

ST CLEER PARISH COUNCIL

Minutes of the (EXO) Full Council meeting of St Cleer Parish Council held on Wednesday 27th August, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 28.08.25

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

Minutes Ref	Item
XO.2025.08.27 - 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 Jon Prinn Sue Harbord Clive Sargeant Lou Laybury Raymond Pearce Mel Gymer Suzanne Horsfield</p> <p>Absent - Cllr Piper</p>
XO.2025.08.27 - 2	<p>Receive any Declarations of Interest from Members/Dispensations</p> <ul style="list-style-type: none"> - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts <p>- Applications for dispensations</p> <p>Minutes:</p> <p>None declared</p>
XO.2025.08.27 - 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"> - Member of the public raised concerns about future use of Manor House Care Home - Comments on 20mph speed limit - Co-option applicant introduced themselves
XO.2025.08.27 - 4	<p>Cornwall Councillor update</p> <p>Minutes:</p> <p>19.13</p> <ul style="list-style-type: none"> - Commented on 20mph implementation and that size of signs are stipulated - larger coming into the area and smaller within the area. There will be a 4 year consultation- i.e locations of signs where the public can give feedback. Discussed speed watch groups and issues with parking outside of the school. - Manor House Care Home - Cllr Smith has spoken to the owner of the care home where they have stated that the property will be used for adult social care. Has spoken with Cornwall Council and building control - rooms are being made bigger. - Ongoing issue at higher Tremar - discussing with the police - Siblyback Lake AMPR car park - causing issues with more people parking at the Golitha falls
XO.2025.08.27 - 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>

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XO.2025.08.27 - 5a	<p>a - Ref. No: PA25/05394 - Siting of caravan for mainly farming purpose and occasional holiday let for farming experiences - Land North Of Nine Stones Farm Liskeard Cornwall PL14 6SD</p>
XO.2025.08.27 - 5b	<p>b - Ref. No: PA25/05487 - Works to Trees covered by a Tree Preservation Order (TPO) - T235 - Beech - Reduce crown over footpath by 3m. T122 - Beech - Reduce to a height of around 8m. Retaining healthy branches where possible. 61 - Beech - Reduce/remove large deadwood over footpath. 125 - Oak - Reduce to a 4m stump. 241 - Beech - Reduce crown by around 10m. 121 - Oak - Reduce crown to around 15m. - Golitha Falls National Nature Reserve Land South Of Draynes Bridge Common Moor Liskeard PL14 6RU</p> <p>and any other planning applications received before 12pm on 27.08.25</p> <p>Minutes 19.37</p> <p>A - Councillors commented the planning seemed vague</p> <p>A - Cllr Jon Prinn ▾ proposed to comment "to object" ▾ application PA25/05394 on the Cornwall Council Portal, on the basis of the occasion holiday use. If it is re-presented as solely agricultural the council would re-consider their comment</p> <p>Cllr Raymond Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p> <p>B - Cllr Jon Prinn ▾ proposed to comment "to support" ▾ application PA25/05487 on the Cornwall Council Portal</p> <p>Cllr Suzanne Horsfield ▾ seconded</p> <p>Outcome: Carried ▾</p>
XO.2025.08.27 - 6	<p>Chairman's Announcements</p> <p>- Car with no MOT in Village car park reported</p> <p>Minutes: 19.44</p> <p>As above</p>
XO.2025.08.27 - 7	<p>Clerk report</p> <ul style="list-style-type: none"> - Owner of The Manor Care home has been in touch with the Clerk and Cornwall Councillor to confirm that the home is being refurbished for adult social care. - A member of the public raised a concern about traffic calming on the corner of Tremar Coombe leading to Lower Tremar. <p>Minutes: 19.46</p> <p>As Above</p>

