

## ST CLEER PARISH COUNCIL

Minutes of the Full Council meeting of the Parish Council held on 23rd April 2025, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 24.04.25

Agenda points are in black, public minutes are in blue,

Minute ref	Item
2025.04.23 -1	<p>Persons Present/Apologies</p> <p>To note persons, present and receive apologies for absence.</p> <p><b>Minutes:</b></p> <p><b>Present - Clerk Katie-Marie Goodwright,</b></p> <p><b>CLRs</b> Prinn ▾ Harbord ▾ Sargeant ▾ Laybury ▾ Horsfield ▾ Pearce ▾ Gymer ▾ Morris ▾</p> <p><b>Absent - Cllr Piper and Cllr Smith</b></p>
2025.04.23 -2	<p>Receive any Declarations of Interest from Members/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><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>- Cllr Harbord -has expenses in the payment schedule, will leave the room</li> </ul>
2025.04.23 -3	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p><b>Minutes:</b></p> <p><b>None</b></p>
2025.04.23 -4	<p>Cornwall Councillor update</p> <p><b>Minutes:</b></p> <p>Elections next week, gave an overview of the past 4 years; SCPC has done well and seen tougher times in the past. Cllr Seeva has attended most SCPC meetings and has been able to assist with some planning, cattle grids and the school bus service. Cllr Prinn thanked him for his service.</p> <p>19.09 Cllr Seeva left the meeting not to return</p>
2025.04.23 -5	<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:</p> <p>Ref No: PA25/02084 - <a href="#">Listed Building Consent for proposed single storey front extension to replace existing outbuilding and replacement windows and doors</a> - Clome Cottage Lower Tremar Tremar Liskeard Cornwall PL14 5EU</p> <p>Ref. No: PA25/02083 - <a href="#">Proposed single storey front extension to replace existing outbuilding and replacement windows and doors</a> - Clome Cottage Lower Tremar Tremar Liskeard Cornwall PL14 5EU</p> <p><b>and any other planning applications received before 12pm on 24.04.25</b></p>

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	<p>Minutes:</p> <p>Cllr Prinn proposed to comment "no comment" on application PA25/02084 on the Cornwall Council Portal</p> <p>Cllr Gymer seconded</p> <p>Outcome: Carried</p> <p>Cllr Prinn proposed to comment "no comment" on application PA25/02083 on the Cornwall Council Portal</p> <p>Cllr Sargeant seconded</p> <p>Outcome: Carried</p>
2025.04.23 -6	<p>Chairman's Announcements</p> <ul style="list-style-type: none"> <li>- Reminder Annual Parish and Annual Parish Council meeting 14th May</li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- Chairman and PCSO Edser did police drop in at Horizon Farm and will look to do more in future. Would like to look at doing drop in's for the Parish Council to increase community engagement.</li> <li>- Facebook has given notification that live videos will now be deleted from Facebook after 30 days.</li> <li>- Would like to encourage members of the public to attend the Annual Parish Meeting on the 14th May, 6pm.</li> <li>- Nominations for Elections confirmed. Thanked Cllr Morris for his contributions to the council as not standing, and looking forward to working with everyone in the next year. Thanked Clerk for her work this year.</li> </ul>

