

## ST CLEER PARISH COUNCIL

Minutes of the Full Council meeting of St Cleer Parish Council held on 14th May 2025, at 19.28 at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 15.05.25

Agenda points are in black and minutes are in [blue](#)

Minute ref	Item
	<p>Chair and Vice Chair Elections</p> <ul style="list-style-type: none"> <li>- a - <b>TO ELECT</b> a Chair of the Council</li> <li>- b - <b>TO ELECT</b> a Vice-Chair of the Council</li> <li>- c - To receive the Chair and Vice Chair's declaration of acceptance of office. If not immediately received, to decide when it shall be received.</li> </ul> <p><a href="#">Minutes</a></p>
2025.05.14-1a	<p><a href="#">a - Cllr Harbord</a> <a href="#">proposed to elect Jonathan Prinn as Chair of the council</a></p> <p><a href="#">Cllr Horsfield</a> <a href="#">seconded</a></p> <p><a href="#">Outcome: Carried</a></p>
2025.05.14-1b	<p><a href="#">b- Cllr Piper</a> <a href="#">proposed to elect Sue Harbord as Vice Chair of the council</a></p> <p><a href="#">Cllr Horsfield</a> <a href="#">seconded</a></p> <p><a href="#">Outcome: Carried</a></p>
2025.05.14-1c	<p><a href="#">c - Declarations of acceptance of office received from Cllr Prinn and Cllr Harbord at the meeting, and signed by the Clerk</a></p>
2025.05.14-2	<p><b>TO RECEIVE</b> councillor's declaration of acceptance of office. If not immediately received, to decide when they shall be received.</p> <p><a href="#">Minutes</a></p> <p><a href="#">Acceptance of office received from Cllrs - Prinn, Harbord, Gymer, Horsfield, Piper, Laybury, Sargeant, Pearce. Signed at the meeting by the clerk</a></p>
2025.05.14-3	<p><b>TO NOTE</b> the number of vacancies available for co-option, and the next meeting date to consider co-option applications</p> <p><a href="#">Minutes:</a></p> <p><a href="#">5 vacancies are available for co-option which will be considered from June's full council meeting</a></p>
2025.05.14-4	<p>Persons Present/Apologies</p> <p>To note persons, present and receive apologies for absence.</p> <p><a href="#">Minutes:</a></p> <p><a href="#">Present - Clerk Katie-Marie Goodwright</a></p> <p><a href="#">Cllrs</a> <a href="#">Prinn</a> <a href="#">Harbord</a> <a href="#">Sargeant</a> <a href="#">Laybury</a> <a href="#">Gymer</a> <a href="#">Horsfield</a> <a href="#">Pearce</a> <a href="#">Piper</a></p>

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Minute ref	Item
2025.05.14-5	<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>Minutes: None disclosed</p>
2025.05.14-6	<p>Allow up to 15 Minutes for members of the public to address the council</p> <p>Minutes: Member of public - planning consultant commented on application on agenda</p>
2025.05.14-7	<p>Chairman's Announcements</p> <p>Minutes: Cllr Prinn thanked councillors for voting him as Chair, and strongly believes the council is now making good progress. Thanks councillors from the past 5 years, naming Ivor Morris and Brian Smith.</p>
2025.05.14-8	<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: PA25/02706 - <a href="#">Demolition of agricultural building and construction of a self/custom-build dwelling (replacement of extant Class Q approval, PA24/05691).</a></p> <ul style="list-style-type: none"> <li>- Kimberley Farm Rosecraddoc Liskeard Cornwall PL14 5AE</li> </ul> <p>and any other planning applications received before 12pm on 14.05.25</p> <p>Minutes:</p> <p>Cllr Piper ▾ proposed to comment "to support" ▾ application PA25/02706 on the Cornwall Council Portal</p> <p>Cllr Horsfield ▾ seconded</p> <p>Outcome: Carried ▾</p> <p>Additional planning received before 12pm 14.05.25 after agenda issued</p> <ul style="list-style-type: none"> <li>- Ref. No: PA25/02147 - <a href="#">Erection of self-build agricultural dwelling and garage</a> - Land North Of Rosena Lodge Darite Cornwall PL14 5LG</li> <li>- Cllrs commented on the impact of water on neighbouring properties, and use of track vehicles.</li> </ul> <p>Cllr Harbord ▾ proposed to comment "to support" ▾ application PA25/02147 on the Cornwall Council Portal, with added comment that if they use big track vehicles they should go on loaders to protect highways</p> <p>Cllr Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.05.14-9	<p>Cornwall Councillor update</p> <p>Minutes: Not present</p>

