

St Cleer Parish Council

Date of Document:	16 January 2023
Committee / Sub Committee the motion is intended for:	Full Council
Date of that Meeting:	25 January 2023
Proposer:	Brian Smith
Seconder:	
3rd and 4th Signatories if required under Standing Order	

Situation:

St Cleer parish council own a Public toilet and a Car park in close Proximity to the parish Church.

Background:

Residents have been complaining that when the church has events the car park get filled with visitors cars.

This will be exacerbated in the near future when Johnny Cowling a Local celebrity will be performing at the Church. Tickets I understand are selling extremely possibly sold out so hundreds of extra people and their cars will be attending the church. Leaving the locals no option but to park further away from their home giving those with pushchairs and the elderly stress and concern.

The church will also have a licensed Bar which will cause extra stress on the public toilet as the Church does not have a drainage system . It is probable that the supply of drinks social events will become a regular event

Assessment:

The Carpark and toilet gets considerable wear and tear during these events The church is in the process of fund raising for internal works This is to the detriment of Parish property and residents

Proposed Motion:

That St Cleer Parish Council Charge the Church for the use of Parish facilities at Pavilion regular user hourly rates when they are holding fund raising events.

The charge would not be levied for non fund raising community events or spiritual events such as services, funeral, baptism, weddings etc (this list is not exhaustive)

Date received:**Action taken or motion rejected (under SO9h):****Signature of Clerk / Officer receiving the motion:**

St Cleer Parish Council Motion Template

Date of document	12 Jan 23
Committee / Sub Committee The motion is intended for:	25 Jan 23
Proposer:	
Seconder:	

Situation:

St Cleer PC needs to demonstrate a marked improvement in administrative, legislative and financial compliance which has been sub-optimal for a considerable period as illustrated by successful public challenge to the 20/21 Annual Governance Return and the PC declaring non-compliance in 6 of the 8 statements within the 21/22 Annual Governance Return (after the PC rejected the findings of the internal audit report compiled by LJC Bookkeeping Services (L Coles) for 21/22).

Neither clerk nor councillors are currently subject to any formal PC training program nor is there presently any PC endorsed personal development scheduled for 23/24.

St Cleer PC Training and Development Policy details a commitment to training and development and affirms that St Cleer PC recognises that its Members and employees are its most important resource.

Further, it states that: “...*The Council is committed to encouraging both Members and employees to enhance their skills, knowledge and qualifications through learning and development activities. Some learning is also necessary to ensure compliance with all legal and statutory requirements. St Cleer PC is committed to continuous learning and development to enable Councillors and employees to effectively contribute to achieving the Council’s aims and objectives by providing the highest quality representation and services...*”

Background:

In the period Dec 2017 to present day, there have been 2 clerk terminations of employment, 1 locum and 1 unqualified Cllr volunteer acting as clerk.

The PC has experienced considerable staff churn which has amplified the negative effect of known historic inappropriate and unprofessional behaviour of previous staff which is resulting in compound difficulties for the current administration.

Current clerk assumed the role in Oct 21.

There is currently no endorsed training schedule for any staff nor member of the PC.

Assessment:

It is necessary, and broadly accepted, that the PC needs to overtly demonstrate tangible measures to remedy and avoid repetition of the recorded deficiencies of the 20/21 & 21/22 Annual Governance Returns whilst simultaneously improving the routine management of the council.

Resignation of the previous Chair (Jun 22) and Vice Chair (Oct 22) has presented the opportunity for fundamental improvement in PC process.

Since Jun 22 demonstrable measures to improve upon previous performance include:

Whilst both the Estates and Finance committees ceased to function from as far back as late 2020 early 2021 (and remain inactive), and where the HR committee similarly showed no tangible output as far back as Jun 21, HR has, since mid Oct 22, been successfully resurrected as an active and functional unit.

