

ST CLEER PARISH COUNCIL

DRAFT Minutes of the Full Council meeting of St Cleer Parish Council held on Wednesday 22nd October, at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minute Ref	Item
2025.10.22-01	Persons Present/Apologies To note persons, present and receive apologies for absence. Minutes: Present - Clerk Katie-Marie Goodwright Cllrs Sue Harbord ▾ Clive Sargeant ▾ Lou Laybury ▾ Carol Ayres ▾ Raymond Pearce ▾ Mel Gymer ▾ Cornwall Councillor: Cllr Smith Apologies received: Cllr Horsfield Absent: Cllr Piper
2025.10.22-02	Receive any Declarations of Interest from Members/Dispensations - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations Minutes: Interests declared - Cllr Harbord - Item 15a (treasurer of the church) - to leave the room - Cllr Laybury - 11I, 11J, 25, 27 - all relate to partner - to leave the room
2025.10.22-03	Allow up to 15 Minutes for members of the public to address the council. Minutes: - Gonamena theatre production representative- have applied for a grant from the council - Target shooting club representative - started in July at the Memorial Hall. MUGA would be an ideal location for practice, to be investigated further
2025.10.22-04	Cornwall Councillor update: Cllr Smith Minutes: - 20mph - in communication with issues related to new speed signs - AMPR's at Siblyback - in communication with parking fine issues - 2 burglaries in St Cleer - St Cleer Primary school - Bridge academy - issue with their trees reported by local residents - Community Chest Fund - funds available have been offered to the Youth Club - Road near Treworgy Manor where slurry on road is an issue - in communication about that
2025.10.22-05	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:

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- A - Ref. No: PA25/07339 - [The change of use to mixed use \(agriculture and community facilities and workshop\). Erection of Community Hub building and provision of car parking. Erection of accessible compost toilet \(retrospective\). Erection of Three Polytunnels. Demolition of workshop building \(dev class E\) and rebuilding on reduced footprint. Demolition of small open sided agricultural building.](#) - Tregovenek Attwood Lane Pensilva Liskeard Cornwall PL14 5QU
- B- Ref. No: PA25/07446 - [Erection of new garage and store](#) - Rosebank View Darite Liskeard PL14 5JP

and any other planning applications received before 12pm on 22.10.25

Minutes:

A - Cllr Laybury gave report as visited site with Cllr Sargeant and Gymer - all very impressed with what was planned, what they have in mind is great. Very sheltered, original footprint to be used. They have 50 volunteers. Very much in support

A - Cllr Raymond Pearce ▾ **proposed to comment "to support"** ▾ **application PA25/07339 on the Cornwall Council Portal**

Cllr Mel Gymer ▾ **seconded**

Outcome: **Carried** ▾

B- Cllr Laybury gave a report as visited the site - said water run off is significant - thinks it should be resubmitted with better consideration from water run off. Historic information provided about known flooding in that area.

B - Cllr Lou Laybury ▾ **proposed to comment "to object"** ▾ **application PA25/07446 on the Cornwall Council Portal**

Cllr Clive Sargeant ▾ **seconded**

Outcome: **Carried** ▾

C - Ref PA25/06777 at Lower Yard, Higher Tretharrup for "Proposed replacement self-build dwelling" - 5 day protocol (came in after agenda published - Council originally supported the application)

- Cllrs commented that the heritage report is very much against the application
- this report wasn't available at the time of the council's original decision

C - Cllr Raymond Pearce ▾ **proposed to reply to agree with the planning officer's recommendation in relation to the 5 day protocol for application PA25/06777**