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2025.04.23 -7	<p>Clerk report</p> <ul style="list-style-type: none"> <li>- Points raised about NDP have been noted to raise on future agenda</li> <li>- All 25-26 allotment invoices have been sent</li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- As above</li> <li>- Internal audit conducted last week, went really well</li> <li>- Local Maintenance Partnership grant for 2025 has been invoiced and received and will appear in the next payment schedule.</li> <li>- Defibs - can confirm the one at Darite is owned by the Parish Council, will continue to look in to maintenance across all parish defibs</li> <li>- Report of a tree in millennium garden that has died, looking in to that</li> <li>- Received community speedwatch information and sent to councillors if any members of the public are interested to set up a community speed watch group, email or call me and I can send you the details</li> <li>- Credit note back from cheaper waste of £157.27 awaiting to come into bank</li> </ul>
2025.04.23 -8	<p>Reports</p> <ul style="list-style-type: none"> <li>- Health and Safety <ul style="list-style-type: none"> <li>- <b>TO RECEIVE</b> March 25 reports received for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment</li> </ul> </li> </ul> <p>Minutes</p> <ul style="list-style-type: none"> <li>- Also received tree survey report from the sports pitches - to be reviewed at next meeting to confirm works</li> </ul>
2025.04.23 -9	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> <li>- Unable to comment on Planning application ref PA25/01922 as no consultation is required under Class Q prior approval</li> <li>- Tree survey was conducted 26th March - awaiting report</li> <li>- £30 refund received for Gravel delivery inconvenience</li> </ul> <p>Minutes</p> <ul style="list-style-type: none"> <li>- As above</li> <li>- Thanked Dan Billing, Clerk, and Cllr Peace for helping move the grit that was delivered</li> </ul>
2025.04.23 -10	<p><b>TO REVIEW AND APPROVE</b> previous full council meeting minutes from 26.03.25</p> <p>Minutes:</p> <p>Changes to make</p> <p>1). Change Councillor Smith to absent not 'didn't present apologies' - have changed by hand</p> <p>5c) Sargeant proposed and Laybury seconded - have changed by hand</p> <p>12). Prinn proposed - have changed by hand</p> <p><b>Cllr Prinn</b> proposed to make above changes and accept minutes for March 25</p> <p><b>Cllr Pearce</b> seconded</p>

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Minute ref	Item
	<b>Outcome:</b> Carried ▾
2025.04.23 -11	<p>FINANCE</p> <ul style="list-style-type: none"> <li>- a - <b>TO CONSIDER</b> SLCC membership renewal fee due 31.05.25 - £190 total</li> <li>- b - <b>TO CONSIDER</b> CALC and NALC subscription £1300.02 total</li> <li>- c - <b>TO APPROVE</b> payment Schedule for April 2025</li> <li>- d - <b>TO RECEIVE</b> monthly councillor reconciliation report from March - Cllr Morris and Clerk</li> <li>- e - <b>TO RECEIVE</b> budget report up to 31.03.25</li> <li>- f - <b>TO RECEIVE</b> 24/25 CIL report - sent to Cornwall Council 04.04.25</li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- Items to receive were received</li> </ul> <p><b>A - Cllr Sargeant ▾ proposed to renew the SLCC Membership for 2025 at £190</b>  <b>Cllr Harbord ▾ seconded</b>  <b>Outcome:</b> Carried ▾</p>
2025.04.23 -11A	<p><b>B - Cllr Prinn ▾ proposed to renew the CALC and NALC Membership for 2025 at £1300.02</b>  <b>Cllr Pearce ▾ seconded</b>  <b>Outcome:</b> Carried ▾</p>
2025.04.23 -11B	<p>C - Minutes</p> <ul style="list-style-type: none"> <li>- 19:28 Cllr Harbord left the room</li> <li>- 19:32 Cllr Harbord re-entered the room</li> <li>- Payments requiring approval read out, to include Provac £23.94 for toilet roll</li> </ul>
2025.04.23 -11C	<p><b>C - Cllr Sargeant ▾ proposed to approve the April 25 Payment Schedule</b>  <b>Cllr Pearce ▾ seconded</b>  <b>Outcome:</b> Carried ▾</p>
2025.04.23 -12	<p>As recommended by Finance and General Purposes Committee:=</p> <ul style="list-style-type: none"> <li>- <b>TO RECEIVE</b> year end bank reconciliations for all 4 bank accounts</li> <li>- <b>TO RECEIVE</b> the 24-25 Transparency Audit</li> <li>- <b>TO ACCEPT</b> 24-25 Budget report with explanations for any significant or unanticipated variances</li> <li>- <b>TO APPROVE</b> 24-25 Year end financial report</li> <li>- <b>TO APPROVE</b> the 24-25 VAT return of £5826.88 for Clerk to submit to HMRC</li> </ul> <p>Minutes</p> <ul style="list-style-type: none"> <li>- Items to receive were received - Cllrs positively commented on clarity of information presented in documents</li> <li>- 24-25 Budget report and 24-25 Year end financial report are the same document</li> </ul>

