

ST CLEER PARISH COUNCIL

Minutes of the Full Council meeting of St Cleer Parish Council held on 27.09.25 at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 25.09.25

Agenda points are in black and minutes are in blue

Minute Ref	Item
2025.09.24-01	<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 ▾ Suzanne Horsfield ▾</p> <p>Mel Gymer ▾ Carol Ayres ▾ Raymond Pearce ▾</p> <p>Absent: Cllr Chris Piper</p> <p>Welcome to new Cllr Carol Ayres</p>
2025.09.24-02	<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 - Applications for dispensations <p>Minutes:</p> <ul style="list-style-type: none"> - Cllr Laybury has an interest in items 11E and 11F, 11G and 26 due to payments to partner - will leave the room - Cllr Harbord has an interest in relation to item 14 - as treasurer of memorial hall and youth club - will leave the room - Cllr Horsfield has an interest in relation to item 14 - as part of youth club and trustee of memorial hall- will leave the room
2025.09.24-03	<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 to planning application PA25/05394 - Police - PCSO Steve Edser, spoke about crimes last month and to date - Commonsers association - haven't had a St Cleer representative at their meetings, Cllr Prinn mentioned we can look at sending someone else whilst Cllr Piper isn't able to attend meetings. Next meeting in November (no date set).
2025.09.24-04	<p>Cornwall Councillor update</p> <p>Minutes</p> <ul style="list-style-type: none"> - Cornwall Council has increased expenses for councillors by 3.6%. - Cornwall Council Car parking charges are looking to increase by 6%. - 20mph speed roll out - most is reasonably successful, some areas not so much due to sign location. There is a 4 year consultation period - Siblyback lake AMPR causing traffic to move to other areas such as Minions and Golitha Falls i.e dog walkers. Looking into the AMPR fines issue. - Lean Quarry fire that burned for 10 days - looking in issue associated with that
2025.09.24-05	<p>Planning -</p> <p>A - 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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<p>2025.09.24-05-A.1</p>	<ul style="list-style-type: none"> - A.1 - Ref. No: PA25/06457 - Creation of off road car parking space - 21 Fernside Park Tremar Coombe Liskeard Cornwall PL14 5HY <p>Minutes</p> <ul style="list-style-type: none"> - A.1 Cllrs discussed, can't see any problem providing it adhered to regulations. One councillor has visited site (not spoken to applicant) <p>A.1 Cllr Raymond Pearce ▾ proposed to comment "to support" ▾ application PA25/06457 on the Cornwall Council Portal</p> <p>Cllr Clive Sargeant ▾ seconded</p> <p>Outcome: Carried ▾</p>
<p>2025.09.24-05-A.2</p>	<p>and any other planning applications received before 12pm on 24.09.25</p> <p>Minutes:</p> <p>A.2 - Application came in today not on agenda - A.2 Ref. No: PA25/06777 - Proposed replacement self-build dwelling - Site Of The Caravan Lower Yard Higher Tretharrup Darite PL14 5JT</p> <p>Cllrs discussed some details of the application</p> <p>A.2 Cllr Lou Laybury ▾ proposed to comment "to support" ▾ application PA25/06777 on the Cornwall Council Portal</p> <p>Cllr Sue Harbord ▾ seconded</p> <p>Outcome: Carried ▾</p>
<p>2025.09.24-05-B</p>	<p>B - TO CONSIDER updating the council's comment in relation to Planning 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> <ul style="list-style-type: none"> - At meeting 27.08.25, Full Council voted to 'object' to the application on the basis of the occasion holiday use, and said if it is re-presented as solely agricultural the council would re-consider their comment. - applicant has requested review of comment due to change of application name 'Siting of caravan for mainly farming purposes' and previous misinterpretation of 'holiday use' <p>Minutes</p> <p>Within the text on agenda it states 'mainly' farming purpose - this is a mistake as there is no 'mainly'.</p> <p>B- Cllr Clive Sargeant ▾ proposed to update comment on Cornwall Council planning portal to "to support" ▾ for application PA25/05394</p> <p>Cllr Raymond Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p> <p>C - TO NOTE council responses to 5 day protocols:</p> <ul style="list-style-type: none"> - C.1 - 5PA25/02147 Land North Of Rosena Lodge - Erection of self-build agricultural dwelling and garage <ul style="list-style-type: none"> - Planning intended to recommend the application for refusal - Parish council replied to agree with recommendation

