

## ST CLEER PARISH COUNCIL

Minutes of the Full Council meeting of St Cleer Parish Council held on Wednesday 16th July, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 17.07.25.2025

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

Minute ref	Item
2025.07.16 -1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence. <a href="#">Minutes:</a></p> <p><a href="#">Present: Cllrs</a> <a href="#">Raymond Pearce</a> <a href="#">Clive Sargeant</a> <a href="#">Suzanne Horsfield</a> <a href="#">Mel Gymer</a> <a href="#">Sue Harbord</a> <a href="#">Jon Prinn</a> <a href="#">arrived at 19.08</a></p> <p><a href="#">Apologies received - Cllr Laybury</a> <a href="#">Absent: Cllr Piper</a></p> <p><a href="#">Cllr Harbord chair meeting at Cllr Prinn running late</a></p>
2025.07.16 -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><a href="#">Minutes:</a> <a href="#">None received</a></p>
2025.07.16 -3	<p>Allow up to 15 Minutes for members of the public to address the council. <a href="#">Minutes:</a></p> <ul style="list-style-type: none"> <li>- <a href="#">Representative of allotment association - thanked councillors who strimmed 3 vacant overgrown plots. Made point about money paid by tax payers is to be spent on all strimming and grass cutting. New sheds requires good oil based preservatives which features on the agenda for £200. Mentioned issue with deer - allotment association getting quotes for fencing.</a></li> </ul> <p><a href="#">Cllr Prinn arrived to the meeting 19.08</a></p>
2025.07.16 -4	<p>Cornwall Councillor update <a href="#">Minutes:</a> <a href="#">None given</a></p>
2025.07.16 -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: PA23/09911: <a href="#">Listed Building Consent for:- Installation of new heating system and log burner</a> Trelawneys Barn Great Fursnewth St Cleer Liskeard Cornwall PL14 6RS</p>

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	<p>Ref. No: PA25/04344 <a href="#">Conversion of existing garage/store to a 2 bedroom dwelling with associated parking and garden</a> - East Tremar Barn Tremar Liskeard Cornwall PL14 5HF</p> <p>and any other planning applications received before 12pm on 16.07.25</p> <p>Minutes:</p> <p><b>Cllr Raymond Pearce</b> ▾ <b>proposed to comment "to support" ▾ application PA23/09911 on the Cornwall Council Portal</b></p> <p><b>Cllr Clive Sargeant</b> ▾ <b>seconded</b></p> <p><b>Outcome:</b> <b>Carried</b> ▾</p> <p><b>Cllr Raymond Pearce</b> ▾ <b>proposed to comment "to support" ▾ application PA25/04344 on the Cornwall Council Portal</b></p> <p><b>Cllr Clive Sargeant</b> ▾ <b>seconded</b></p> <p><b>Outcome:</b> <b>Carried</b> ▾</p>
2025.07.16 -6	<p>Chairman's Announcements</p> <p>Minutes:</p> <p>None given</p>
2025.07.16 -7	<p><b>TO RATIFY</b> all decisions / motions made at the previous full council meeting 25.06.25</p> <p>Minutes:</p> <p>Due to mistake on agenda on 25.06.25, just ratifying to to avoid any conflict - confirmed procedure with CALC</p> <p><b>Cllr Jon Prinn</b> ▾ <b>proposed to ratify all decisions / motions made at full council meeting 25.06.25</b></p> <p><b>Cllr Raymond Pearce</b> ▾ <b>seconded</b></p> <p><b>Outcome:</b> <b>Carried</b> ▾</p>
2025.07.16 -8	<p>Clerk report</p> <ul style="list-style-type: none"> <li>- 7 / 8 councillors have completed code of conduct training - last one booked in for Sept</li> <li>- Member of the public emailed to say that the public toilets were the nicest smelling that they had ever visited, and one of our regular hires have said they have noticed the Pavilion is much cleaner, so thank you to our new cleaners Spick and Span</li> </ul> <p>Minutes:</p> <p>As above</p> <ul style="list-style-type: none"> <li>- External Auditor emailed to question why we answered Yes to AGAR section 1 - 1 - <i>we put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.</i> The internal auditor on their report selected no to D - <i>The precept or rates requirement resulted from an adequate budgetary process - progress against the budget was regularly monitored and reserves were appropriate.</i> They asked why, I said it was to do with lack of budget reporting, the also said as we didn't have Xero in place at</li> </ul>