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2025.04.23 -12A	<p><b>A - Cllr Prinn</b> proposed to accept the 24/25 budget report and year end financial report document</p> <p><b>Cllr Sargeant</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.04.23 -12B	<p><b>B - Cllr Prinn</b> proposed to approve the 24/25 VAT return of £5826.88 for the Clerk to submit to HMRC</p> <p><b>Cllr Sargeant</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.04.23 -13	<p><b>TO REVIEW AND APPROVE</b> policies as recommended by the finance and general purposes committee to be reviewed in 1 year</p> <ul style="list-style-type: none"> <li>- a - Financial regulations 25-26</li> <li>- b - Standing orders 25-26</li> <li>- c - TOR for F&amp;GP Committee 25-26</li> <li>- d - TOR for HR committee</li> </ul> <p>Minutes</p>
2025.04.23 -13A	<p><b>A - Cllr Prinn</b> proposed to approve the new Financial Regulations for 25/26, to review in 1 year</p> <p><b>Cllr Harbord</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.04.23 -13B	<p><b>B - Cllr Prinn</b> proposed to approve the new Standing orders for 26/26, to review in 1 year</p> <p><b>Cllr Gymer</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.04.23 -13C	<p><b>C - Cllr Prinn</b> proposed to approve the TOR for F&amp;GP Committee 25/26, to review in 1 year</p> <p><b>Cllr Laybury</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.04.23 -13D	<p><b>D - Cllr Prinn</b> proposed to approve the TOR for HR Committee 25/26, to review in 1 year</p> <p><b>Cllr Harbord</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.04.23 -14	<p><b>TO REVIEW AND APPROVE</b> the Lone working policy - to be reviewed in 3 years</p> <p>Minutes</p>

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	<p>- H&amp;S company provided a policy that wasn't any more comprehensive than our currently policy, have made small additions to NALC template</p> <p><b>CLlr Prinn</b> proposed to approve the Lone working Policy 2025 - 2027</p> <p><b>CLlr Horsfield</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.04.23 -15	<p><b>TO CONSIDER</b> giving the Clerk delegated authority to book training courses for herself without requiring prior approval up to an agreed amount</p> <p>Minutes:</p> <p><b>CLlr Pearce</b> proposed to give the clerk delegated authority to book training courses for herself without requiring prior approval up the amount of £500 for 2025 / 2026</p> <p><b>CLlr Laybury</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.04.23 -16	<p><b>TO CONSIDER</b> expenses up to an agreed amount to allow Cllr Pearce to purchase materials to repair the gate at the Pavilion. Cllr Pearce to then submit costs as an expense</p> <p>Minutes:</p> <p><b>CLlr Prinn</b> proposed allow Cllr Pearce to purchase wood to make gate repairs up to £50, and submit an expense</p> <p><b>CLlr Harbord</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.04.23 -17	Date of next meeting: 14.05.25
2025.04.23 -18	<p><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></p> <p>Minutes:</p> <p><b>CLlr Prinn</b> proposed to restrict the meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)*, to discuss contracts held with the council</p> <p><b>CLlr Pearce</b> seconded</p> <p><b>Outcome:</b> Carried</p>

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2025.04.23 -19	<p><b>TO REVIEW</b> cleaning contract and <b>AGREE</b> actions</p> <p>Minutes</p> <ul style="list-style-type: none"><li>- Members discussed current cleaning contract at length</li></ul> <p>20:26 Cllr Harbord left the room 20:28 Cllr Harbord returned to the room</p> <p>Cllr Prinn ▾ proposed not to renew the current cleaning contract with LCS, and for the Clerk to obtain quotes from other cleaning companies to be presented at the next meeting.</p> <p>Cllr Gymer ▾ seconded</p> <p>Outcome: Carried ▾</p>

Meeting closed at: 20.29

To be ratified by full council on: 14.05.25

Signed by:

Signed:

Date signed:

*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*