

**ST CLEER PARISH COUNCIL – FOLLOWING ANNUAL PARISH COUNCIL MEETING**

**AGENDA**

Topic: Annual Meeting of the Parish Council  
 Time: Jul 29, 2020 07:00 PM London

**NOTICE is hereby given** that a Virtual Meeting of the Parish will be held on Wednesday July 29, 2020 at 7.30 to which members are summoned to attend

Join Zoom Meeting  
<https://us02web.zoom.us/j/88236087117?pwd=bXc4YWpwMXRzNzN0MXppLy85TXp6Zz09>



Meeting ID: 882 3608 7117  
 Passcode: 0zXNhD

1	<b>To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting</b>	
2	<b>Members declarations</b> <ul style="list-style-type: none"> <li>a. Disclosable pecuniary interests</li> <li>b. Non-registrable interests</li> <li>c. Declarations of gifts</li> <li>d. Applications for dispensations</li> </ul>	
3	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• WC in St Cleer Village</li> <li>• NDP Status Decision:</li> </ul> <p>I've just received confirmation that the decision to publish the post examination amended neighbourhood plan has been signed off, so the NDP is now agreed and will carry significant weight in decision making. I'm arranging for the webpage to be updated now and will inform the DM Area Team and get the NDP mapping updated to reflect the plan's status.</p>	
4	<b>Policies and Procedures to adopt</b> <ul style="list-style-type: none"> <li>• Critical Incident Review</li> <li>• Managing attendance at meetings</li> <li>• Communications Strategy</li> <li>• Wifi Policy</li> <li>• Anti Social Behaviour Policy</li> </ul>	
5	<b>Update from Estates</b> <ul style="list-style-type: none"> <li>• Remembrance Sunday Motion</li> <li>• Pavilion Maintenance Motion</li> <li>• Equipment Inspection Motion</li> </ul>	
6	<p><b>Planning Applications since the last meeting (additional applications received prior to the meeting will be added to this list). The St Cleer NDP is to be found here:</b>  <a href="https://plansupport.services/wp-content/uploads/2019/11/st-cleer-parish-ndp-mark-2-Deposit-Draft-Corrected2-compressed.pdf">https://plansupport.services/wp-content/uploads/2019/11/st-cleer-parish-ndp-mark-2-Deposit-Draft-Corrected2-compressed.pdf</a></p> <p><b>Construction of first floor extension and associated internal alterations</b>                  Planning Application                  Minions House Minions Liskeard Cornwall PL14 5LF                  Ref. No: PA20/04007   Received: Thu 14 May 2020   Validated: Tue 30 Jun 2020   Status: Pending Consideration</p>	Due to the nature of Virtual Meetings it is necessary for all Councillors to have inspected the documents on the Cornwall Portal PRIOR to the meeting

	<p><b>Extension to existing cafe</b>          Planning Application          Siblyback Water Sports Common Moor Liskeard Cornwall PL14 6ER          Ref. No: PA20/05124   Received: Mon 22 Jun 2020   Validated: Mon 13 Jul 2020   Status: Pending Consideration</p> <p><b>Proposed store for equipment and maintenance machinery</b>          Planning Application          Horizon Poultry Farm Tremar Liskeard Cornwall PL14 6EA          Ref. No: PA20/05331   Received: Mon 29 Jun 2020   Validated: Thu 16 Jul 2020   Status: Pending Consideration</p> <p><b>Application</b> PA20/05397  <b>Proposal</b> Construction of new detached garage  <b>Location</b> Merrymeet Vineyard Merrymeet Liskeard Cornwall  <b>Applicant</b> Mr Mark Thomas  <b>Grid Ref</b> 229223 / 67381</p> <p><b>Application</b> PA20/05861  <b>Proposal</b> Proposed extensions on north and west elevations and alterations  <b>Location</b> Crylla Farmhouse Siblyback Lake Common Moor Liskeard  <b>Applicant</b> Mr And Mrs A Tapper  <b>Grid Ref</b> /</p>	
	<p><b>RESTRICTED ITEM</b>  <b>Proposal for Restriction related to Contractual Matters</b></p> <p><b>Contractual Matters</b></p> <ul style="list-style-type: none"> <li>• SLA</li> <li>• Website</li> </ul>	

**St Cleer Parish Council  
Remembrance Sunday**

<b>Date of Document:</b>	20.7.20
<b>Committee / Sub Committee the motion is intended for:</b>	Parish
<b>Date of that Meeting:</b>	July 2020
<b>Proposer:</b>	Estates
<b>Seconder:</b>	

**Situation:**

The RBL in St Cleer has folded and in 2019 Parish was asked to take on arranging the remembrance service

**Background:**

This is an annual event in St Cleer

**Assessment:**

A Councillor needs to take forward the arrangements for the ceremony; the Clerk has templates for Road Closure Application and event management

Planned Road Closure Training for SxH, JP, and JR was cancelled due to Covid 19

**Proposed Motion:**

A councillor takes on the day to day arrangements for the event

The Clerk be asked under DA to update the RA and apply for a road closure (small charge applies)

**St Cleer Parish Council  
Website**

<b>Date of Document:</b>	<b>20.7.20</b>
<b>Committee / Sub Committee the motion is intended for:</b>	<b>Parish</b>
<b>Date of that Meeting:</b>	<b>July 2020</b>
<b>Proposer:</b>	<b>Community Engagement</b>

**Situation:**  
We have long planned an update to the website; it has no security certificate and from 1.9.20 will not meet the accessibility standards for government websites

**Background:**  
New features to include:

- Policies and procedures
- Pictures from the competition
- Information about the Gym, pitches and Horizon
- Link to Face Book (which will enable live streaming on Zoom)
- News feature
- Councillors info
- A more intuitive and up to date theme

**Assessment:**

System	Build	Annu	Hourly rate	Commentary
Wordpress	£ 900	£ 240	£ 50	Initial reply; somewhat flat feel to communication with the co
UKLC	£ 1,550	£ 855	£ 35	Initial reply
Wordpress	£ 2,000	£ 612		Initial reply; followed up diligently; lots of add ons
	£10,000			I declined
				Declined St Cleer PC
Awaited (from October)				
	£3-4K			Generic quote as busy
ipages	£ 2,099	£ 437		
CMS	£ 1,820	£ 745		700 PC accounts. Discounts offered for 2-3 year SLAs (Up to 2
Awaited (recent request)				
TEEC	£ 1,198	£ 240	£ 28	Work with over 50 Parishes; <a href="https://greenham.gov.uk/">https://greenham.gov.uk/</a>
Awaited (recent request)				
Bespoke	£2.1 - £2.45K			No apparent PC experience Very simple uploading and content changing
Awaited (recent request)				No apparent PC experience
?	£ 4,100	£ 480		No apparent PC experience

**Proposed Motion:**  
That the CMS (700 Parishes) and TEEC (50 Parishes) system quotes be pursued by Community Engagement with the Clerk given DA to progress purchase and transfer of all data to meet the September deadline using identified EMR funds

**St Cleer Parish Council  
Pavilion Maintenance regime**

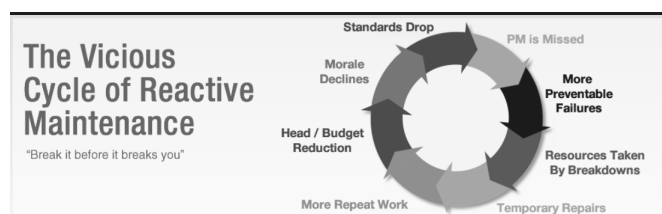
<b>Date of Document:</b>	22.7.20
<b>Committee / Sub Committee the motion is intended for:</b>	Parish
<b>Date of that Meeting:</b>	July 2020
<b>Proposer:</b>	
<b>Seconder:</b>	

**Situation:**

The 'ref's' door is insecure due to deterioration  
 A soffit needs to be replaced / repaired and shows water ingress  
 Wall needs repair due to wear and tear related to a gate  
 All windows need repainting / sanding  
 All doors need repainting and some need carpentry repair due to wear and tear carried out  
 A metal guard placed over the oil inlet to prevent antisocial behaviour  
 A significant amount of material needs to be disposed of (doors, tyres, half empty paint cans)  
 Material from the Carnival Committee needs to be assessed for keeping or disposal (since the container has been given to the football team)  
 The door from the kitchen presents as a trip hazard as the door has a raised foot and a long drop on the exterior

