

## ST CLEER PARISH COUNCIL

Minutes of the Full Council meeting of St Cleer Parish Council held on Wednesday 25th June a 6pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 01.07.25

Agenda points are in black and minutes are in blue

	Referen ce	Item
2025.06 .25-1	1.	<p>Persons Present/Apologies To note persons, present and receive apologies for absence.</p> <p><b>Minutes:</b> There was a typo in tonight's agenda - should have said 25th not 26th June - Clerk has spoken to CALC - as everyone expected the meeting tonight, it was posted as the 25th on Facebook and the website as the 25th - we have gone ahead. All resolutions from tonight will be ratified at July's meeting.</p> <p><b>Minutes:</b> Present - Clerk Katie-Marie Goodwright  Cllrs Mel Gymer ▾ Clive Sargeant ▾ Lou Laybury ▾ Suzanne Horsfield ▾  Raymond Pearce ▾ Jon Prinn ▾  Apologies received - Cllr Sue Harbord ▾  Absent - Chrs Piper ▾</p>
2025.06 .25-2	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> Interests declared</p> <ul style="list-style-type: none"> <li>- Cllr Pearce - items on payment schedule item 13h</li> <li>- Cllr Laybury - partner has payment on the payment schedule item 13h</li> </ul> <p>Both will leave the room when voting on payment schedule</p>
2025.06 .25-3	3.	<p>Allow up to 15 Minutes for members of the public to address the council.</p> <p><b>Minutes:</b> Comments on internal audit / agar</p>
2025.06 .25-4	4.	<p>Cornwall Councillor update</p> <p><b>Minutes:</b> Sends apologies</p>

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2025.06 .25-5	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> <ul style="list-style-type: none"> <li>- and any other planning applications received before 12pm on 25.06.25</li> </ul> <p>Ref. No: PA25/03898 - <a href="#">Non material amendment in relation to Decision Notice PA24/01199 dated 23/04/24 - 60cm Trellis to be added to the top of current fencework detailed within application PA24/01199 and to existing fencing on the remaining boarder</a> - 7 Penhale Lane St Cleer Liskeard Cornwall PL14 5FS</p> <p>Minutes</p> <p><b>CLlr Clive Sargeant</b> ▾ <b>proposed to comment "to support"</b> ▾ <b>application PA25/03898 on the Cornwall Council Portal</b></p> <p><b>CLlr Raymond Pearce</b> ▾ <b>seconded</b></p> <p><b>Outcome:</b> <b>Carried</b> ▾</p>
2025.06 .25-6	6.	<p>Chairman's Announcement</p> <ul style="list-style-type: none"> <li>- 23rd June Youth club rounders fundraiser for skate park 7.15pm</li> <li>- Reminder: No dogs on the sports fields. The field has a Public Space Protection (Dog Exclusion) Order in force, where fines can be up to £1000. New signs have been installed at entrances to the field</li> <li>- We have 5 vacant council seats that are available to be filled by cop-option, applications welcome</li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- As above</li> <li>- Thank you to South West Ambulance service for delivering defib training</li> <li>- Chair attended Youth club charity rounders match with Fire Brigade - thank you to them and tri-service officers who attended. Youth club members have been fundraising. Thank you to CLlr Horsfield for her work with it, it was well attended</li> </ul>
2025.06 .25-7	7.	<p>Clerk report</p> <ul style="list-style-type: none"> <li>- Clerk holiday booked 21st - 25th July</li> <li>- All audit documents for the 24/25 financial year were published on the website, and required external audit documents submitted to BDO on the 3rd June. Documents published on website are: <ul style="list-style-type: none"> <li>- Annual Governance and Accountability Return 2024/25 Form 3 - Page 1 - 5</li> <li>- BDO No Conflict of Interest Form</li> <li>- Final Internal Audit Report</li> <li>- Internal Audit Control Objective Not Achieved Summary</li> <li>- Bank Reconciliation</li> <li>- Explanation of Significant Variances</li> <li>- Exercise of Public Rights</li> </ul> </li> <li>- Defib course held on 5th June- around 14 people attended</li> <li>- Defib at pavilion was deployed but unused 5th June</li> </ul>

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		<ul style="list-style-type: none"> <li>- Local Councils Planning Essentials course 1 /3 - Attended by Clerk and 3 councillors</li> <li>- Code of Conduct course completed by 6/8 Councillors</li> <li>- Footpaths have been cut - 2nd cut will be later in the summer</li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- As above</li> <li>- Taken booking for kids football x 8 sessions at the pavilion over school holidays</li> </ul>
2025.06 .25-8	8.	<p>Reports</p> <ul style="list-style-type: none"> <li>- Representative meetings - CAP 23rd June</li> <li>- Health and Safety - <b>TO RECEIVE</b> <ul style="list-style-type: none"> <li>- Legionella risk assessment</li> </ul> </li> <li>- Police Report - Since 3/5/25 to 4/6/25 there have been the following crimes in the St Cleer area that are disclosable. <ul style="list-style-type: none"> <li>- Assault, Road Rage, Harassment, Public Order, Malicious Communication</li> </ul> </li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- As above, legionella risk assessment received</li> <li>- CAP - no councillors attended</li> <li>- Monthly H&amp;S checks being carried out 27th June</li> </ul>
2025.06 .25-9	9.	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> <li>- Whyfield accountants are aware of Clerk Absence policy that if required, they can grant Cllr Harbord access to Xero</li> <li>- Reply was sent to Cormac RE bridlepath 21 proposal as per previous meeting minutes, Cormac's reply forwarded to all councillors</li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- As above</li> </ul>
2025.06 .25-10	10.	<p><b>TO REVIEW AND APPROVE</b> previous full council public and confidential meeting minutes</p> <p>Minutes:</p> <p><b>Cllr Lou Laybury</b> ▾ proposed to accept the previous full council public and confidential minutes from May 25</p> <p><b>Cllr Suzanne Horsfield</b> ▾ seconded</p> <p><b>Outcome:</b> Carried ▾</p>
2025.06 .25-11	11.	<p><b>TO REVIEW</b> Clerks additional 10 hours per week allowance</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- Clerk is contracted 20 hours a week , for the past 6 months has had the option to do 10 hours per week more.</li> <li>- Clerk is doing on average around 5 hours additional per week</li> </ul> <p><b>Cllr Lou Laybury</b> ▾ proposed to allow the clerk an additional 5 hours per week if needed for 6 months, to be authorised by chair or vice chair</p> <p><b>Cllr Raymond Pearce</b> ▾ seconded</p> <p><b>Outcome:</b> Carried ▾</p>

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2025.06 .25-12	12.	<p><b>TO CONSIDER</b> adding an additional councillor to the HSBC and Unity accounts as a signatory</p> <p>Minutes:</p> <p>Cllr Laybury volunteer to be added to HSBC account as signatory</p> <p><b>Cllr Clive Sargeant</b> proposed to add Cllr to Laybury to HSBC account</p> <p><b>Cllr Raymond Pearce</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.06 .25-13	13.	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>a - <b>TO RECEIVE</b> budget report</li> <li>b - <b>TO RECEIVE</b> previous months bank reconciliation</li> <li>c - <b>TO NOTE</b> Clerk spent £42.42 on first aid items as advised by our H&amp;S company, and £35.17 on folders, paper, and barrier tape, as per financial regulations 9.5</li> <li>d - <b>TO NOTE</b> - South West hygiene fees have increased 4% from £19.41 to £20.19 per bin empty, as per or contract which allows for an annual increase</li> <li>e - <b>TO CONSIDER</b> costs for <b>CALC</b> training - Chairing skills and councillor skills - £35 each</li> <li>f - <b>TO CONSIDER</b> invoice from JLA for replacement fire extinguisher from Feb 2025 £43.43 + VAT</li> <li>g - <b>TO CONSIDER</b> additional charge of £39.90 for post crete for gate installation invoice from Dave Miller -</li> <li>h - <b>TO APPROVE</b> payment Schedule for June 2025</li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>a - received - finance comittee will run over in detail next week</li> <li>b - received</li> <li>c - noted - also spent £16.48 on not drinking water and no smoking signs for the allotments as per H&amp;S advice</li> <li>d - noted</li> </ul> <p>e - <b>Cllr Jon Prinn</b> proposed to approve costs for calc training at £35 per person for charing skills and councillor skills for any councillor and Clerk that wants to do the courses. <b>Cllr Suzanne Horsfield</b> seconded</p> <p><b>Outcome:</b> Carried</p> <p>f - <b>Cllr Jon Prinn</b> proposed to accept an invoice from JLA for £43.43 + VAT for replacement fire extinguisher . <b>Cllr Lou Laybury</b> seconded.</p> <p><b>Outcome:</b> Carried</p> <p>18.40 Cllr Laybury left the room due to interest in item 13g and 13h</p>

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		<p>g - Cllr Jon Prinn proposed to accept an additional charge of £39.90 for post crete from Dave Miller. Cllr Suzanne Horsfield seconded . Outcome: Carried</p> <p>h - For quoracy, payments to be authorised, except payments to Cllr Pearce were read aloud for authorising.</p> <ul style="list-style-type: none"> <li>h.1- Cllr Jon Prinn proposed to approve the payment schedule for June 2025 apart from expenses owed to Cllr Pearce. Cllr Suzanne Horsfield seconded. Outcome: Carried</li> </ul> <p>18.45 Cllr Laybury returned to the room and Cllr Pearce left</p> <ul style="list-style-type: none"> <li>h.2 Cllr Jon Prinn proposed to approve the payment schedule payment to Cllr Pearce for gate expenses. Cllr Clive Sargeant seconded . Outcome: Carried</li> </ul> <p>18.46 Cllr Pearce returned to the room</p>
2025.06 .25-14	14.	<p><b>TO RECEIVE</b> the final Internal Audit Report from Cornwall Council for 24/25's financial year, and the 'no' responses provided against the Internal Control Objectives</p> <p>Minutes:</p> <p>'No responses' from the internal auditor on the Internal control objective are as follows:</p> <ul style="list-style-type: none"> <li>1. D - The precept or rates requirement resulted from an adequate budgetary process: progress against the budget was regularly monitored; and reserves were appropriate <ul style="list-style-type: none"> <li>The implication given by the auditor was - <i>The Council did not have a clear understanding of their financial position which could have led to overspending or missed opportunities for cost savings. In addition, the ability to make informed decisions was hindered.</i></li> <li>Action suggested from the internal auditor - <i>Good practice would be for monitoring reports to be presented quarterly and for evidence of discussion to be recorded in the minutes</i></li> </ul> </li> <li>F and K were no answers as they were not applicable</li> </ul> <p>On the 'Finding and agreed management actions' section, was to give regular budget updates, and create a general reserve policy. Policy is now in place and first budget update was today, and will be repeated quarterly</p>
2025.06 .25-15	15.	<p><b>TO REVIEW</b> council meeting start times</p> <p>Minutes:</p>

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		<ul style="list-style-type: none"> <li>- Currently Full Council and HR meetings start at 6pm - Finance meetings start at 6pm unless there is a HR meeting on the same day, in which case the Finance meeting will 5 minutes after the end of the HR meeting</li> <li>- Councilors discussed that reverting back to 7pm would be preferable for some</li> </ul> <p><b>Cllr Lou Laybury</b> proposed for all meetings to start at 7pm. Where finance and HR meetings are on the same day, finance meetings will 5 minutes after the end of the HR meeting</p> <p><b>Cllr Clive Sargeant</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.06 .25-16	16.	<p><b>TO DISCUSS</b> if councillors would like to assist the clerk with various tasks where requested</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- Councillors discussed that councillors should all help the clerk where possible. Clerk suggested that when a task arises that a councillor can assist with, Clerk is to send a note to all councillors and anyone who is able to help can, where Clerk can give instruction</li> </ul>
2025.06 .25-17	17.	<p><b>TO CONSIDER</b> costs for 3 x vacant allotment plots to be strimmed - total £110</p> <p>Minutes:</p> <p>Plots to be strimmed are 36 (£30) 35 (£40) 17 (£40)</p> <p>Cllr Horsfield volunteered to strim the plots, and Cllr Sargeant offered to look at getting black plastic to cover allotment plots</p> <p>Discussed reviewing agreement with Allotment association for maintaining allotments</p> <p><b>Cllr Jon Prinn</b> proposed that Cllr Horsfield will strim the vacant plots 36, 35 and 17 for free <b>Cllr Clive Sargeant</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.06 .25-18	18.	<p><b>TO CONSIDER</b> a pre approved amount for strimming vacant allotment plots that the clerk can authorise by request of the Allotment Association</p> <p>Minutes:</p> <p>ITEM ROLLED</p>
2025.06 .25-19	19.	Date of next meeting: 16th July 2025
2025.06 .25-20	20.	*Proposal to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)*

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		<p><b>Cllr Jon 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) to discuss quotes containing commercially sensitive information</p> <p><b>Cllr Clive Sargeant</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.06 .25-21	21.	<p><b>TO CONSIDER</b> quote from Playdale for the Horizon Play park twin rider replacement parts, and <b>APPOINT</b> a contractor for installation</p> <p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>- Replacement parts from Playdale - £43.62 - the actual twin rider is free of charge warranty replacement. ( if they don't do the installation there is an additional £104 delivery)</li> <li>- 3 quotes received from play park installers to install the warranty replacement</li> <li>- Members discussed at length and agreed that quotes provided from certified play installation companies were too high and wanted to investigate other other options. Action to be taken: <ul style="list-style-type: none"> <li>- Cllr Laybury to see if her partner insurance would cover him to do the installation</li> <li>- Clerk to check with insurance about covering costs for installation / if a non-playpark specialist can do the installation for H&amp;S reasons</li> </ul> </li> </ul>
2025.06 .25-22	22.	<p><b>TO CONSIDER</b> quotes for additional tree works around the MUGA and sports fields</p> <p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>- details provided of trees causings minor issues for Football club and issues for members of the public living behind the MUGA, where trees are overbearing.</li> <li>- 2 quotes provided from one company was discussed</li> <li>- Councillors discussed that football works were not necessary, but wanted to get more quotes for works for works related to the trees at the MUGA</li> </ul> <p><b>Cllr Jon Prinn</b> proposed to not accept the quote presented for additional tree works, and get more quotes for tree work around the MUGA</p> <p><b>Cllr Mel Gymer</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.06 .25-23	23.	<p><b>TO CONSIDER</b> quote from Go Collaborate to increase public engagement - propose skatepark consultation as the first project, <b>AND AGREE</b> associated actions</p> <p><b>Minutes:</b></p> <p>19.54 Cllr Gymer left the room</p> <ul style="list-style-type: none"> <li>- Members discussed at length as felt costs were too high - action to be taken: <ul style="list-style-type: none"> <li>- Cllr Laybury will look in to grants to cover the cost of using GoCollaborate</li> </ul> </li> </ul> <p>Roll decision to next meeting</p>

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2025.06 .25-24	24.	<p>TO CONSIDER quotes for emptying of the sanitary bins at the Pavilion and the public toilet - current contract ends 1st July</p> <p>Minutes: 19:58 Cllr Gymer re-entered the room</p> <p>3 quotes were received in addition to current supplier, who then matched lowest quote</p> <p><b>Cllr Clive Sargeant</b> proposed to accept quote from South West Hygiene for £110 + VAT per year to empty sanitary bins</p> <p><b>Cllr Raymond Pearce</b> seconded</p> <p><b>Outcome: Carried</b></p>
2025.06 .25-25	25.	<p><b>TO CONSIDER</b> boiler service quote £140+ VAT</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- Quote received from Colin Gubbins for £140+VAT who has been doing boiler services for a number of years and provides a good service at a good price</li> </ul> <p><b>Cllr Jon Prinn</b> proposed to accept the quote from Colin Gubbins for boiler service at £140+ VAT</p> <p><b>Cllr Clive Sargeant</b> seconded</p> <p><b>Outcome: Carried</b></p>
2025.06 .25-26	26.	<p><b>TO CONSIDER</b> quote for pitch cutting from a new provider, and to <b>AGREE</b> associated actions</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- Current contractor is unable to cut the grass at the moment due to issues with vehicles, so a backup is needed</li> <li>- 2 quotes for cutting all 4 pitches were received and discussed</li> </ul> <p><b>Cllr Jon Prinn</b> proposed to accept quote from Husband Landscaping for £200+VAT for cutting 4 pitches when required</p> <p><b>Cllr Raymond Pearce</b> seconded</p> <p><b>Outcome: Carried</b></p>

Meeting closed at: 20.04

To be ratified by full council on: 16.07.25

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*