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	<ul style="list-style-type: none"> - Clerk passed concern about traffic calming in Lower Tremar to Highways who replied to say that the 20mph limit is coming into force, and over the past 3 months 85% of Eastbound speeds are at 30.8mph. The Westbound speeds are 29.86mph- which shows good compliance with the 30mph speed limit currently in place. Information reported back to member of the public - St Cleer Church - Cormac will be cutting a few branches from the large tree by Open Doors - Correspondence received from Cormac to say 20mph speed limit will be implemented in St Cleer - Cllr Laybury has been added to the the Climate Change and Recovery network and Community Engagement networking group for CAP - Thanks to councillors and volunteers for all their work over the past month - collecting plastic for allotments, delivering flyers advertising council vacancies, researching energy prices, and general good communication - The Granite post is no longer in print but will be available online at irregular intervals, and are always looking for stories and to cover issues from the public and council. - Clerk holiday book 29th Aug, 1st Sept - Jon and Sue available - Received external audit report- circulated to councillors and notices posted - public inspection dates are 26.08.25 - 09.09.25
XO.2025.08.27 - 8	<p>Reports</p> <ul style="list-style-type: none"> - <u>Health and Safety</u> <ul style="list-style-type: none"> - TO RECEIVE July's report received for the Horizon Play Park, Sportsground / skate park / Gym equipment / public toilets / allotments. Checks on Pavillion to be carried out 27th Aug - <u>Police</u> <ul style="list-style-type: none"> - TO NOTE - Since 3/7/25 to 2/8/25 there have been the following crimes in the St Cleer area that are disclosable. <ul style="list-style-type: none"> - Assault - Common Assault <p>Minutes: As above</p>
XO.2025.08.27 - 9	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> - Facilities and Grounds contractor SLA has been signed - started work 14th Aug - Football SLA is now fully agreed and signed - Treatment for the allotment shed was ordered and has been applied to the shed - they have enough to paint it again next year - thanks given to the Allotment Association - No smoking / vaping and water signs received to be installed at the allotments by Allotment Association - thanks given - Clerk emailed highways about the path in Tremar discussed at previous meeting - reply circulated to councilors and member of the public who raised issue - reply was that the works required would be a costly desirable scheme, with very little to gain from a public perspective.

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	<p>The scheme would meet some funding criteria for Cornwall Council's Local Transport Plan, however Highways thinks its priority would be very low in comparison to other areas. No further action.</p> <ul style="list-style-type: none"> - Lights in Pavilion Meeting room have been changed to LED <p>Minutes: 19.50</p> <ul style="list-style-type: none"> - As Above - Plastic weed covering from allotments was ordered and now at the allotments waiting to be placed
XO.2025.08.27 - 10	<p>TO REVIEW AND APPROVE previous full council public and confidential meeting minutes</p> <p>Minutes: 19.51</p> <p>Cllr Harbord commented on typo to replace 'at' with 'as' in item 1</p> <p>Cllr Jon Prinn ▾ proposed to accept the full council public and confidential minutes from meeting from 16th July 2025 with typo amendment in section1</p> <p>Cllr Sue Harbord ▾ seconded</p> <p>Outcome: Carried ▾</p>
XO.2025.08.27 - 11	<p>To DISCUSS 66p per hour pay increase for clerk as per the Local government services pay agreement 2025/26 agreed by The National Joint Council for Local Government Services (NJC), with back pay due from 01.05.25</p> <p>Minutes: 19.53 typo in Agenda - back pay should be from 01.04.45</p> <p>Cllr Jon Prinn ▾ proposed to approve clerks pay increase of 66p per hour and back pay from 1st April 2025</p> <p>Cllr Sue Harbord ▾ seconded</p> <p>Outcome: Carried ▾</p>
XO.2025.08.27 - 12	<p>To REVIEW renewal for Data Protection Officer - currently Microshade, Paul Russell</p> <ul style="list-style-type: none"> - MicroshadeVSM has been taken over by Flotek - Paul can continue to offer the DPO service under his other account for Parish and Town Auditing Services. Same costs as before £275 - no VAT. <p>Minutes: 19.54</p> <p>ITEM ROLLED due to checking service offered with Breakthrough Data protection tool kit further down agenda</p>
XO.2025.08.27 - 13	<p>TRAINING</p> <ul style="list-style-type: none"> - a - To CONSIDER training costs for 'Complete Allotment Management' course x 2 dates in October online with SALC, for Clerk, Cllr Laybury and Horsfield - total £120

