

ST CLEER PARISH COUNCIL

Minutes of the Full Council meeting of the Parish Council held on 28th May 2025, at 6pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 03.06.25

Agenda points are in black, public minutes are in blue

Minute ref	Item
2025.05.28 -1	<p>Persons Present/Apologies</p> <p>To note persons, present and receive apologies for absence.</p> <p>Minutes:</p> <p>Present - Clerk Katie-Marie Goodwright</p> <p>Cllrs Jonathan Prinn ▾ Sue Harbord ▾ Clive Sargeant ▾ Lou Laybury ▾ Mel Gymer ▾ Chris Piper ▾ Suzanne Horsfield ▾</p> <p>Apologies received - Cllr Raymond Pearce, Cllr Suzanne Horsfield said she was running late (arrived at 18.34)</p>
2025.05.28 -2	<p>TO 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>Cllr Chris Piper declared an interest for allotments item 11 - will leave the room</p>
2025.05.28 -3	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p>Minutes</p> <ul style="list-style-type: none"> - Members of the public spoke about <ul style="list-style-type: none"> - A planning application that Cornwall Council are looking to refuse, asked council to support the application going to committee - Concerns about Manor House care home in Darite that has closed down and its future use. - Item 22 - bridle path surfacing - gave additional information about the application - The St Cleer NDP and AGAR
2025.05.28 -4	<p>Cornwall Councillor update</p> <p>Minutes</p> <p>Apologies sent but notes received are</p> <ul style="list-style-type: none"> - Concern about Manor House Care home change of use - Cllr Smith is inquiring with planning on this but doesn't have any definitive answers to share yet.

ST CLEER PARISH COUNCIL

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	<ul style="list-style-type: none"> - Concerns raised about council property being sublet - PCSO has visited and found no issues. If anyone wants to report further issues of evidence - contact Cllr Smith. - Issue with position of dog poo bin which doesn't allow grass cutting past it at bottom of tremar lane which he is looking in to
2025.05.28 -5	<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>and any other planning applications received before 12pm on 28.05.25</p> <p>Minutes:</p> <p>REF - PA25/02706 at Kimberley Farm Parish council have been approached for a 5 day protocol by Cornwall Council as they are looking to recommend to refuse the application, and have invited comment from Parish Council</p> <p>Cllr Chris Piper ▾ proposed to reply to the planning officer ref PA25/02706 to 3-request the LPA consider referring the matter to the planning committee. Cllr Clive Sargeant ▾ seconded.</p> <p>Outcome: Carried ▾</p>
2025.05.28 -6	<p>Chairman's Announcements</p> <ul style="list-style-type: none"> - Co-options will be considered from June <p>Minutes</p> <ul style="list-style-type: none"> - Cllr Laybury, Sargeant, Gymer, Piper, went to well dressing, the council granted £400 towards the event - Reminder to the public that dogs are not allowed on the playing fields at the pavilion or Horizon play park. <p>18.34 Cllr Horsfield entered the meeting</p>
2025.05.28 -7	<p>Clerk report</p> <ul style="list-style-type: none"> - Cllr Harbord, Laybury and Sargeant completed Code of Conduct training 20.05.25 - other councillors booked for June. - Councillors who were voted as representatives for external bodies have been connected to contacts at those organisations <p>Minutes</p> <ul style="list-style-type: none"> - Thanks received from Cornwall Heritage trust for £400 grant which was spent on well dressing ceremony on 16th May - said it went very well and 155 people came (including children) - PCSO Edser has reported the faded road markings outside of the Primary school to Highways who will inspect and see if any action is required

ST CLEER PARISH COUNCIL

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	<ul style="list-style-type: none"> - Holding fire on tree work as getting an additional quote for some butts mentioned by MOP on mugga trees and bits football club mentioned, and will be cheaper if we have done at same time as tree survey work - will be on next agenda - See saw at play park broken but marked as out of order and looking to get repaired - New cleaners will start 2nd June
2025.05.28 -8	<p>Reports</p> <ul style="list-style-type: none"> - Health and Safety <ul style="list-style-type: none"> - TO RECEIVE May reports for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment <p>Minutes</p> <ul style="list-style-type: none"> - Executive summary of the ROSPA report received from WT consultancy - Clerk will look to address issues raised - Seesaw at Horizon Play Park reported as broken - has been marked out of order and clerk arranging repair - Legionella RA has been carried out but report not yet received
2025.05.28 -9	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> - Clerk and Cllr Prinn now set up to access HSBC banking - dual control activated online banking <p>Minutes</p> <ul style="list-style-type: none"> - Above noted <p>Asset register has been updated as per last meeting with insurance, no additional costs</p>
2025.05.28 -10	<p>TO REVIEW AND APPROVE previous full council meeting minutes from 14.05.25</p> <p>Minutes</p> <p>Cllr Sue Harbord proposed to accept the public and confidential annual parish council meeting minutes from 14.05.25. Cllr Chris Piper seconded</p> <p>Outcome: Carried</p>
2025.05.28 -11	<p>TO CONSIDER Number of allotment grass cuts for April 2025 - March 2026</p> <p>Minutes</p> <ul style="list-style-type: none"> - 18.40 Cllr Piper left the room - Currently Tremar Trees charging £90 per cut x 6 a year <p>Cllr Jonathan Prinn proposed to allow the allotments 6 maintenance grass cuts for the financial year 25-26, which does not include individual plots. Cllr Mel Gymer seconded</p>

ST CLEER PARISH COUNCIL

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	<p>Outcome: Carried</p> <p>18.43 Cllr Piper returned to the room</p>
2025.05.28-12	<p>FINANCE</p> <ul style="list-style-type: none"> - a - TO RECEIVE monthly councillor reconciliation check report for April 25 transactions - Clerk and Cllr Harbord - No anomalies - b - TO RECEIVE previous months (April 25) bank reconciliation - c - TO NOTE £20,000 moved from HSBC Current account to Money Manager (24.04.25 and 20.05.25) - d - TO NOTE as per contractual annual rise, BT have increased fees by £7.16, monthly DD is now £75.28 per month - e- TO NOTE - Duchy defib maintenance fee for Common moor - we approved £325 for annual monitoring fee but was only £205+ VAT as we don't have their monitored cabinet or need don't need a mobile data connection at this location - f - TO NOTE - Clerk spent £45.68 on folders, a laminator and laminating pouches a per Financial Regulations 9.5 - g- TO NOTE Biffa are increasing haulage fees from June 2025 by £2.73 per M3 - h - TO CONSIDER invoice received from Vision ICT for £180+ VAT for email hosting July 25 - Jun 26 - i- TO APPROVE payment Schedule for May 2025 - j - TO APPROVE approve spend for councillor Code of Conduct training 20th May and 3rd June - 9 x £35 + VAT £315 <p>Minutes</p> <ul style="list-style-type: none"> - A and B received - C - note that money manager is the name of the account - E - Agenda should have said £205+ VAT not £20+VAT - D - G noted
2025.05.28-12H	<p>H- Cllr Jonathan Prinn proposed to pay invoice from Vision ICT for £180+VAT for email hosting . Cllr Chris Piper seconded</p> <p>Outcome: Carried</p>
2025.05.28-12I	<p>I - Cllr Chris Piper proposed to approve the May 25 payment schedule. Cllr Sue Harbord seconded</p> <p>Outcome: Carried</p> <p>18.58 - meeting paused 19.03 - meeting resumed</p>
2025.05.28-12J	

ST CLEER PARISH COUNCIL

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	<p>J - Cllr Sue Harbord proposed to approve spend for councillor code of conduct training carried out in May and June - £315+VAT. Cllr Chris Piper seconded</p> <p>Outcome: Carried</p>
2025.05.28 -13	<p>TO RECEIVE the Internal audit report and REVIEW clerk draft reply to audit remarks to be submitted</p> <p>Minutes</p> <p>OVERVIEW -</p> <p>Parish Council have been given</p> <ul style="list-style-type: none"> - Assurance opinion of reasonable (one below substantial which is the top rating) - an improvement on the previous audit - Risk opinion of Medium (middle value) - 1 high and 1 medium priority findings - both of which have now been addressed <p>Internal auditor has said:</p> <ul style="list-style-type: none"> - Two invoices not authorised properly - This was in April 24 before current Clerk Katie in post, two invoice were not properly authorised as the meeting was cancelled - but they were on the pre- approved list <ul style="list-style-type: none"> - Cllr Prinn said we will update preapproved payment list to be more specific to address this issue - Clerk has drafted reply to say they were authorised, just not with best practice as they were on the pre approved list, and 2 or 3 people would have had to have authorised the payment on the banking - Budget monitoring was weak as this only happened once. This was due to the 24/25 budget and the accounting system not being aligned, as if the accounting system was set up the same as the budget it would have created poor / inaccurate financial record keeping, so good records were kept, but it meant translating that in to a budget report was difficult / would have been confusing <ul style="list-style-type: none"> - Clerk has drafted a reply to say that now the budget and the accounting are aligned, regular budget reporting will happen every quarter. - Noted that there was no general reserves policy <ul style="list-style-type: none"> - Clerk has drafted a reply to say a policy has been recommended by the Finance and general purposes committee to the Full council to be approved at tonight's meeting.

ST CLEER PARISH COUNCIL

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	<p>Minutes</p> <p>CLlr Jonathan Prinn proposed to receive the internal report and approve the draft replies to the auditor. CLlr Clive Sargeant seconded</p> <p>Outcome: Carried</p>
2025.05.28 -14	<p>To CONSIDER and CONFIRM if St Cleer Parish Council has any conflict of interest with the external auditor BDO (clerk and chair to sign form)</p> <p>Minutes</p> <p>CLlr Jonathan Prinn proposed to state that St Cleer Parish Council has no conflict of interest with the external auditor BDO. CLlr Sue Harbord seconded</p> <p>Outcome: Carried</p>
2025.05.28 -15A	<p>a- TO CONSIDER and APPROVE Section 1 – Annual Governance Statement 2024/25 (Page 4 of the AGAR), as recommended by F&GP committee (to be signed and dated at the meeting)</p> <p>b - TO CONSIDER and APPROVE Section 2 – Accounting Statements 2024/25 (page 5 of the AGAR) which has already been signed by the Clerk / RFO - (to be signed and dated at the meeting)</p> <p>Minutes</p> <p>A - Cllr Prinn read through points 1 - 8 on Section 1 of the Annual Governance Statement for Councillors to agree answers, as advised by finance and general purposes committee on 09.04.25</p> <p>1 - Yes - councillors agreed 2 - Yes - councillors agreed 3 - Yes - councillors agreed 4 - Yes - councillors agreed 5 - Yes - councillors agreed 6 - Yes - councillors agreed 7 - Yes - councillors agreed 8 - Yes - councillors agreed</p> <p>A - Cllr Jonathan Prinn proposed to approve section 1 – Annual Governance Statement 2024/25 (Page 4 of the AGAR), as recommended by the F & GP committee. CLlr Lou Laybury seconded</p> <p>Outcome: Carried</p>
2025.05.28 -15B	<p>B - Cllr Prinn read through aloud Section 2 - Accounting Statement</p>

ST CLEER PARISH COUNCIL

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	<p>B - Cllr Jonathan Prinn proposed to approve Section 2 – Accounting Statements 2024/25 (page 5 of the AGAR) which has already been signed by the Clerk / RFO. Cllr Sue Harbord seconded</p> <p>Outcome: Carried</p> <p>Documents signed at the meeting</p>
2025.05.28-16	<p>TO RECEIVE recommendation from F&GP committee for Clerk to submit BDO External audit documents</p> <p>Minutes:</p> <p>Cllr Sue Harbord proposed for the Clerk to submit audit documents to BDO. Cllr Jonathan Prinn seconded</p> <p>Outcome: Carried</p>
2025.05.28-17	<p>TO APPROVE Exercise of Public Rights dates (AGAR must be approved first)</p> <ul style="list-style-type: none"> - Proposing 3rd June - 14th July <p>Minutes:</p> <p>It was discussed that a later date might be preferable to allow time for the final internal audit report to be received</p> <p>Cllr Jonathan Prinn proposed to set the dates for the exercise of public rights as 9th June - 18th July. Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p>
2025.05.28-18	<p>To Upgrade Adobe Acrobat 'standard' subscription to 'Pro' subscription</p> <ul style="list-style-type: none"> - Offers more efficient e-signing options and redacting text - will make better use of Clerk's time - Standard = £156.89 inclu VAT per year - Pro = £238.75 inclu Vat per year <p>Minutes:</p> <p>Cllr Jonathan Prinn proposed for the Clerk to upgrade Adobe Acrobat subscription to 'Pro'. Cllr Chris Piper seconded</p> <p>Outcome: Carried</p>
2025.05.28-19	<p>TO CONSIDER quote from Duchy defibs for replacement pads for Defib at the Pavillion, pads expire in May - £62+vat per set for adult G5 pads</p> <p>Minutes:</p> <p>Pads should be provided by SWAST as part of our existing package - Clerk to contact them to supply pads</p>
2025.05.28-20	<p>TO CONSIDER Cllr Harbord to have editable access on Xero in the absence of the Clerk, to be actioned by the accountant.</p>

ST CLEER PARISH COUNCIL

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	<p>Minutes:</p> <p>CLlr Chris Piper proposed that in the event that the Clerk is absent, Cllr Harbord can be granted editable access to Xero via the accountant . Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p>
2025.05.28 -21	<p>TO CONSIDER the Clerk to attend;</p> <ul style="list-style-type: none"> - SLCC Joint meeting for Cornwall And Devon - 25th June - Launceston (most of the day) - SLCC Clerks to Smaller Councils - 9th June - Menheniot - 1.5 hours <p>Minutes:</p> <p>CLlr Chris Piper proposed for the clerk to attend the SLCCs meeting on 9th and 25th June and to pay mileage . Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p>
2025.05.28 -22	<p>TO CONSIDER if the council would like to comment on correspondence from Cormac regarding bridle path 21 - surface improvements application (between Crows Nest and Darite)</p> <p>Minutes:</p> <p>CLlr Jonathan Prinn proposed to reply to Cormac ref Bridlepath 21 to 1- ask if there is a water issue that can be addressed to make any works worthwhile, 2 - that the council support the works, and separately for the clerk to see if there is any funding available from Cornwall Council. Cllr Clive Sargeant seconded</p> <p>Outcome: Carried</p>
2025.05.28 -23	<p>TO CONSIDER If the council would like to comment on correspondence from Cornwall Council Ref WCA 795 and WCA 794 - modification to right of way (towards Pensilva)</p> <p>Minutes:</p> <p>CLlr Jonathan Prinn proposed to reply to Cornwall council ref WCA 795 and 974 correspondence to make no comment. Cllr Lou Laybury seconded</p> <p>Outcome: Carried</p>
2025.05.28 -24	<p>TO CONSIDER if the council would like to make any comment on the 'Taxi & Private Hire Policy Consultation' from Cornwall Council</p> <p>Minutes:</p>

ST CLEER PARISH COUNCIL

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	<p>Cllr Jonathan Prinn proposed to reply to Cornwall council ref tax and private hire consultation to say we don't agree with new principles as it makes it harder for taxis to run their business. Cllr Chris Piper seconded</p> <p>Outcome: Carried</p>
2025.05.28-25	<p>TO REVIEW AND APPROVE policies as recommended by the finance and general purposes committee</p> <ul style="list-style-type: none"> - a - Reserves and Investment Policy - <i>to be reviewed in 1 year</i> - b - Managing Clerk Absence Policy- <i>to be reviewed in 3 years</i> - c - Grant Application form and Policy- <i>to be reviewed in 3 years</i> - d - Councillor induction pack- <i>to be reviewed in 1 year</i> <p>Minutes:</p> <p>Cllr Chris Piper proposed to accept policies above a-d, to be reviewed as stated</p> <p>Cllr Sue Harbord seconded</p> <p>Outcome: Carried</p>
2025.05.28-26	<p>Parish Maintenance tasks;</p> <ul style="list-style-type: none"> - a. TO REVIEW recommendation from F&GP committee the list of Parish maintenance tasks to be instated, and AGREE all jobs and frequency. - b - TO DISCUSS how the council would like the tasks to be undertaken i.e employment of 1 person, contract a company / individual etc, where they clerk can look in to costs to present at the next meeting <p>Minutes:</p> <p>20.06 Cllr Piper left the meeting not to return</p>
2025.05.28-26A	<p>A- Clerk read through tasks and regularity. Cllr discussed, no adjustments requested.</p> <p>Cllr Jonathan Prinn proposed to agree the list of parish maintenance tasks. Cllr Sue Harbord seconded.</p> <p>Outcome: Carried</p>
2025.05.28-26B	<p>B - Cllrs discussed options of employing vs contracting individuals</p> <p>Cllr Lou Laybury proposed for the Clerk to go away and get prices from contractors / self individuals to find the most cost effective way of getting tasks done. Cllr Jonathan Prinn seconded</p> <p>Outcome: Carried</p>
2025.05.28-27	<p>Date of next meeting: 25th June, 6pm</p>
2025.05.28-28	<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>

ST CLEER PARISH COUNCIL

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	<p>Minutes:</p> <p>Cllr Jonathan 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)* to discuss terms or SLA and quotes for contracts. Cllr Lou Laybury seconded</p> <p>Outcome: Carried</p> <p>20.20 - meeting break 20.26 - meeting resumed</p>
2025.05.28 -29	<p>TO CONSIDER quotes for 2 x gates for the Pavilion car park</p> <p>Minutes:</p> <p>Actually received 3 quotes all for 2 gates - one for the entrance to the car park and the other for the entrance to the field from the car park. Cllr Prinn gave overview of 3 quotes. Councillors discussed at length the quotes presented, and other possible options outside of this</p> <p>20.37 - Cllr Laybury left the room 20.38 - Cllr Laybury returned to the room</p> <p>Cllr Laybury offered that if the council purchased gates, her partner could fit the gates for free, as this would be the cheapest option - with this offer Cllr Laybury declared an interest in this item and left the room</p> <p>20.50 Cllr Laybury left the room</p> <p>Cllr Jonathan Prinn proposed to buy 2 x to MVE galvanized yard gate 14ft 6 (listed as £209.41) from Mole Valley Farmers and fittings, to be fitted by Dave Miller, and pay him £100 to fit. Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p> <p>20.51 Cllr Laybury returned to meeting</p>
2025.05.28 -30	<p>TO REVIEW existing Parish Maintenance works listed in green, and APPOINT contractor</p> <p>Minutes:</p> <p>Chair gave an overview of 4 quotes received.</p> <p>Members agreed that they were pleased with works previously carried out on the Pavillion by Adrian Dennis, and based on that and the price he provided, they would like to accept his quote.</p> <p>Cllr Jonathan Prinn Proposed to accept quote from Adrian Dennis to complete jobs highlighted in green at £164. Cllr Sue Harbord seconded</p>

ST CLEER PARISH COUNCIL

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	Outcome: Carried ▾
2025.05.28 -31	<p>TO REVIEW, and AGREE the revised Football club SLA</p> <p>Minutes:</p> <p>Chair gave an overview of SLA updates with the main updates being that the words 'exclusive' have changed to 'priority' for use of the pitches. Cllrs discussed and the following wording was suggested to be added -</p> <ul style="list-style-type: none"> - The football club has priority use over any other user of the grass pitches with the exception of the youth club on a Monday, and the parish council reserves the right hold any function where they can earn revenue over £500 <p>Cllr Jonathan Prinn ▾ Proposed to accept the revised SLA with the above addition, and to issue to the football club to sign. Cllr Lou Laybury ▾ seconded</p> <p>Outcome: Carried ▾</p>

Meeting closed at: 21.10

To be ratified by full council on: 25.06.25

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