list-style-type: none"> - d - TO CONSIDER quote from Duchy Defibs for additional costs for a tracker to be installed in the Common Moor defibrillator when it is installed - total £150 + VAT <ul style="list-style-type: none"> - Tracker - one off cost £90 + VAT. Annual fee of £60+VAT <p>D - Minutes:</p> <ul style="list-style-type: none"> - Tracker alerts Duchy when defib is removed from the cabinet and its location which is 100% reliable, allowing maintenance asap. The ambulance service sends a notification to Duchy to alert them of defib use, but sometimes this fails. - Members discussed at length <p>Cllr Pearce ▾ proposed not to accept quote form Duchy Defibs for tracker Cllr Gymer ▾ seconded Outcome: Carried ▾</p>
2025.03.26 - 13e	<ul style="list-style-type: none"> - e - TO CONSIDER Clerk to attend CALC training 'Elections part 2' 7th May, online. £35+ VAT <p>E - Minutes:</p> <p>Cllr Prinn ▾ proposed to approve the clerk to attend CALC training 'Elections part 2' 7th May, online. £35+ VAT Cllr Pearce ▾ seconded Outcome: Carried ▾</p>
2025.03.26 - 14	<ul style="list-style-type: none"> - TO RESOLVE how the council would like to proceed on placing a commemorative bench on common land opposite Polwrath - a legal agreement between the council and landowner would be required incurring legal fees <p>Minutes:</p>

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	<ul style="list-style-type: none"> - Cllr Piper has a dispensation approved to speak and vote Clerk has spoken to land owner - for parish council to place a bench on the common land opposite polwrath terrace, a legal agreement (to do with liability) would need to be created with the PC which would incur unknown costs - would the PC like to continue - Members discussed other options for a bench elsewhere <p>Cllr Harbord ▾ proposed not to proceed with placing a bench opposite Polwrath terrace Cllr Pearce ▾ seconded Outcome: Carried ▾</p>
2025.03.26 - 15	<p>TO CONSIDER rescission motion 'Xero subscription - new 'grow' plan no longer needed'</p> <p>Minutes:</p> <ul style="list-style-type: none"> - 4 councillors in support - Cllr Laybury, Harbord, Horsfield, Prinn <p>Cllr Laybury, Harbord, Horsfield, Prinn proposed to accept the rescission motion Outcome: Carried ▾</p>
2025.03.26 - 16	<p>TO CONSIDER rescission motion ' Legionella RA to be carried out by WT Consultancy'</p> <p>Minutes:</p> <ul style="list-style-type: none"> - 4 councillors in support - Cllr Laybury, Harbord, Pearce, Prinn <p>Cllr Laybury, Harbord, Pearce, Prinn proposed to accept the recession motion Outcome: Carried ▾</p>
2025.03.26 - 17	<p>TO RESOLVE WT consultancy to carry out legionella risk assessment for 2025 as part of the council's existing contract with them</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Cllr Prinn ▾ proposed for WT Consultancy to carry out the legionella risk assessment for 2025 as part of the council's existing contract with them - Cllr Pearce ▾ seconded <p>Outcome: Carried ▾</p>
2025.03.26 - 18	<p>TO REVIEW AND APPROVE policies as recommended by the finance and general purposes committee, to review in 3 years</p> <ul style="list-style-type: none"> - a - Approved Contractor Form - b - Employee Privacy notice - c - Equal Opportunities Policy - d - HR Protocol <p>Minutes:</p> <p>Cllr Prinn ▾ proposed to approve all above documents to review in 3 years</p>

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	Cllr Pearce ▾ seconded Outcome: Carried ▾
2025.03.26 - 19	Date of next meeting: 23rd April 25
2025.03.26 - 20	<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:</p> <ul style="list-style-type: none"> - Due to discussing commercially sensitive information <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)*</p> <p>Cllr Laybury ▾ seconded</p> <p>Outcome: Carried ▾</p>
	<p>TO CONSIDER the price increase for current grass cutting agreement with Pitchcare Guru, and RESOLVE if the council accepts new fee</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Councillors debated at length <p>Cllr Prinn ▾ proposed to accept grass cutting increase from Pitchcare Guru from £170 to £190 per cut from April 25</p> <p>Cllr Piper ▾ seconded</p> <p>Outcome: Carried ▾</p>

Meeting closed at: 21.01

To be ratified by full council on: 23.04.25

Signed by: *[Signature]*

Signed: *[Signature]*

Date signed: *23/04/25*

Note for minutes viewed from our website from - only draft minutes are uploaded to the website from 12.03.25. Where drafted minutes require changes upon ratification, a modified document will be uploaded to the website with changes highlighted: