

St Cleer Parish Council

Minutes of the EXO Meeting of the Estates Committee on 20 January 2021, virtually

Penelope Andrews		
Sue Harbord, Councillor	Vice Chair of Council	
Suzanne Horsfield, Councillor	Estates Committee	Absent
Jon Prinn	Chair of Council, Chair of Estates	In attendance
Clive Sargeant, Councillor	Vice Chair, Estates Committee	In attendance
Brian Smith, Councillor	Estates Committee	In attendance
Chris Ullman, Councillor		In attendance
Derris Watson, Councillor		
Andy Webb, Councillor	Estates Committee	Apologies
Ivor Morris, St Cleer Allotments Assoc	Non-voting member	In attendance
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggan	
Roni Jones	Clerk In attendance	RJ
Members of the Public		5

JP asked for nominations for the role of Vice Chair and CS indicated his willingness to serve; there being no other candidates JP proposed and BSm seconded the nomination and the motion caRRIED

1	Apologies for absence	
2	Members declarations a. Disclosable pecuniary interests b. Non-registrable interests c. Declarations of gifts d. Applications for dispensations None	
3	Minutes of Previous meeting To receive and approve minutes of the last meeting(s) a. 18 th November 2020 (circulated) The minutes of 18 th November were proposed as an accurate record by JP and were seconded by CU; Motion carried	
4	Matters Arising <ul style="list-style-type: none"> • Allotments water supply – SWW have visited price now to be applied for • WC RA – review to remain closed but a new RA to be undertaken and taken to parish • Pukator Lane Grit bin – an elector had made provision for the bin to be sited at ground level. RJ to have a risk assessment undertaken of the hillock to the rear. 	

	<ul style="list-style-type: none"> • RoSPA – report awaited • Estates feedback on the new website content – CU had made suggestions for improvements 					
5	Pavilion PPM <ul style="list-style-type: none"> • Requested quotes not received – due to Clerk absence this has not been progressed 					
6	AEDs Horizon / Market Inn <ul style="list-style-type: none"> • Signage awaited for the phone box and the movement from Market Inn authorised; Dutchy Alarms have suggested to use local WIFI; a motion to progress Parish Dongle was restates by JO and seconded by CS and carried • Grant from the community fundraising group for Horizon in hand – due to Clerk absence this has not been progressed 					
7	Equality Impact Assessments – Rolled Over	All				
8	Allotments <ol style="list-style-type: none"> 1. Ivor was welcomed to the meeting 2. Service Level Agreement / Allotment day to day Management Following discussion, where the views of the Allotment Association were heard JP, seconded by CU proposed that a motion be drawn up for Parish as follows: <table border="1" data-bbox="327 884 1340 1859"> <tr> <td> <p>Situation:</p> <p>The NALC JD for Clerks (adopted by St Cleer) does not include day to day allotment management; as a result, although this is attempted the level of service to the allotments has been consistently below par creating frustration on both sides</p> <p>The Allotment Association is not in a situation where it is able to do more than practical introduction and liaison with contractors</p> <p>A productive meeting has led to the development of a draft SLA based on Worthing BC’s; at the Estates meeting the Allotment Association has indicated that they are not able to meet such an arrangement</p> </td> </tr> <tr> <td> <p>Background:</p> <p>Historically Council liaison was used to ‘manage’ the allotments; however, with no individual authority this has, over time, been unhelpful</p> <p>Tenants now have contracts and a procedure is in place to manage delinquent plots; we now have full occupancy of the plots. The Allotment Association has had some recent changes and is low on volunteer power</p> <p>Parish stated on the last website that it had a ‘light touch’ management of the allotments and it is no longer adequate and has resulted in</p> <ul style="list-style-type: none"> • Poor payments • Derelict plots • Underoccupancy • Lack of pre-planned and preventative maintenance • DDA Compliance issues • Lack of amenity (poor water pressure, no WC, rubbish removal, car parking and loading provision etc) </td> </tr> <tr> <td> <p>Assessment:</p> <p>It is timely to agree the forward management of the allotments; given that this will require longer term arrangements to be put in place Parish must give Estates a mandate for the actions to be taken</p> </td> </tr> <tr> <td> <p>Proposed Motion:</p> <p>Parish to mandate Estates to:</p> <ul style="list-style-type: none"> • Work up a JD for an Allotments secretary to be appointed in house on a zero hours contract to meet the needs of the Parish in terms of day-to-day management of the Allotments • Amend the drafted SLA for a managing agent and contract that out • (work with the allotment association to enable them to meet the SLA – this was tabled at Estates but considered untenable by the association) <p>Any work on this will be returned to Parish for full resolution</p> </td> </tr> </table> <p>Motion Carried</p> 3. Request for skip hire – it was proposed by JP and seconded by CS that the costs for a skip or a waste disposal contractor be met by Estates to be delegated to the Clerk to the value of £400. Councillors to recommend contractors to the Clerk. 	<p>Situation:</p> <p>The NALC JD for Clerks (adopted by St Cleer) does not include day to day allotment management; as a result, although this is attempted the level of service to the allotments has been consistently below par creating frustration on both sides</p> <p>The Allotment Association is not in a situation where it is able to do more than practical introduction and liaison with contractors</p> <p>A productive meeting has led to the development of a draft SLA based on Worthing BC’s; at the Estates meeting the Allotment Association has indicated that they are not able to meet such an arrangement</p>	<p>Background:</p> <p>Historically Council liaison was used to ‘manage’ the allotments; however, with no individual authority this has, over time, been unhelpful</p> <p>Tenants now have contracts and a procedure is in place to manage delinquent plots; we now have full occupancy of the plots. 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9	Woodland Trust Application -Item Dismissed	CU				

