



Minutes of the Meeting of Stoke Climsland Parish Council held in the Parish Hall at 7pm on Monday, 16th June 2025

Minute No		Action
Present	S Ross, Chair, R Davies, B Lightfoot, S Cazaly, B Langsford, M Howlett and T Selwood, 5 members of the public	
29/26 Apologies	C Smith, Work and A Parsons CC, Clash of meetings	
30/26 Cllr Declarations	a Disclosable pecuniary interests – None b Non-registerable interests – None c Declaration of gifts - None d Applications for dispensation – None	
31/26 Minutes	Council Meeting of 19th May TS proposed and MH seconded that they were a true record Agreed unanimously Extraordinary Meeting of 28th May RD proposed and BLi seconded that they were a correct record Agreed 5-0 with 2 abstentions	
32/26 Public Session	No-one wished to speak	
33/26 Planning	1. Applications for comment a. Biogas Plant at Tresallick. Bli proposed support MH seconded and Agreed unanimously b. PA25/03105 Extension to Broadgate Engine House PL178LH Bli proposed support MH seconded Agreed unanimously c. PA25/03106 Listed Building Consent Broadgate Engine House Bli proposed support MH seconded Agreed unanimously 2. Decisions notified – none 3. For Information Items were noted	
34/26 Cornwall Council	Cllr A Parsons had given his apologies, his written report is appended	
35/26 Recruitment	BLi, Chair of HR reported (as Appended) and proposed the motion, That the Parish Council appoint Suzanne Cleave to take up the position of our Clerk/RFO on these terms. SR seconded and Agreed unanimously The Clerk was delegated to deal with the appointment process and any negotiating decisions were delegated to the HR committee. Proposed by SR seconded by BLa and Agreed unanimously	
36/26 Finance	a. Payments Schedule for June was proposed by RD seconded by BLi and Agreed unanimously b. Cashflow year to date as circulated was Noted c. TS volunteered for Finance Scrutiny in July	

37/26 Correspondence	Correspondence had been received from the CAB reporting work in the Parish and requesting funding and from R Smith regarding footpaths in the parish. Both items to be added to the July agenda	
38/26 Work Plan	a) Play Areas SC reported no progress b) Carbon Zero Committee RD reported that the Retrofit Guide will be launched at the Village Show.	
39/26 Items for next agenda	As well as the CAB and footpaths at item 27/26 Council Roles and the death of Jubilee trees. RD gave apologies for July meeting as he will be away.	
40/26 Co-option of two Councillors	There were 4 applications for co-option Nigel Cooper, David Crawley, Jeremy Forbes and Michael Williams. All except JF were present and asked if they wished to speak. Only MW chose to expand on his written statement.	
41/26 Motion from the chair	I propose from the Chair the restriction of the meeting and exclusion of the press and public for a closed session as in the 1960 Public Bodies (admission to Meetings) Act s1 (2).for the final item. Seconded RD and Agreed unanimously	
42/26 Co-option ballot	The clerk distributed pieces of paper to the members with the request that they write the names of their two preferred candidates, she collected the papers and counted the votes as follows N Cooper 3 D Crawley 4 T Forbes 1 M Williams 6 M Williams was elected and J Forbes removed from the second ballot N Cooper 3 D Crawley 4 D Crawley was elected.	
	The meeting closed at 8pm with a presentation to the retiring Clerk of a bouquet, a card wishing her a happy retirement and a garden voucher. She thanked the Council and said how much she had enjoyed working with and for them.	

Appendix 1 Payments Schedule for June

Stoke Climsland Parish Council

Payment Schedule Current Account

DATE **June** 2025

INCOME

EXPENDITURE

Payee	Invoice date	Invoice #	Description	Amount
Mrs D Watson			Salary	£ 976.50
Old School			Meeting	£ 8.00
SC Sports & Social Club			Interviews	£ 25.00

Husband Tree & Grounds		Fence repairs	£ 720.00
QC Lawrence	S137 grant	planter	£ 250.00

Direct Debit as authorised

Transfers to EMR

TOTAL £ 1,979.50

Appendix 2

Report from Chair of HR regarding recruitment of Parish Clerk/RFO

We had 3 applications for the post – one was unable to attend for interview.

We interviewed 2 people – both had excellent qualifications but after adding up score sheets one was slightly ahead of the other, and had clerk/RFO experience.

We recommend the Parish Council offers a 50 hours a month contract.

Starting pay at Scale Point19 - £31,067, pro rata for part time working, during the initial 6 month probationary period.

This will rise to £32115 per annum, pro rata for part time working, being the current salary point 21 within the range on completion of probation

A further 1 SP for attainment of CiLCA as laid down in the model contract.

A further 1 point rise in Salary if the council achieves Silver Council Status.

And an annual increase of 1 point for satisfactory performance on appraisal rising to SP32 after 10 years with satisfactory performance.

Suzanne is Launceston based and her start date will be July 1st

Derris will be introducing all aspects of her job over the next couple of weeks which may take place before July 1st so we will have to pay Suzanne for her time. After July 1st it will come out of her standard hours and we would need to pay Derris.

The Council will need to provide a PC and HR would like authorisation from the Council to purchase a machine up to £1200, which is available in the ear-marked reserves. (Note the make and model needs to be discussed with Suzanne)

Motion to Council I would therefore propose that the Parish Council appoint Suzanne Cleave to take up the position of our Clerk/RFO on these terms.