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2025.09.24-05-C	<ul style="list-style-type: none"> - C.2 - PA25/04344 East Tremar Barn - Conversion of existing garage/store to a 2 bedroom dwelling with associated parking and garden <ul style="list-style-type: none"> - Planning intended to recommend the application for refusal - Parish council replied to agree to disagree with recommendation <p>Minutes:</p> <ul style="list-style-type: none"> - C.1 and C.2 noted
2025.09.24-06	<p>Chairman's Announcements</p> <p>Minutes</p> <ul style="list-style-type: none"> - Condolences to Nigel Lapthorne's family - Apologies for leaving previous meeting - Acknowledge Clerks support in supporting Chair's role this past month
2025.09.24-07	<p>TO RECEIVE and APPROVE suggested Hire Rates or 2026 - 2027 from Finance and General Purposes Committee</p> <p>Minutes:</p> <p>19:38 Cllr Harbord and Horsfield left the room due to interest.</p> <p>Cllr Raymond Pearce ▾ proposed to accept the hire rates for 2026-2027</p> <p>Cllr Mel Gymer ▾ seconded</p> <p>Outcome: Carried ▾</p> <p>19:41 Cllr Horsfield returned to the room</p>
2025.09.24-08	<p>Clerk report</p> <p>Minutes:</p> <p>19:43 Cllr Harbord returned to the room</p> <ul style="list-style-type: none"> - Horizon Play park Twin Rider replacement received and installed - thanks to Dave Miller and Cllr Pearce for fitting - Boiler was serviced at the Pavillion 3rd Sept - nothing to report - 2nd half precept received - Trees around the Muga have been cut - <i>will discuss any additional works in a few items time</i> - Chairmanship skills for councillors taken by Clerk, Cllrs Prinn and Harbord - 20mph - someone asked about the 30mph as you enter St Cleer outside Pavilion, will stay as 30mph buffer zone - if anyone wants to report anything on the 20mph signs email traffic@cormacltd.co.uk - Jon Colenzo will be mowing the sports pitches to raise money for charity on 26th Sept
2025.09.24-09	<p>Reports</p> <ul style="list-style-type: none"> - Representative meetings- Councillors to report back - <u>Health and Safety</u> <ul style="list-style-type: none"> - TO RECEIVE August's report received for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment / public toilets / allotments - <u>Police</u> - Since 3/8/25 to 29/8/25 there have been the following crimes in the St Cleer area that are disclosable. <ul style="list-style-type: none"> - Theft x 2, possession of cannabis, theft of campervan, criminal damage

