

# ST CLEER PARISH COUNCIL

## Meeting of the Estates Committee

Minutes of the meeting of the Estates Committee held on 12<sup>th</sup> January 2022

Minute no		Action
	<b>Persons Present:</b> Cllr. C. Sargeant (Chair), Cllr. N. Emms, Cllr. S. Horsfield, Cllr. Ivor Morris, Cllr. B. Smith Members of the Public: 1 In Attendance: E Luther, Clerk/RFO	
E1/22	<b>To Receive and Accept Apologies and Absences:</b> Absent: Cllr. J. Prinn	
E2/22	<b>To Receive Any Declarations of Interest from Members/Dispensations:</b> None declared.	
E3/22	<b>To Resolve to Approve the Minutes of the Last Meeting on November 10<sup>th</sup> 2021:</b> Proposed: Cllr. S. Horsfield, Seconded: Cllr. Morris <u>Carried</u> One abstention due to absence from the above-mentioned meeting	
E4/22	<b>Speeding Issues</b> i) Speed camera update – the Council is still awaiting the provision of a suitable pole to hold the speed camera and solar panel. There was a brief discussion about installation of the camera. This decision was deferred to the next meeting. ii) 20mph signs update – Cllr. Sargeant confirmed to the meeting that these unofficial signs would be illegal and so cannot be put up in the Parish.	
E5/22	<b>Redgate Bus Shelter</b> No update to report so item deferred to the next meeting of the Full Council.	
E6/22	<b>Skate Park</b> The prior quotes obtained and the prior information about possible grants is being examined by the Clerk with respect to progressing this project.	
E7/22	<b>Noticeboard</b> The Council is still awaiting a quote for the replacement of the Parish Noticeboard	
E8/22	<b>Grit Bins</b> During email correspondence between the Clerk and Cormac, it became clear that the Memorial Hall bin had been omitted from the refill schedule by Cormac by accident due to confusion about its location. The Clerk will request a copy of the grit bin map from Cormac to ensure it tallies with our own records.	Clerk

E9/22	<p><b>Pavilion and Pavilion Car Park:</b></p> <p>i) The Clerk reported that a check of the Pavilion fire extinguishers has been requested from Firewatch, and a check of the Emergency Lighting and PAT testing at the Pavilions has been requested with a local electrician.</p> <p>ii) After a lengthy discussion regarding improving the surface of the car park, it was resolved to give Cllr. Sargeant and Cllr. Emms delegated authority to obtain initial estimates of costs for planings/chippings to improve the potholes and general surface in the car park Proposed: Cllr. Morris, Seconded: Cllr. Horsfield Carried One abstention</p> <p>iii) The addition of a wheelchair ramp was discussed, along with improving drainage of areas where water is forming large puddles and impeding access. Cllr. Sargeant and Cllr. Morris will look at the possible location for a wheelchair ramp.</p>	<p>Cllr. Sargeant and Cllr. Emms</p> <p>Cllr. Sargeant and Cllr. Morris</p>
E10/22	<p><b>Matters of Public Interest/ Date of Next Meeting</b></p> <p>Cllr. Morris asked that Allotment holders be given a longer period of notice for the new rent and water charges this year in order for them to arrange the correct payments. This item will be carried forward to the agenda of the next Finance Committee meeting.</p> <p>Cllr. Emms raised concerns about trees and vegetation overhanging the public highway at a number of locations in the parish. Some of these areas have caused issues for buses and coaches. The Clerk will notify Highways of these locations and await their response regarding the ownership of the areas of encroachment.</p> <p><b>Meeting Closed at 8pm</b></p> <p><b>Date of Next Meeting: March 9<sup>th</sup> 2022</b></p>	<p>Clerk</p>

E19/21	<p><b>To Review and Prioritise the Current Estates Work Plan:</b></p> <p>Cllr. Prinn presented the current Work Plan for the Committee to go through and prioritise prior to the Plan being sent to Finance. All priority levels listed below were discussed and agreed by Cllrs. Sargeant, Morris, Smith and Prinn, with Red being the High Priority, Amber being Medium, and Green being Low:</p> <ul style="list-style-type: none"> <li>- <b>Due Diligence</b> – Red</li> <li>- <b>Pitch Maintenance</b> – Amber, changing to Green when the SLA was done</li> <li>- <b>MUGA Refurbishment, including Safety</b> – Red</li> <li>- <b>Skate Park</b> – Red</li> <li>- <b>Sports Pavilion</b> – Red (Clerk to check date of Electrical Testing and PAT Testing)</li> <li>- (Flooring in Pavilion Kitchen – to be removed from Work Plan as satisfactory)</li> <li>- <b>Recycling Quote Review</b> – Red</li> <li>- (CCTV – to be removed as it has now been upgraded)</li> <li>- <b>Millennium Garden</b> – Green</li> <li>- <b>Land at Trethevy Quoit</b> – Green</li> <li>- <b>Horizon Play Park</b> – Green</li> <li>- <b>Bus Shelters</b> – Green</li> <li>- <b>Grit Bins</b> – Amber, Cllr. Morris to do a full review and risk assessment</li> <li>- <b>Community Benches</b> – Green</li> <li>- <b>Community Noticeboards</b> – Red</li> <li>- <b>Footpaths</b> – Green</li> <li>- <b>Legionnaires Testing and Risk Assessment</b> – Red</li> <li>- <b>Horizon Play Park Safety</b> – Amber</li> <li>- <b>Risk Assessments</b> – Red, Cllr. Morris will go through them and review them.</li> <li>- <b>Conduct Annual Appraisal of Health &amp; Safety &amp; Legal Workings of the Council</b> – Red</li> <li>- <b>Update and Review the Assets Register in January 2022</b> – Red</li> <li>- <b>Allotments</b> – Priority to be Decided with regard to:- <ul style="list-style-type: none"> <li>- Improving access by providing hard standing by the main entrance gate / Kiosk for an area of 10m by 10m.</li> <li>- Providing an accessible composting toilet</li> <li>- Improving administration by re-numbering plots using an alpha-numeric system</li> <li>- Improving administration by reviewing Tenancy Agreement Terms and Conditions</li> </ul> </li> </ul>	<p>Clerk</p> <p>Cllr. Morris</p> <p>Cllr. Morris</p>
	<p><b>There being no further business, the Chairman closed the meeting at 9.20pm.</b></p>	