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XO.2025.08.27 - 13a	<ul style="list-style-type: none"> - b- To CONSIDER CALC training costs for councillor Harbord to attend the following courses at £35 each - £140 total: Budgeting, Finance for Councillors, Internal controls Role of the internal Audit <p>Minutes: 20.00</p> <p>A- Cllr Sue Harbord proposed to agree training costs for complete allotment management course for Cllrs Laybury, Horsfield and the Clerk in October</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
XO.2025.08.27 - 13b	<p>B - Cllr Suzanne Horsfield proposed to approve training costs for Cllr Harbord to undertake budgeting, finance for councillors, internal controls, and role of the internal audit training - £140</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
XO.2025.08.27 - 14	<p>FINANCE</p> <ul style="list-style-type: none"> - a - TO RECEIVE monthly councillor reconciliation check report from previous month - b- TO RECEIVE previous months bank reconciliation checked by Chair of Finance - c - TO NOTE clerk spend £24.85 on H&S for allotments as per financial regulation 9.5 - d - TO RECEIVE June / July budget update notes - d - TO APPROVE payment Schedule for August 2025 <p>Minutes: 20.01</p> <p>A & B - received C -Noted D - Received</p>
XO.2025.08.27 - 14D/E	<p>D (should be E) - Cllr Harbord read through bills to be approved for payment and income</p> <p>Cllr Jon Prinn proposed to approve the payment schedule for August 2025</p> <p>Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p>
XO.2025.08.27 - 15	<p>TO AGREE Allotment Management procedure for vacant plot in relation to weed control</p> <p>Minutes: 20.06</p> <ul style="list-style-type: none"> - Allotment association perspective - the best situation is the plot / adjacent footpath is stemmed with all rubbish removed and black plastic laid. when new tenant comes plot should be recently stemmed / not overgrown with weeds - Proposed plan - when the allotment holder leaves in suitable state - they stem and cover in plastic. If they don't council do it and charge the allotment holder the costs. When a new tenant takes over needs to be in acceptable state

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	<p>- Councillors discussed taking deposits for new tenants - to be look in to this for the future</p> <p>CLlr Jon Prinn proposed to add in to the allotment tenancy agreement Proposed plan - when the allotment holder leaves in suitable state - they trim and cover in plastic. If they don't, the council will do it and charge the allotment holder the costs . When a new tenant takes over needs to be in acceptable state - if it's not brought up to standard they can be offered a discount, or the council will address. New tenant to remove plastic and store in the shed</p> <p>CLlr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
XO.2025.08.27 - 16	<p>To AGREE action for recent vacated allotment plot that requires strimming</p> <p>Minutes: Meeting paused 20:22 Meeting resumed 20:27 20:34 Cllr Prinn (Chair) left the meeting not to return Cllr Harbord (Vice Chair) took over as chair for the meeting</p> <p>20.44 Cllr Laybury left the room due to interest in agenda item</p> <p>CLlr Sue Harbord proposed to get a quote from the Facilities and grounds contractor and Tremar Trees to trim plot - they would both need to provide their PL insurance of 5 million RA & method statement to carry out the work - clerk authorised to accept cheapest quote</p> <p>CLlr Suzanne Horsfield seconded</p> <p>Outcome: Carried</p> <p>20:45 Cllr Laybury re-entered the room</p>
XO.2025.08.27 - 17	<p>To DISCUSS if the council would like to replace the Skatepark, and AGREE association actions and spent</p> <ul style="list-style-type: none"> - a - Councillors to decide if they would like to undertake consultation to replace skate park, and what this is to include, and timescales <p><u>If project is to go ahead:</u></p> <ul style="list-style-type: none"> - b - Agree questionnaire and how to distribute / analyse data - option to use GoCollaborate platform - c - Create working group <p>Minutes: 20.46 A - Cllrs agreed they would like to go ahead with the skate park consultation</p> <p>C - CLlr Sue Harbord proposed to create a working group for the skatepark. Cllr Laybury, Horsfield and Pearce to be part of the group, liaise with the Clerk</p> <p>CLlr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
XO.2025.08.27 - 17c	

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	B - For the working group to discuss questionnaire
XO.2025.08.27 - 18	TO CONSIDER subscription to Canva (graphic design software) to help with public engagement - £13 a month Minutes: 20:50 Item rolled
XO.2025.08.27 - 19	TO CONSIDER replying to Cornwall Councils Public Spaces Protection Order, Review of existing dog bans on beaches consultation <ul style="list-style-type: none"> - a. Do you agree with the principle of dogs on beaches restrictions? - b. Do you agree with the current restrictions - c. Are there any amendments needed in terms of reduced or increased restrictions? Please specify the beach name. - d. Do you have evidence to support the need for any amendments? Minutes: 20:52 Cllr Sue Harbord ▾ proposed to reply to the CC public spaces protection order review of dog bans with following points; <ul style="list-style-type: none"> - A - Yes agree - B - Yes agree - C - No - D - NA Cllr Suzanne Horsfield ▾ seconded Outcome: Carried ▾
XO.2025.08.27 - 20	TO DISCUSS Artwork for replacement signs at Trethevy Quote - Clerk is currently in touch with original artwork supplier to use again Minutes: 20:55 Agenda Typo should be Trethevy Quoit not quote Cllr Raymond Pearce ▾ proposed to use the original art work for the new signs at Trethevy Quoit Cllr Lou Laybury ▾ seconded Outcome: Carried ▾
XO.2025.08.27 - 21	TO DISCUSS a potential project of planting wild flower planting at the Parish Council owned land just outside of Trethevy Quoit (by car park) Minutes:

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	<p>Chris Ullman from the environment group would be interested to help and pull in local experts. Council would need to look at funding available / costs and come back to council to present information. Cllr Laybury discussed getting seeds and donating a tree</p> <p>Cllr Suzanne Horsfield proposed Clerk and interested councillors to put together proposal for wildflower planting at the land outside Trethevy Quoit</p> <p>Cllr Clive Sargeant seconded</p> <p>Outcome: Carried</p>
XO.2025.08.27 - 22	<p>To RATIFY Enhanced LMP grant application - submitted 14.08.25 for £14,887.20 (inc VAT) due to grant being awarded on a first come first serve basis</p> <p>Minutes: 21:00</p> <p>Money applied for is to replace some signs and styles, place new signs to let people know the path is maintained by PC, and to cut all paths in the parish</p> <p>Cllr Lou Laybury proposed to ratify enhanced LMP grant application that clerk submitted 14.08.25 for £14,887.20</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
XO.2025.08.27 - 23	<p>TO CONSIDER registering for the Data Protection Compliance Tools kit, from Breakthrough Communications, to ensure we are compliant for the AGAR assertion 10 - where the council has to confirm they are compliant with their legal obligations under UK GDPR and The Data Protection Act. £695 + VAT</p> <p>Minutes:</p> <p>Cllr Raymond Pearce proposed to register for the Breakthrough data protection tool kit for £695+VAT</p> <p>Cllr Sue Harbord seconded</p> <p>Outcome: Carried</p>
XO.2025.08.27 - 24	<p>TO RECEIVE applications for Co-option</p> <p>Minutes: 21:06</p> <p>Application received from Carol Ayres, Cllrs asked a few questions</p> <p>Cllr Clive Sargeant proposed to co-op Carol Ayres on to the council</p> <p>Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p>

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	Declaration of acceptance of office signed By Carol Ayres and Clerk
XO.2025.08.27 - 25	Date of next meeting: 24th September 2025
XO.2025.08.27 - 26	<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> <p>Minutes: 21:12</p> <p>Cllr Sue Harbord 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)* due to discussions of contracts for service and quotes</p> <p>Cllr Clive Sargeant seconded</p> <p>Outcome: Carried</p>
XO.2025.08.27 - 27	<p>TO DISCUSS quotes received for new windows and doors at The Pavillion</p> <p>Minutes: Council said they preferred white which is cheaper, so Clerk ran through 4 quotes for white doors and windows</p> <p>The council discussed at length - preference for white door and white handles. Would like thumb locks on the inside doors, and a master key is needed for all. Clerk to ask if locks are ABS, and timescale for fitting</p> <p>Council decided to go with Duchy Windows and Doors due to competitive quote, having an independent warranty, and some councillors were familiar with their work and could endorse</p> <p>Cllr Sue Harbord proposed to accept a quote from Duchy Windows and doors at £14,105 + VAT for white doors and handles and windows. To ask about thumb locks and master keys. Clerk is given 5% allowance should prices alter with locks, and approve up 50% deposit</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
XO.2025.08.27 - 28	<p>TO REVIEW Cleaning contract SLA with Spick and Span</p> <p>Minutes: 21:27</p> <p>Cllrs very pleased with the cleaners and have passed out thanks on them many times</p> <p>Cllr Lou Laybury proposed to renew cleaning contract with Spick and Span with no changes, for 12 months</p> <p>Cllr Suzanne Horsfield seconded</p> <p>Outcome: Carried</p>

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XO.2025.08.27 - 29	<p>TO CONSIDER Quotes for electricity contract for The Pavilion</p> <p>Minutes:</p> <p>3 quotes discussed, currently on monthly rolling contract with EDF approx £1905 per year</p> <p>Cllrs voted to stay with EDF as offered very competitive price and means we can stay with the same supplier for east</p> <p>Cllr Lou Laybury proposed to enter 36 month contract with EDF for approx £1,138 per year spend (clerk to use discretion to accept best deal if costs have changed with EDF)</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>

Meeting closed at: 21:35

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*