Cllr Sue Harbord ▾ **seconded**

Outcome: **Carried** ▾

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	19:41 meeting break 19:42 meeting resumed
2025.10.22-06	Chairman's Announcements Minutes: - Remembrance day service on the 9th November
2025.10.22-07	Clerk report Minutes: - Clerk holiday booked December dates - 11, 12, 15, 22, 23, 24, 29, 30, 31 - Footpaths have been cut again. Works on the enhanced LMP will start soon - First aid course carried out 22nd Sept - Clerk, Cllr Horsfield and 4 members of the public attended - Play park seat has been replaced as the first replacement had a chip in it - St Cleer church gave thanks for £1000 grant application approved at last meeting - Thank to Cllr Laybury for helping with quotes and funding applications, and getting public toilet light working - We have had a repeated football hire booking 28th Oct for £40 and a course on 8th Dec for £60 - Abandoned car in Village car park reported to Cornwall Council but as its taxed nothing can be done - Currently holding off signing up to the Breakthrough Comms Data Protection Tool kit as CALC are doing a briefing in Nov about what is required for the AGAR
2025.10.22-08	Reports - A - Representative meetings - CAP 7th Oct - B - Skate Park working group - C - Health and Safety - TO RECEIVE August and September report received for the Pavilion, Horizon Play Park, Sportsground / skate park / Gym equipment / public toilets / allotments - D - Police - Since 30/8/25 to 1/10/25 there have been the following crimes in the St Cleer area that are disclosable - Assault, Threats of violence, Criminal Damage, Theft, Road Rage Minutes: A - Cllr Horsfield created a report - circulated to councillors B - Cllr Laybury created a report - circulated to councillors. They visited Millbrook skatepark C - Received
2025.10.22-09	Matters arising from previous minutes

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	Minutes: - TO NOTE - Doors and windows are being installed at the pavilion this week - panic bars have not been installed on the new doors due to a miscommunication with the installer - all councillors were made aware.
2025.10.22-10	TO REVIEW AND APPROVE previous full council meeting minutes from 24.09.25 Minutes: - mistakes in minutes that have been updated - 2025.09.24-13F - raymond proposed and seconded, should be jon prinn proposed and raymond seconded - Date of meeting on minutes should have been 24th NOT 27th Cllr Jon Prinn proposed to accept minutes from full council meeting 24.09.25 as accurate and correct, with the above changes Cllr Raymond Pearce seconded Outcome: Carried
2025.10.22-11	FINANCE - A - TO RECEIVE monthly councillor reconciliation check report from previous month - Clerk and Cllr Laybury - no anomalies to report - B - TO RECEIVE previous months bank reconciliation - C - TO NOTE clerk spend £5.04 on folder dividers and £20.89 for footpath sign tester for enhanced LMP grant, as per financial regulation 9.5 - D - TO NOTE - Direct debit for SW water for the pavilion has gone from £46 to £38.50 per month, toilets have gone from £23.50 to £63.50 per month - E - TO APPROVE spend of LMP grant £12,406, for clerk to make payments where required - F - TO CONSIDER costs for 'Intro to planning training' 15th Oct £35+ VAT each for Cllr Horsfield and Gymer, and costs for training course 'Budgeting - Steve Parkinson' 6th Nov £35+ VAT for Cllr Laybury - G - TO CONSIDER invoice from Vision ICT for £20 for Cllr Ayres email - H - TO CONSIDER invoice from Cornwall Council for Election costs £342.76 - I - TO CONSIDER invoice from David Miller for clearing, strimming and laying plastic on 2 vacant allotment plots - J - TO APPROVE payment Schedule for October 2025
2025.10.22-11A	Minutes:
2025.10.22-11B	A - Received
2025.10.22-11C	B - Received
2025.10.22-11D	C - Noted
2025.10.22-11E	D - Noted - due to high water usage, Clerk will keep an eye on this
2025.10.22-11E	E - Cllr Jon Prinn proposed to allow Clerk to spend LMP Grant £12,406 and make payments when needed