	40 trees in hand which is enough for the environmental group to manage at this time	
10	Environmental Policy – Rolled Over	CU
11	Footpaths Working Party 1 new member generated from the recent Granite Post article – Terms of Reference to be drawn up between the Clerk and CU	SxH / CU
12	Grit Bins <ul style="list-style-type: none"> To note elector concerns Potential new locations – Tremar Lane and Fernside Park Annual Salt delivery – Clarifications being sought from Cornwall – bill for £422 from recent fill put into dispute until such time as this is resolved. Reserve Salt Supplies – see motion Following discussion, it was proposed by JP and seconded by CS that the following motion be drafted for Parish. Motion carried <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Situation: Request for 2 new Grit bins; request to purchase grit and have this distributed given the absence of the caretaker Given the aggregated costs exceed the amount delegated to Estates a request is made to Parish</p> <p>Background: Annually Cornwall tops up grit bins once per year free and any subsequent top ups are the responsibility of the Parish. Several electors (4) have reported that bins were empty in December and Cornwall state that there was a top up in November. Coverage was inadequate in the recent cold snap and Councillors filled bins from the reserve held. This is now finished. Two areas. Tremar Lane and Fernside Pk have reported car accidents related to skidding; one near miss has been recorded in relation to personal injury Cornwall have an inventory of St Cleer bins and it is thought that their list is incomplete The recent fill of 3 bins requested by the acting clerk equated to a charge of £422 which has been put into dispute</p> <p>Assessment: This is a live elector concern; correspondence is on file from Sheryll Murray MP and Martin Eddy Extreme weather is not uncommon in St Cleer Outlay proposed is significantly less than damage experienced by electors</p> <p>Proposed Motion:</p> <ul style="list-style-type: none"> Councillor audit of bins and a list drawn of those in need of supply Purchase of 2 new bins £400 Palette of Grit (42x20kg) purchase at £159 Delivery of both items to Contractor’s site; Contractor requested to install bins and fill all as required with the grit purchased at a cost of £TBC per bin (number of bins TBC by Councillors above) Clerk to pursue issues with Cornwall about annual fill and remedy </div>	