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	<p>the beginning of the financial year, they asked us to change the answer to no which I have done</p> <ul style="list-style-type: none"> <li>- Clerk, Cllr Sargeant, Gymer and Pearce met with Amy from Football club to discuss SLA and improve communication with Parish Council and football clubs - went very well</li> <li>- Thanks to all councillors who have helped with a variety of jobs around the parish and admin type tasks</li> </ul>
2025.07.16 -9	<p>Reports</p> <ul style="list-style-type: none"> <li>- Representative meetings - Commoners association</li> <li>- Health and Safety <ul style="list-style-type: none"> <li>- <b>TO RECEIVE</b> June's report received for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment / public toilets / allotments</li> </ul> </li> <li>- Police <ul style="list-style-type: none"> <li>- Since 5/6/25 to 2/7/25 there have been the following crimes in the St Cleer area that are disclosable. <ul style="list-style-type: none"> <li>- Assault-ABH</li> <li>- Dog out of control</li> </ul> </li> </ul> </li> </ul> <p>Minutes: As above</p> <ul style="list-style-type: none"> <li>- No councillor attended commoners association meeting</li> </ul>
2025.07.16 -10	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> <li>- Cllr Laybury has been added to Unity bank account</li> <li>- Tree survey tree surgery work carried out 02.07.25</li> <li>- Green pavilion maintenance jobs carried out - Thanks to Adrian Dennis who also repaired some plaster work FOC</li> <li>- Good system for clerk reaching out to Councillors to help with tasks and we have got a few things done</li> <li>- Have entered contract again with South West Hygiene for emptying Sanitary bins for 3 years</li> </ul> <p>Minutes: As above</p> <ul style="list-style-type: none"> <li>- Adrian has fixed chairs, clear village car park drainage gully and weeds</li> </ul>
2025.07.16 -11	<p><b>TO REVIEW AND APPROVE</b> previous full council public and confidential meeting minutes from 25.06.25</p> <p>Minutes:</p> <p>Cllr Mel Gymer ▾ proposed to accept the public and confidential minutes from previous full council meeting 25.06.25</p> <p>Cllr Suzanne Horsfield ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.07.16 -12	<p>FINANCE</p> <ul style="list-style-type: none"> <li>a - <b>TO RECEIVE</b> monthly councillor reconciliation check report from June month - no anomalies</li> </ul>

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	<p>b - <b>TO RECEIVE</b> budget report from F&amp;GP 02.07.25 and <b>DISCUSS</b> green highlighted items</p> <p>c - <b>To RECEIVE</b> previous months June's bank reconciliations</p> <p>d - <b>TO NOTE</b> clerk spend £6.90 on big bags and £14.89 on toilet roll as per financial regulation 9.5</p> <p>e -<b>TO NOTE</b> Xero Subscription is increasing by £4 per month from 1st September, to be £37+VAT a month</p> <p>f - <b>TO APPROVE</b> payment Schedule for July 2025</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>- A - received</li> <li>- B - discussed items with biggest variances highlighted in green by F&amp;GP committee difference.</li> </ul> <p>B- Cllr Jon Prinn ▾ proposed to agreed notes made on the June budget report for planned spend highlighted in green.</p> <p>Cllr Raymond Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p> <ul style="list-style-type: none"> <li>- C - Received</li> <li>- D - Noted, Clerk also spent £29.31 on stamps and £3.69 on envelopes, and £3.60 on drawing pins</li> <li>- E - Noted</li> </ul> <p>F - Cllr Jon Prinn ▾ proposed to accept the payment schedule for July 2025</p> <p>Cllr Raymond Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.07.16 -13	<p><b>TO REVIEW AND APPROVE</b> policies as recommended by the finance and general purposes committee</p> <ul style="list-style-type: none"> <li>- a - Corporate Risk Assessment update</li> <li>- b - Allotment Tenancy Agreement and Management procedure recommended by F&amp;GP Committee</li> <li>- c - Finance &amp; General Purposes Terms of Reference update</li> </ul> <p>Minutes:</p> <p>A - Cllr Jon Prinn ▾ proposed to accept the updated Corporate Risk Assessment updated document</p> <p>Cllr Sue Harbord ▾ seconded</p> <p>Outcome: Carried ▾</p> <p><b>B -ROLLED</b></p> <p>C - Cllr Jon Prinn ▾ proposed to accept the updated Finance and General Purposes Terms of Reference</p>

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	<p><b>Cllr Raymond Pearce</b> ▾ <b>seconded</b></p> <p><b>Outcome:</b> <b>Carried</b> ▾</p>
2025.07.16-14	<p><b>TO RECEIVE</b> applications for Co-option</p> <p><b>Minutes:</b> <b>None received</b></p>
2025.07.16-15	<p><b>To DISCUSS</b> a member of the public's request for the Parish council to consider making a stretch of path into usable pavement between the end of Tremar lane and Shortacross in Tremar, and <b>AGREE</b> any associated action</p> <p><b>Minutes:</b> Councillors discussed - they are unable to support a pavement as highways are responsible. Felt that the overgrown hedge might be causing a lot of the issue. Clerk to forward letter to Cornwall council to see what could be done about cutting back hedge</p> <p><b>Cllr Jon Prinn</b> ▾ <b>proposed for Clerk to speak to highways about member of the publics enquiry re path between end of Tremar lane and Shortacross in Tremar to see what action can be taken</b></p> <p><b>Cllr Raymond Pearce</b> ▾ <b>seconded</b></p> <p><b>Outcome:</b> <b>Carried</b> ▾</p>
2025.07.16-16	<p>Allotments</p> <ul style="list-style-type: none"> <li>- a - To <b>DECIDE</b> procedure for managing vacant allotment plots in relation to weed control until a new tenant is in place, and any associated spend.</li> <li>- b- <b>To CONSIDER</b> costs for waterproofing of allotment community shed - approx £205</li> </ul> <p><b>Minutes:</b> Councillors discussed at length options of only strimming vacant plots, covering with plastic by volunteers, and paying a contractor to strim and cover the vacant plots. Price given by Tremar Trees to clear, strim and lay plastic purchased by the Council £45 - £75 per plot depending on size. Discussed that 1000 gauge black plastic would be best to buy costing £73 per plot from Mole Valley.</p> <p><b>A - Cllr Jon Prinn</b> ▾ <b>proposed to buy 1000gauge black plastic for £75 per roll, to cover 3 x vacant plots to be laid by council volunteers. As a back up Council authorises spend for Tremar Trees to collect plastic bought by the council , strim and lay plastic - £45 - £75 per plot for 3 x vacant plots. All spend to be allocated to the allotments EMR</b></p> <p><b>Cllr Raymond Pearce</b> ▾ <b>seconded</b></p> <p><b>Outcome:</b> <b>Carried</b> ▾</p> <p><b>B - new shed requires waterproofing and allotment association has requested the purchase of 5 x 5 litre tins of Barrettine premier wood preserver which is what was suggested by the maker of the shed.. The cost is approx £41 .00 x 5 - £205.</b></p> <p><b>B - Cllr Jon Prinn</b> ▾ <b>proposed to buy 5x5litre tins on Barrettine Premier wood preserver. Spend to be allocated to allotment EMR</b></p> <p><b>Cllr Suzanne Horsfield</b> ▾ <b>seconded</b></p>

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	<b>Outcome:</b> Carried ▾
2025.07.16-17	Date of next meeting: 27th August - Extraordinary meeting
2025.07.16-18	<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 Jon 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), due to discussion quotes and terms for service level agreements</b></p> <p><b>Cllr Mel Gymer ▾ seconded</b></p> <p><b>Outcome:</b> Carried ▾</p>
2025.07.16-19	<p><b>TO CONSIDER</b> quote for emergency lights 3 hour drain test</p> <p>Minutes:</p> <p>Quote of £150 received from Mark Rogers - carried out test last year at the same price as before</p> <p><b>Cllr Jon Prinn ▾ proposed to accept quote from Mark Rodgers for £150 for</b></p> <p><b>Cllr Raymond Pearce ▾ seconded</b></p> <p><b>Outcome:</b> Carried ▾</p>
2025.07.16-20	<p><b>TO APPROVE</b> SLA for Facilities and grounds contractor</p> <p>Minutes:</p> <p>Councillors discussed various points of the SLA and increased the PL insurance value to be held to £5 million</p> <p><b>Cllr Sue Harbord ▾ proposed to accept the SLA for the Facilities and Grounds Contractor</b></p> <p><b>Cllr Raymond Pearce ▾ seconded</b></p> <p><b>Outcome:</b> Carried ▾</p>
2025.07.16-21	<p><b>To REVIEW</b> quotes submitted for the Facilities and Grounds Contractor, and <b>AGREE</b> associated actions and spend</p> <p>Minutes:</p> <p>Councillors reviewed 3 quotes submitted for the facilities and grounds contractor</p> <ul style="list-style-type: none"> <li>- David Miller offered the most competitive price, which councillors wanted to accept based on price, and previous work he has done for the Parish that councillors were happy with.</li> <li>- Start date; ASAP</li> <li>- Priority of work <ul style="list-style-type: none"> <li>- Millennium gardens</li> <li>- Grass cutting and cleaning bus shelters</li> <li>- Grass cutting and cleaning benches</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>- Rest as he chooses</li> <li>- Works on hourly rate are to be quoted and then voted on at full council</li> </ul> <p><b>Cllr Sue Harbord</b> proposed to accept the quote from David Miller providing he provides proof of £5million PL insurance, for £4,096 for the regular tasks, £18 for additional hourly rate tasks, and £300 of additional costs, to start asap, and to prioritise works at the millennium gardens, grass cutting and cleaning bus shelters and benches.</p> <p><b>Cllr Raymond Pearce</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.07.16-22	<p><b>TO CONSIDER</b> quotes to install twin rider replacement, <b>APPOINT</b> a contractor for installation, and <b>AGREE</b> and associated spend and action</p> <p>Minutes: SELECT</p> <p>Reviewed quotes previously provided from 3 play park installers and cost of £147.62 for parts from Playdale</p> <p>Previously it was discussed that Cllr Pearce and David Miller could install for free provided they both have public liability insurance. One of the play park installers advised that any installer should have public liability up to 10 million, public indemnity and products liability.</p> <p><b>Cllr Raymond Pearce</b> proposed to accept quote from Playdale for £147.62 for replacement twin rider parts, and appoint Cllr Pearce and David Miller to install voluntarily.</p> <p><b>Cllr Suzanne Horsfield</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.07.16-23	<p><b>TO CONSIDER</b> quotes for tree surgery work behind the MUGA</p> <p>Minutes:</p> <p>3 quotes provided were discussed, all gave 2 prices, one to cut and dispose of waste and the other to cut and chip</p> <p>The council were happy with the work carried out in the past by Woodlands and Wetlands, and they provided the most competitive quote</p> <p><b>Cllr Clive Sargeant</b> proposed to accept quote for £820+ VAT form Woodlands and Wetlands to undertake tree surgery works around the MUGA, and turn waste in to chippings</p> <p><b>Cllr Raymond Pearce</b> seconded</p> <p><b>Outcome:</b> Carried</p>
2025.07.16-24	<p><b>To CONSIDER</b> quotes to replace 6 x lights at the Pavilion</p> <p>Minutes:</p>

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	<p>3 quotes provided were discussed</p> <p>Neil Tucker provided the most competitive quote and has done work for the council in the past</p> <p><b>Cllr Clive Sargeant</b> ▾ proposed to accept quote from Neil Tucker for £315+VAT to replace 6 x lights at the Pavilion for LED's</p> <p><b>Cllr Raymond Pearce</b> ▾ seconded</p> <p><b>Outcome:</b> Carried ▾</p>
2025.07.16-25	<p><b>To RECEIVE</b> update on cost / funding available for GoCollaborate to be used for public engagement, first project to be the Skate park, and <b>AGREE</b> any associate spend</p> <p>Minutes:</p> <p><b>Item rolled - council are to discuss if they want to go ahead with skate park consultation before money is agreed to be spent</b></p>
2025.07.16-26	<p><b>To DISCUSS</b> and <b>AGREE</b> amendment to Football SLA</p> <p>Minutes:</p> <p>No comments from councillors on update to SLA</p> <p><b>Cllr Raymond Pearce</b> ▾ proposed to accept the amendment to the Football SLA, and issue to the football clubs for signing</p> <p><b>Cllr Sue Harbord</b> ▾ seconded</p> <p><b>Outcome:</b> Carried ▾</p>

Meeting closed at: 21.27

To be ratified by full council on: 27.08.25

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*