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	<p>Minutes: H&S Report received</p>
2025.09.24-10	<p>Matters arising from previous minutes</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Electricity contract renewed as of 03.09.25 with EDF at 0.5p per day standing charge and 0.24p per unit rate at approx £1,070 per year based on last year's usage. We will be billed monthly for our actual usage. Got deal slighter cheaper than £1,138 agreed at last meeting - We have been awarded and received the Enhanced LMP grant from Cornwall Council - value is £12,406 + VAT. Thanks to Husband Landscaping for assisting with the quote and the Clerk. - Door / window deposit invoice paid, requested same key for all building doors, and a different but same key for the 3 storage doors - survey carried out 15th September - Vacant plot - accepted quote from David Miller for £85 to clear and lay plastic on the vacant plot mentioned in the August meeting. Charged vacating plot holder £40 as thought that is what it would be when told her in July. Works completed
2025.09.24-11	<p>TO REVIEW AND APPROVE previous full council meeting minutes from 27.08.25</p> <p>Minutes:</p> <p>Cllr Raymond Pearce proposed to accept the full council meeting minutes from 27.08.25, public and confidential, as accurate and correct</p> <p>Cllr Sue Harbord seconded</p> <p>Outcome: Carried</p>
2025.09.24-12	<p>TO DISCUSS hedge trimming around the MUGA, AND AGREE any further action if required</p> <p>Minutes:</p> <ul style="list-style-type: none"> - A few small trees (Rowan and Hawthorn) were left as the contractor thought it looked better and they had lots of berries for the birds. Most of the branches were chipped into piles at the base of the hedge and stacked some timber as they had a number of people ask if they could have it. If the council wants the small trees left to be cut - they will go and do it at no cost - Members of the public who requested tree cutting are very happy with the work - Cllrs discussed that it was good that trees left for birds and discussed if remaining trees should be cut or left <p>Cllr Raymond Pearce proposed to have remaining trees cut FOC after the berries have gone from the trees</p> <p>Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p>
2025.09.24-13	<p>FINANCE</p> <ul style="list-style-type: none"> - A- TO RECEIVE monthly councillor reconciliation check report from previous month - Clerk carried out with Cllr Pearce - no anomalies - B - TO RECEIVE AND APPROVE August budget report, recommended by F&GP committee 10.09.25 <ul style="list-style-type: none"> - Quotes requested for suggested works - C - TO RECEIVE previous months bank reconciliation - D - TO NOTE clerk spend £14.40 on public toilet toilet roll, £32.99 on toilet roll holder for public toilet as per financial regulation 9.5

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	<ul style="list-style-type: none"> - E - TO RATIFY Payment to David Miller made 29.08.25 as per financial regs 6.9, as invoice was not received before the August Payment schedule was completed, to make August payment date. - F - TO APPROVE payment Schedule for September 2025 - G - To add David Miller to pre-authorised / payments list for regular tasks monthly invoices £341.33 - H - TO CONSIDER Costs for Cllr Ayres Code of Conduct Training £25+VAT - I - TO CONSIDER renewal of Microsoft 360 annual subscription for £84.99
2025.09.24-13A	<p>Minutes:</p> <ul style="list-style-type: none"> - 'Quotes requested for suggested works' in agenda - mistake should not have appeared here - A - received <p>B - Cllr Jon Prinn proposed to accept the August Budget report</p>
2025.09.24-13B	<p>Cllr Sue Harbord seconded</p> <p>Outcome: Carried</p>
2025.09.24-13C	<p>C - Received</p>
2025.09.24-13D	<p>D - noted</p> <p>19.53 Cllr Laybury Left the room due to interest</p>
2025.09.24-13E	<p>E - Cllr Jon Prinn proposed to ratify payment to David Miller made 29.08.25</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2025.09.24-13F	<p>F - Cllr Harbord read through payment Schedule</p> <p>Cllr Raymond Pearce proposed to accept the August Payment Schedule</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2025.09.24-13G	<p>G - Cllr Jon Prinn proposed to add David Miller to the Pre-authorised payments list for regular monthly invoices</p> <p>Cllr Suzanne Horsfield seconded</p> <p>Outcome: Carried</p> <p>19:57 Cllr Laybury returned to the room</p>
2025.09.24-13H	<p>H - Cllr Sue Harbord proposed to approve cost for Cllr Ayres Code of Conduct training for £25</p> <p>Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p> <p>I - Cllr Raymond Pearce proposed to renewal Microsoft 360 annual subscription for £84.99</p> <p>Cllr Suzanne Horsfield seconded</p> <p>Outcome: Carried</p>