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	Cllr Lou Laybury ▾ seconded Outcome: Carried ▾
2025.10.22-11F	F - Councillors discussed the value of current planning training as the planning rules will be changing in the near future F - Cllr Sue Harbord ▾ proposed to approve costs for 'Intro to planning training' 15th Oct £35+ VAT each for Cllr Horsfield and Gymer, and costs for training course 'Budgeting - Steve Parkinson' 6th Nov £35+ VAT for Cllr Laybury, and any future planning training to come before the council before booking due to upcoming changes Cllr Raymond Pearce ▾ seconded Outcome: Carried ▾
2025.10.22-11G	G - Cllr Sue Harbord ▾ proposed accept invoice from Vision ICT for £20 for Cllr Ayres email Cllr Jon Prinn ▾ seconded Outcome: Carried ▾
2025.10.22-11H	H - Cllr Jon Prinn ▾ proposed to accept invoice from Cornwall Council for Election costs £342.76 Cllr Raymond Pearce ▾ seconded Outcome: Carried ▾ 20:05: Cllr Laybury left the room due to interests
2025.10.22-11I	I - Cllr Sue Harbord ▾ proposed to accept invoice from David Miller for clearing, strimming and laying plastic on 2 vacant allotment plots for £110 Cllr Raymond Pearce ▾ seconded Outcome: Carried ▾
2025.10.22-11J	J- Cllr Harbord read through payments to be approved - shared with councillors Cllr Jon Prinn ▾ proposed to approve payment Schedule for October 2025 Cllr Raymond Pearce ▾ seconded Outcome: Carried ▾ 20:09 Cllr Laybury returned to the room
2025.10.22-12	TO REVIEW AND APPROVE grant applications as recommended by the finance and general purposes committee - A - Cleer way church - Toddler group - £702

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	- B - The Arc Theatre - Gonamea Production - £250 - C - St Cleer General Cemetery (Dissenters)- Grass cutting - £500 Minutes: - Budget info - S214 (C) - budgeted £1500 - so far £1000 spent - All other grants (A and B)- £5000 budgeted - so far £0 spent 20.10 Cllr Harbord left the room due to interest A, B, C - Cllr Clive Sargeant proposed to accept the grant applications from Cleerway church for £702 for their toddler group, The Arc Theatre for £250 for the Gonamea production, and St Cleer General Cemetery (dissenters) for £500 towards their grass cutting Cllr Raymond Pearce seconded Outcome: Carried
2025.10.22-13	To DISCUSS recommendation from F&GP committee to create an admin assistant position to support the clerk and AGREE associated actions Minutes: 20.14 Cllr Harbord returned to the room - Position suggested at F&GP committee so clerk can delegate admin tasks to make better use of clerks time and be able to get more done - On the budget have added £7887.99 which is broken down below - Salary - 7 hours per week at £18 = £504 a month, £6,048 per year - Pension - £605 (if need to employ) - Equipment - £1000 for laptop (if need to employ) - Software - £234.99 - Cllr's discussed projects coming up next year - council is doing more now than in years passed, work being produced is more comprehensive. We can look at self employed or employed person Cllr Jon Prinn create an admin assistant role for 7 hours. The HR committee and clerk is given delegated authority to create a job specification and other associated recruitment procedures and costs associated with advertisement Cllr Mel Gymer seconded Outcome: Carried
2025.10.22-14	To CONSIDER recommendation from F&GP committee to allow the clerk an additional 5 hours per week as and where needed, for 12 months, to be authorised by the chair. Minutes:

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	Cllr Sue Harbord ▾ proposed to allow the the clerk an additional 5 hours per week when needed for 12 months, to be authorised by the chair Cllr Carol Ayres ▾ seconded Outcome: Carried ▾
2025.10.22-15	To RECEIVE draft budget as recommended by the F&GP committee, DISCUSS, and APPROVE budget and PRECEPT for 2026 / 2027 Minutes: - Budget sent to councillors with and without admin assistant. Precept figure with assistant (includes 7 hours a week, employment costs and equipment) worked out at £18 per hour gave precept of £88,807.18 - Slight update - salary to be calculated £18.35 per hour as per spinal point, creating precept figure of - £88,936.54 - Cllrs discusses approx 25% increase on last year precept Cllr Jon Prinn ▾ proposed to accept budget with assistant, with the amendment to the Salaries section for the assistant at £18.35 per hour, creating a precept of £88,936.54 Cllr Raymond Pearce ▾ seconded Outcome: Carried ▾
2025.10.22-16	TO CONSIDER CCTV Maintenance visit for £84.71 plus VAT with Unique fire and security due in December Minutes: - Discussed upcoming grant for CCTV and if this maintenance is worthwhile Cllr Raymond Pearce ▾ proposed to accept costs from Unique Fire and security for CCTV maintenance visit for £84.71 Cllr Carol Ayres ▾ seconded Outcome: Carried ▾
2025.10.22-17	To APPROVE date for the Annual Parish Meeting for 2026 Minutes: - date proposed 27th May 2026 for annual parish meeting and annual parish council meeting Cllr Jon Prinn ▾ proposed to set the date for the annual parish meeting and annual parish council meeting for 2026 on 27th May 2026 Cllr Raymond Pearce ▾ seconded Outcome: Carried ▾
2025.10.22-18	To RECEIVE recommendation from F&GP committee on number of hireable plots at the allotments and AGREE number of hireable plots