There has also been PC approval for an independent audit by Cornwall Council Internal Audit, Counter Fraud, Risk and Insurance department which was a condition stipulated by the current chair prior to assuming the role in Jun 22. Initially scheduled for Oct 22, the independent audit was delayed until Jan 23 due to exceptional administrative pressures resulting from pre-existing issues.

Bringing the previously dormant HR committee back into operation and engaging external contract expertise to resolve long standing HR anomalies with significant staffing and cost implications to the PC, facilitating the independent audit and delivering a credible budget resulting in the commencement of realignment of PC facilities rental rates and a +/- 28% parish precept reduction are massive accomplishments in a relatively short period of time Jun 22 - Jan 23.

The next stage in being able to demonstrate a sustained and determined trajectory towards the necessary improvement is the attainment of industry sector professional qualification within the PC and the delivery of compliant administrative process in line with current good practice.

As mandated by the PC training and development policy (*The Council is committed to encouraging both Members and employees to enhance their skills, knowledge and qualifications through learning and development activities*) and utilising the available financial allocation within the 22/23 FY (Cllr training budget £250 currently unspent for the FY 22/23 with no other programmed commitment) it is proposed that Cllr K Johnson be enrolled via membership of the Society of Local Council Clerks (SLCC) to undertake the course "*Introduction to Local Council Administration (ILCA) to Certificate in Local Council Administration (CiLCA) qualification.*" This qualification develops the understanding of the legal framework, how a council operates, how responsibilities are allocated and how to manage council activities and finances and would be a major step towards achieving a competent, compliant and resilient PC with the potential to develop towards the Local Council Awards Scheme.

Costs:

SLCC membership @ £65
SLCC joining fee @ £5
SLCC student membership upgrade @ £15
SLCC ILCA to CiLCA course fee @ £120

Total £205 (plus VAT where applicable)

Qualification to be completed not later than 26 Jun 23 thus delivering a tangible and enduring benefit to the PC in a specific, measurable and achievable manner within budget and with the personal contribution of 27 hrs unpaid training time.

When a notional £s value is calculated for the 27 hrs of unpaid training time (£1890 + VAT) it is clearly apparent that this is a massive cost saving to the PC in relation to any other option.

Proposed Motion:

That the Chair of the PC, Cllr K Johnson be enrolled via membership of the Society of Local Council Clerks (SLCC) to undertake the Introduction to Local Council Administration (ILCA) to Certificate in Local Council Administration (CiLCA) qualification.

Date received:**Action taken or motion rejected:****Signature of clerk:****Disposal:**

Parish meeting

Date of meeting:

St Cleer Parish Council Motion Template

Date of document	
Committee / Sub Committee The motion is intended for:	PC Jan 23
Proposer:	
Seconder:	

Situation:

- Currently 3x Cllr vacancy in St Cleer PC.
- The required 10 local electors written notice for a by election were not received by the Electoral Registration office.
- Co-option of suitably qualified volunteers is required to be completed as soon as reasonably practicable.

Background:

- St Cleer PC has a recurring issue of mid-term Cllr elections.
- Thought to be 11 Cllr resignations in the period 2017 - 2021 and 5 resignations / disqualifications so far in the 2021 - 2025 period.

Assessment:

Improvements are required in the publication, screening, application and induction process for co-opted Cllrs in order to achieve a more suitable, productive, experienced and sustainable cadre of Cllrs.