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Minute ref	Item
	<p><b>Sub-committees and appointments</b></p> <ul style="list-style-type: none"> <li>- a - <b>TO APPOINT</b> members to the follow committees <ul style="list-style-type: none"> <li>- a - Finance and General Purposes</li> <li>- b - HR</li> </ul> </li> <li>- b- <b>TO CONSIDER</b> whether any new committees should be formed, <b>AND APPOINT</b> members</li> <li>c - <b>TO APPOINT</b> a Councillor to the following, <b>AND DECIDE</b> arrangements for reporting back <ul style="list-style-type: none"> <li>- a - Community Network Area (and similar arrangements)</li> <li>- b - St Cleer and District Commoners Association</li> <li>- c - Devon and Cornwall Police Commissioner Liaison</li> </ul> </li> </ul> <p>Minutes:</p>
2025.05.14-10a.a	<p><b>A.a - Cllr Prinn</b> proposed to appoint the following members to the Finance and General purposes committee: Cllrs <b>Prinn</b>, <b>Harbord</b>, <b>Pearce</b>, <b>Laybury</b></p> <p><b>Cllr Pearce</b> seconded</p> <p><b>Outcome: Carried</b></p>
2025.05.14-10a.b	<p><b>A.b - Cllr Prinn</b> proposed to appoint the following members to the HR committee: Cllrs <b>Prinn</b>, <b>Harbord</b>, <b>Pearce</b>, <b>Laybury</b></p> <p><b>Cllr Pearce</b> seconded</p> <p><b>Outcome: Carried</b></p>
2025.05.14-10b	<p>b- No new committees proposed</p>
2025.05.14-10c.a	<p><b>C.a- Cllr Prinn</b> proposed to appoint Cllr <b>Horsfield</b>, <b>Pearce</b>, <b>Harbord</b> as the Community Network Area ( Community Area Partnership / CAP) representative</p> <p><b>Cllr Piper</b> seconded</p> <p><b>Outcome: Carried</b></p>
2025.05.14-10c.b	<p><b>C.b- Cllr Prinn</b> proposed to appoint Cllr <b>Laybury</b> as the Devon and Cornwall Police Commissioner Liaison representative</p> <p><b>Cllr Horsfield</b> seconded</p> <p><b>Outcome: Carried</b></p>
2025.05.14-10c.c	<p><b>C.c- Cllr Prinn</b> proposed to appoint Cllr <b>Piper</b> as the St Cleer District and Commoners Associations representative</p> <p><b>Cllr Harbord</b> seconded</p> <p><b>Outcome: Carried</b></p>