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	Minutes: - 61 hireable plots recommended by F&GP committee Cllr Jon Prinn proposed to agree that the number of hireable plots at the allotments is 61 Cllr Raymond Pearce seconded Outcome: Carried
2025.10.22-19	To CONSIDER Vision ICT carrying out a website MOT for WCAG 2.2 AA compliance Minutes: - They will carry out the MOT which includes 2.5 hours of their time at £145+VAT. - Our current accessibility statement is WCAG 2.1 AA compliant, but it needs to be WCAG 2.2AA compliant to comply with new assertion 10 of the AGAR. Cllr Raymond Pearce proposed to accept costs from Vision ICT to carry out a website MOT at £145+ VAT Cllr Lou Laybury seconded Outcome: Carried
2025.10.22-20	To CONSIDER giving the clerk delegated authority to accept quotes for strimming and covering vacant allotment plots, and small repairs around the parish, up to a total value of £300 for the rest of the financial year. Minutes: - This is to help speed up small works to be carried out - Discussed value clerk can authorise - £1000 discussed to allow more works to be carried out Cllr Clive Sargeant proposed to give the clerk delegated authority to accept quotes for strimming and covering vacant allotment plots, and small repairs around the parish, up to a total value of £1000 for the rest of the financial year. Cllr Raymond Pearce seconded Outcome: Carried
2025.10.22-21	To NOTE typo in approved hire rates for 2026/2027, and APPROVE updated corrected version Minutes: - Junior football club said £21 per booking should have been £41 Cllr Jon Prinn proposed to amend typo in hire rates on Junior football club from £21 per booking to £41 per booking. Cllr Mel Gymer seconded Outcome: Carried
2025.10.22-22	TO RECEIVE applications for Co-option

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	Minutes: none received Non received
2025.10.22-23	Date of next meeting: 28th November 2025
2025.10.22-24	*Proposal to restrict meeting and exclusion of the press and public for a closed session - 1960 Public Bodies (admission to Meetings) act s1 (2)* Minutes: 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 and contractors Cllr Mel Gymer seconded Outcome: Carried
2025.10.22-25	TO CONSIDER quote for various repairs around the Parish and AGREE associated actions and expenditure Minutes: 21.05 Cllr Laybury left the room due to interest - Quote from Dave Miller total is £375 + tip costs for the below - Public toilets - Replace toilet roll holder supplied by council - Pavilion entrance gate - Supply and fit latch at pavilion entrance gate - War Memorial bus shelter- Replace guttering - Chapel Row bus shelter - Replace guttering - Darite Bus shelter - Replace guttering - Horizon Play Park- Maintain growth around fencing. - Skatepark - Removal of waste metal near the youth shelter/skate park. Cllr Sue Harbord proposed to accept quote from David Miller for £375 + tip costs to replace / repair the above items Cllr Raymond Pearce seconded Outcome: Carried
2025.10.22-27	To CONSIDER quotes for replacement MUGA lights, and AGREE associated actions and expenditure Minutes: 21.08 Cllr Laybury returned to the room - Cllrs discuss replacing lights vs testing what is there now, and looking to replace in future as part of larger MUGA project

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	3 quotes received for replacing the lights and 1 quote for doing an electrical inspection Cllr Sue Harbord proposed to accept quote from DRH for electrical inspection on the lights for £220, if they fail, we ask them isolate the switch so the lights can't be turned on Cllr Raymond Pearce seconded Outcome: Carried
2025.10.22-26	TO REVIEW Facilities and Grounds Contractor contract, and AGREE any associated actions Minutes: - To review works carried out by David Miller - excel and PDF doc in drop box (same information) of worksheet and works completed - Cllrs discussed works carried out - very happy with works

Meeting closed at: 21.19

To be ratified by full council on: 26.11.25

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