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2025.09.24-13I	
2025.09.24-14	<p>TO REVIEW AND APPROVE policies as recommended by the finance and general purposes committee 10.09.25</p> <ul style="list-style-type: none"> - Councillor Officer Protocol - <i>to review in 3 years</i> - Antibullying and Grience policy (combined) - <i>to review in 3 years</i> - General and Approved Contractor Policy, and Approved Contractor application form - <i>review in 3 years</i>) - Internal Controls Policy (6 month update review) - <i>review in 1 year</i> - Pavillion Hire booking form and T&C - <i>review in 3 years</i> - Allotment tenancy agreement and management procedure - <i>review in 3 years</i> - Clerk Absence Policy - <i>review in 3 years</i> - Financial Regulations - <i>review in 1 year</i> - Internal Controls Policy - <i>review in 1 year</i> <p>Minutes: Cllr Prinn read through the policies and asked for comments - no comments made</p> <p>Cllr Jon Prinn proposed to accept the following policies for renewal</p> <ul style="list-style-type: none"> - Councillor Officer Protocol - to review in 3 year - Antibullying and Grience policy (combined) - to review in 3 years - General and Approved Contractor Policy, and Approved Contractor application form - review in 3 years) - Internal Controls Policy (6 month update review) - review in 1 year - Pavillion Hire booking form and T&C - review in 3 years - Allotment tenancy agreement and management procedure - review in 3 years - Clerk Absence Policy - review in 3 years - Financial Regulations - review in 1 year <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2025.09.24-15	<p>(Rolled from previous meeting)</p> <p>To REVIEW renewal for Data Protection Officer - currently Microshade, Paul Russell - renewal £275</p> <ul style="list-style-type: none"> - <i>we get 2 hours of Data protection support in our Breakthrough comms subscription</i> <p>Minutes: This is not needed as we get 2 hours support from Breakthrough Communications as part of the Data protection Toolkit we are signing up to for 12 months</p> <p>Cllr Jon Prinn proposed not to renew data protection officer service with Microshade</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2025.09.24-16	<p>TO RECEIVE AND ACCEPT the External audit report and certificate for 24/25, DISCUSS any matters arising, and future action</p> <p>Minutes:</p> <ul style="list-style-type: none"> - The External auditor's limited assurance opinion 2024/25 - <i>Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices</i> - Matters Arising - <i>The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 1, but it has provided the appointed auditor with an</i>

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	<p><i>adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. In the completion of the Annual Internal Audit Report, the internal auditor has drawn attention to weaknesses in relation to the following:</i></p> <ul style="list-style-type: none"> - <i>D) The Precept or rates requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate</i> - <i>The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.</i> <p>- Notice of conclusion of audit was published for 2 weeks - 26th Aug - 9th Sept</p> <p>- Future action - precept for 25 / 26 was an adequate process and we now have regular budget reports (2 already this year) so all addressed</p> <p>Cllr Jon Prinn proposed to accept the external auditors certificate for 24/25 from BDO</p> <p>Cllr Sue Harbord seconded</p> <p>Outcome: Carried</p>
2025.09.24-17	<p>TO CONSIDER Grant applications from St Cleer Church for £1000 towards grass cutting</p> <ul style="list-style-type: none"> - recommended for approval from F&GP committee on 10.09.25 <p>Minutes:</p> <p>Cllr Harbord gave a little additional info about the application from F&GP committee meeting</p> <p>Cllr Raymond Pearce proposed to award grant to St Cleer Church for £1000 towards grass cutting</p> <p>Cllr Carol Ayres seconded</p> <p>Outcome: Carried</p>
2025.09.24-18	<p>TO CONSIDER the Clerk to have access to manage users on the HSBC online banking</p> <p>Minutes:</p> <p>Cllr Jon Prinn proposed to give the clerk access to manage users on HSBC online banking</p> <p>Cllr Mel Gymer seconded</p> <p>Outcome: Carried</p>
2025.09.24-19	<p>TO CONSIDER buying wreath for Remembrance Day from the Royal British Legion for - £27.50. Logo can be added for an additional £3.50.</p> <p>Minutes:</p> <p>Cllr Sue Harbord proposed to pay £50 to RBL for a remembrance day wreath</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2025.09.24-20	<p>TO DISCUSS if panic bars are wanted for any of the new doors at the Pavillion and AGREE associated expenditure</p> <ul style="list-style-type: none"> - To add a panic bar to a door - £420.00 + VAT <p>Minutes:</p> <p>Cllrs discussed for clerk to speak to WT Consultancy for requirement / recommendation for push bars, and to go with what they recommend at £420+VAT per door, to allow all doors if recommended</p>