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Minute ref	Item
2025.05.14-11	<p><b>TO CONFIRM</b> the council are happy with current insurance arrangements</p> <p>Minutes: The council confirms that they are happy with the current insurance arrangements</p> <p>Cllr Prinn proposed to confirm that the council are happy with current insurance arrangements . Seconded by Cllr Sargeant</p> <p>Outcome: Carried</p>
2025.05.14-12A	<p><b>TO REVIEW</b> bank signatories, and <b>ADD / REMOVE</b> Councillors where appropriate</p> <ul style="list-style-type: none"> <li>- Current signatories <ul style="list-style-type: none"> <li>- HSBC - Cllr's Harbord, Prinn, Sargeant, Smith, Morris - Clerk has read only access / ability to transfer between HSBC accounts</li> <li>- Unity - Cllr's Harbord, Prinn, Pearce, Smith, Morris - Clerk can input payments</li> </ul> </li> </ul> <p>A -Cllr Pearce proposed to remove previous Cllr's Smith and Morris as signatories on Unity &amp; HSBC bank</p> <p>Cllr Horsfield seconded</p> <p>Outcome: Carried</p>
2025.05.14-12B	<p>B- Cllr Prinn proposed to Change Cllr Harbord as authoriser to inputter on Unity banking</p> <p>Seconded by Cllr Piper</p> <p>Outcome: Carried</p>
2025.05.14-12C	<p>C -Cllr Harbord proposed to give Cllr Laybury access and as an authoriser on Unity bank.</p> <p>Cllr Piper seconded</p> <p>Outcome: Carried</p>
2025.05.14-12D	<p>D -Cllr Prinn proposed to add Cllr's Pearce and Piper as signatories on HSBC banking .</p> <p>Seconded by Cllr Harbord</p> <p>Outcome: Carried</p>
2025.05.14-12E	<p>E -Cllr Prinn proposed to add Cllr Piper as a signatory on Unity bank. Seconded by Cllr Horsfield</p> <p>Outcome: Carried</p>
2025.05.14-13	<p><b>TO REVIEW AND ADOPT /</b> the following policies for the Civic year 25/26</p> <ul style="list-style-type: none"> <li>- a - Cornwall Council Code of Conduct 2021</li> <li>- b - Standing Orders 25-26 (no updates since last approved 23.04.25)</li> <li>- c - Financial Regulations 25-26 - includes subscriptions to other bodies (no updates since last approved 23.04.25)</li> <li>- d - Terms for Reference for HR Committee 25-26 (no updates since last approved 23.04.25)</li> <li>- e - Terms for Reference for Finance and General Purposes Committee 25-26 (no updates since last approved 23.04.25)</li> <li>- f - Complaints policy (no updates since last approved 25.09.24)</li> </ul>

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	<ul style="list-style-type: none"> <li>- g- Freedom of Information and Publication scheme policy - (no updates since last approved 22.01.25)</li> <li>- h - Press and Media Policy - (no updates since last approved 23.10.24)</li> <li>- i - Disciplinary procedure policy - (no updates since last approved 25.09.24)</li> <li>- j - Employee Privacy Notice - (no updates since last approved 26.03.25)</li> <li>- k - Social Media Policy - <u>UPDATES IN YELLOW 7.5</u></li> </ul> <p>Minutes: Cllr Prinn read out change to Social Media policy point 7.5</p> <p>Cllr Prinn proposed to adopt policies listed above a-k Cllr Gymer seconded Outcome: Carried</p>
2025.05.14-14	<p><b>TO REVIEW AND APPROVE</b> the updated Asset Register. Once approved, Clerk will update relevant insurance values</p> <p>Minutes: Cllr Prinn highlighted changes to asset register</p> <ul style="list-style-type: none"> <li>- Lawnmower now at pavilion</li> <li>- Grit £300 to be removed as a consumable and shouldn't be on there</li> <li>- Darite and common moor defib added</li> <li>- Shed at allotments added</li> </ul> <p>Cllr Prinn proposed to approve the updated asset register and update insurance Cllr Harbord seconded Outcome: Carried</p>
2025.05.14-15	<p><b>TO REVIEW</b> the accuracy <b>AND APPROVE</b> previous Annual Parish Council meeting minutes from May 2024</p> <p>Minutes: Mistake on this agenda - should have been approve minutes of last parish meeting in April 25</p> <p>Cllr Piper proposed to approve previous full council meeting minutes from 23.04.25 Cllr Gymer seconded Outcome: Carried</p>
2025.05.14-16A	<p><b>TO APPROVE</b> revised meeting dates for 2025 / 2026</p> <p>Minutes: HR and Finance committee meetings are now always on the same day. Meetings start at 6pm - where HR and finance are on the same night, finance starts at 7pm</p> <p>A - Cllr Harbord proposed to amend the meeting dates; for finance to start 5 minutes after the end of a HR meeting if on the same day. Seconded by Cllr Prinn .</p>