**Background:**

Pre-planned preventative maintenance at the Pavilion is a new initiative which needs to be assessed and factored into future budgets



The second stage of lockdown work for the caretaker needs to be put in place

**Assessment:**

Reactionary Maintenance needs to be addressed, rubbish cleared and painting undertaken  
 A pre planned maintenance plan needs to be drawn up and costed professionally, presented to Parish and approved prior to it being put into the EMR / Future budget arrangements

**Proposed Motion:**

To:  
 Appoint a Chartered Surveyor to provide a costed Pre-planned Maintenance Plan for the Pavilion (quote requested)  
 Quote for repairs (requested) and authorisation with delegated authority to the Clerk to take forward  
 Quote for a step being installed and to be returned for authorisation (Parish or Estates)  
 Quote for oil inlet cage insertion and to be returned for authorisation (Parish or Estates)  
 Ask support from Carnival Committee to sort material being held on their behalf and or arrange for onward storage  
 Hire of Skip £287 (single quote for 6-yard skip, may be less once quoted formally) and authorisation with

delegated authority to the Clerk to take forward

Determine paint colour choice for the windows (Brown as per or red to match doors)

**St Cleer Parish Council  
Annual Equipment Inspections**

<b>Date of Document:</b>	22.7.20
<b>Committee / Sub Committee the motion is intended for:</b>	Parish
<b>Date of that Meeting:</b>	July 2020
<b>Proposer:</b>	
<b>Secunder:</b>	

**Situation:**

St Cleer is required to have an external annual assessment of their play and gym equipment (plus skate park)

The Play Company have been used for a number of years and in the matter of the skate park the RoSPA assessment provided a perceptible quality difference with little increase in price. They were also able to be more reactive and able to provide more frequent assessments which St Cleer found very useful.

**Background:**

It is timely to consider a change of inspector and the Insurance Company are open on provider

**Assessment:**

RoSPA offer a more holistic assessment and will provide a new monthly checklist for all equipment as well as an assessment of any safety hazards on the wider Sports Field. More they provide assessments in relation to access a matter that Estates are keen to progress

The Checklist and access assessment will only be required in year 1; meaning that in future years RoSPA will be cheaper than the previous provider

**Proposed Motion:**

To appoint RoSPA to undertake St Cleer assessment on a 3-year basis as follows:

Site Name and Address (postcode or detailed map / directions required)	Annual Inspection Play Non-commercial £68.50 * Commercial £95.5	Checklist £30	Access Assessment £35	Annual Inspection Water / Pond £68.50	Annual Inspection Playing Field £68.50	Appointment with the inspector (accompanied inspection) £42	Tick for Automatic (inspect each year until further notice)
ST CLEER PAVILION PL46EE GYM		✓	✓	—	✓	—	✓
HORIZON PLAY PARK. R/O MEMORIAL HALL WELL LANE, ST CLEER.		✓	✓	—	—	—	✓
	137	60	70		68.50		

\*Annual Inspection (Play) fee is for up to 5 items of play equipment. Additional items over 5 will be charged at £3.50 per extra item  
N.B. All prices are subject to VAT.

£ 335.50

**St Cleer Parish Council  
Anti-Social Behaviour Policy**

<b>Date of Document:</b>	22.7.20
<b>Committee / Sub Committee the motion is intended for:</b>	Parish
<b>Date of that Meeting:</b>	July 2020
<b>Proposer:</b>	
<b>Seconder:</b>	

<b>Situation:</b>  Recent Anti Social Behaviour issues at the Pavilion and a divergence of opinion in management arose
<b>Background:</b>  If St Cleer has had a policy in relation to ASB it was lost in 2018; none currently exists
<b>Assessment:</b>  Application of consistent policy in this matter is essential to prevent ASB in St Cleer
<b>Proposed Motion:</b>  To adopt the ASB Policy