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	<p>CLlr Jon Prinn ▾ proposed to allow up for push bars for all external pavilion doors at £420 + vat, based on recommendation of WT consultancy</p> <p>CLlr Sue Harbord ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.09.24-21	<p>TO CONSIDER the continued loan of Medieval stocks and 2 tin ingots for 12 months to Liskeard and District museum lend items for 12 months</p> <p>Minutes:</p> <p>CLlr Jon Prinn ▾ proposed to continue loan of medieval stock and 2 tin ingots to Liskeard and District museum for a further 12 months</p> <p>CLlr Mel Gymer ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.09.24-22	<p>TO DISCUSS a member of the public's suggestion to move the digital speed awareness sign to the end of Fore Street towards the garage, due to people not adhering to the 30mph, now 20mph speed limit</p> <p>Minutes:</p> <p>CLlrs discussed buying more digital speed signs, CLlr Smith recommended looking into this at CAP meetings - CLlr Smith will enquire with CAP.</p> <p>CLlr Jon Prinn ▾ proposed to thank the member of the public for their suggestion to move digital speed camera from outside of the Pavilion, but council will look to get additional cameras, rather than move the one we have</p> <p>CLlr Suzanne Horsfield ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.09.24-23	<p>TO DISCUSS the resurfacing of Pavillion car park</p> <p>Minutes:</p> <p>CLlr Sargeant has organised 3 quotes to be sent to the Clerk - tarmac, concrete, road planing. Once received will bring before the council</p>
2025.09.24-24	<p>TO DISCUSS councillors visiting sites applying for planning permission and AGREE associated actions</p> <p>Minutes:</p> <p>CLlrs discussed creating a planning working group</p> <p>CLlr Jon Prinn ▾ proposed to create a planning working group with CLlr Laybury as organiser. CLlrs to be part of the group - CLlr Sargeant, Gymer, Horsfield, Harbord. Clerk to get a risk assessment / policy for visiting planning site, and how councillors interact with applicants</p> <p>CLlr Raymond Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.09.24-25	<p>TO RECEIVE applications for Co-option</p> <p>Minutes:</p> <p>- None received</p>
2025.09.24-26	<p>Date of next meeting: 22.10.25</p> <p><i>Reminder that Finance will be 08.10.25 where any councillors are invited to partake in budget discussions</i></p> <p>CLlr Prinn wanted to add to chairman's announcements that Decenters Church are doing a working party Saturday 4th October if anyone wants to go and help</p>

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	20:36 Cllr Laybury left the meeting
2025.09.24-27	<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:</p> <p>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 discussing quotes</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p>
2025.09.24-28	<p>TO CONSIDER quotes to replace information signs at Trethevy Quoit</p> <p>Minutes:</p> <ul style="list-style-type: none"> - Council received £500 grant from Cornish Heritage Trust to replace signs some time ago which has not been spent - Signs - Imagemakers Design (who supplied signs previously) quoted £795 + VAT for 2 x signs same as current - Installation - David Miller quoted £36 <p>Cllr Jon Prinn proposed to accept quote for £795+ VAT from Imagemakers for replacement signs at Trethevy Quoit as they provided the signs previously , and installation of £36 from David Miller</p> <p>Cllr Raymond Pearce seconded</p> <p>Outcome: Carried</p> <p>20:41 Cllr Laybury returned to the room</p>

Meeting closed at: 20:41

To be ratified by full council on: 22. 10.25

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