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2025.05.14-16B	<p><b>Outcome:</b> Carried ▾</p> <p><b>B - Cllr Prinn ▾ proposed to approve the revised meeting dates for 2025 / 2026 with amendment on times as above</b></p> <p><b>Cllr Harbord ▾ seconded</b></p> <p><b>Outcome:</b> Carried ▾</p> <p>20.04 Cllr Piper left the room</p> <p>20.06 Cllr Piper re-entered the room</p>
2025.05.14-17	<p>FINANCE</p> <ul style="list-style-type: none"> <li>- A - <b>TO NOTE</b> Clerk has agreed spend of £340+ VAT to remove tree at Millenium Garden due to H&amp;S risk, spend in agreement with the Chair under SO 6.9</li> <li>- B - <b>TO NOTE</b> Clerk has agreed spend of £100 on sensor in adult home changing rooms in agreement with the Chair under SO 6.9</li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- Above noted</li> <li>- In agenda 'SO6.9' should have been financial regulations 5.18</li> <li>- Cllr Horsfield said member of the public said thanks for sorting the tree</li> </ul>
2025.05.14-18	<p><b>TO RECEIVE</b> the Internal audit report and <b>REVIEW</b> replies to auditor remarks</p> <p>Minutes:</p> <p>Item rolled as note yet received</p>
2025.05.14-19	<p>Clerk report</p> <ul style="list-style-type: none"> <li>- St Cleer Well Dressing Ceremony and Beacon lighting will take place Friday 16th May from 10.15am ( free event</li> </ul> <p>Minutes:</p> <p>As above, and to note there is a road closure</p>
2025.05.14-20	<p>Reports</p> <ul style="list-style-type: none"> <li>- Health and Safety <ul style="list-style-type: none"> <li>- <b>TO RECEIVE</b> April's report received for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment</li> <li>- <b>TO RECEIVE</b> annual ROSPA inspection reports for Pavilion Outdoor Gym and MUGA, Horizon Play Park, and the playing field and goals</li> </ul> </li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- Above items received</li> <li>- Police - Since 1/4/25 to 2/5/25 there have been the following crimes in the St Cleer area that are disclosable. <ul style="list-style-type: none"> <li>- Common assault</li> <li>- Criminal Damage x 2</li> <li>- Theft of trailer</li> </ul> </li> </ul>
2025.05.14-21	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> <li>- VAT reclaim for 23/25 has been submitted</li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- Incorrect on agenda should be 24/25 . Above noted</li> </ul>

## ST CLEER PARISH COUNCIL

Minute ref	Item
2025.05.14-22	<p><b>TO CONFIRM</b> works to be carried out as per the tree survey report <b>AND CONSIDER</b> additional costs</p> <p>Minutes: Potential additional costs to be reported at next meeting</p> <p><b>Cllr Prinn</b> proposed to confirm works to be carried out as per tree survey received from Woodlands and Wetlands,  <b>Cllr Pearce</b> seconded  <b>Outcome: Carried</b></p>
2025.05.14-23	<p>Review s137 spend from 24- 25 - £3,433 awarded</p> <p>Minutes: Above noted</p>
2025.05.14-24	<p>Date of next meeting: 28th May</p>
2025.05.14-25	<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: Cllr Piper declared an interest as one of the quotes may potentially employ his partner. Will leave the meeting</p> <p><b>Cllr Prinn</b> proposed to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)* due to confidential nature of discussing proposals for contracts  <b>Cllr Pearce</b> seconded  <b>Outcome: Carried</b></p> <p>20.16 Cllr Piper left the meeting not to return</p>
2025.05.14-26	<p><b>TO CONSIDER</b> quotes for a new cleaning contract <b>AND AGREE</b> actions and associated expenditure</p> <p>Minutes: 4 providers approached, 3 quotes received. Cllr Prinn ran through 3 quotes provided in detail and councillors discussed. Cllrs agreed to keep the cleaning SLA the same, but the amendment said that the main meeting room is cleaned on a Friday, not on a Monday. Councillors discussed quotes at length</p> <p><b>Cllr Pearce</b> proposed to accept cleaning quote from Spick and Span - £20 an hour x 9 hours a week, and £200 deep clean. Clerk to issues SLA with a 3 month review, to start asap when current cleaner finishes  <b>Cllr Prinn</b> seconded  <b>Outcome: Carried</b></p>

Meeting closed at: 20.35

To be ratified by full council on: 28.05.25

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*

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