Proposed Motion:

- **Discuss** process and timeline for co-option.
- **Identify** and implement agreed process improvements
- **Agree** financial allocation from 'elections' EMR for advertisements and process improvements

Date received:

Action taken or motion rejected:

Signature of clerk:

Disposal:

Parish meeting

Date of meeting:

St Cleer Parish Council Motion Template

Date of document	25 Jan 23
Committee / Sub Committee The motion is intended for:	
Proposer:	
Seconder:	

Background:

Legionella awareness testing and control are mandatory requirements
Periodic update and staff training is required to demonstrate due diligence

Situation:

Current staff absence highlights organisational vulnerability

Assessment:

Periodic training is a requirement of due diligence
Staff absence and lack of evidenced CPD presents risk to PC

Proposed Motion:

Clerk (or Cllr XXX) to attend online SLCC e-learning session delivered by Society of Local Council Clerks (SLCC) Water Compliance and Legionella Control 6 Feb 23 (or, if fully booked by the time of PC meeting 19 Apr 23)

Cost:

£50 + VAT (SLCC member)
£60 + VAT (non-member)

Date received:

Action taken or motion rejected:

Signature of clerk:

Disposal:

Parish meeting

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St Cleer Parish Council

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Committee / Sub Committee the motion is intended for:	Full Council
Date of that Meeting:	25 January 2023
Proposer:	Brian Smith
Seconder:	
3rd and 4th Signatories if required under Standing Order	

Situation:

The Entrance to Fernside and the hill to the top of the estate is prone to become slippery in snow or icy Conditions

Background:

During the last period of snow I was approached by a resident of the Fernside estate, at the time I saw him he was removing grit from the now empty Chapel row grit bin to use on the Fernside road. He asked me if a grit bin could be placed in that road. I promised to raise a motion at the next full council meeting. In a Council meeting in late 2020 / 2021 grit bins and grit was purchased but at the moment is in store. I understand 1 was allocated to Fernside

Assessment:

Fernside is a small estate on a hill during bad freezing weather the road gets slippery and minor accidents occur. At the moment the incidents have been of the type car hitting car or car hitting kerb. This estate has a lot of young active families as well as the elderly so there is a potential high risk of personal injury especially if going to and from school and work times coincide.

Proposed Motion:

That St Cleer parish council Instruct the Clark to consult with Cornwall Highways and on completion of the consultation arrange for a grit bin to be placed on the hill on Fernside and the bin be filled with grit

Date received:**Action taken or motion rejected (under SO9h):****Signature of Clerk / Officer receiving the motion:**

St Cleer Parish Council

Motion to Provide Allotment Hardstanding & Replace Gate Posts

Date of document:	28 th November 2022 revised 19 th January 2023
Committee / Sub Committee The motion is intended for:	January PC Meeting
Proposer:	I. Morris
Seconder:	

Background: St Cleer Allotment, Bakers Hill, Tremar, St Cleer

This is an agricultural field purchased by PC in 2010 for the purpose of being used as parish allotments. Access to the council allotment site is via a gravel driveway leading from the allotment car park and on toward the allotment main access gateway.

To access the allotment site, entrance is made through a double width metal gate onto a grass driveway. Access onto the site by vehicles is allowed for cars / vans / HGV for deliveries and collections only and for occasional parking for those suffering from disabilities.

Access is restricted / prohibited during periods of continuous wet weather especially during the autumn and winter periods due to the soft ground.

Situation:

The ground (allotment grass) driveway is particularly vulnerable to rutting / pitting during periods of damp weather and is almost completely unusable during wet autumn and winter periods. There have been instances of HGV becoming stuck in the gateway and having to be towed out.

Two wooden gate posts supporting the gate have rotted out at the base and split and no longer sustain the weight of the gate and require replacement.

Fencing located either side of the gate have rusted and holed and become ineffective in preventing rabbit access.

Assessment:

- To allow ease of access onto the allotment site, the proposal is to provide a **permeable hardstanding to the gateway entrance for an area covering 9 metres by 15 metres** to allow cars / vans to enter, unload, turnaround and exit and allow stable access for HGVs.
- This to be achieved by clearing the turf & topsoil to a depth of 200mm, laying a Terram membrane, back filling with 803 (stone aggregate) topped with gravel planings).
- Replace the gate posts with metal posts, installing a 4m wide galvanised metal main gate, installing an additional single width galvanised metal pedestrian access gate. Replacing old and damaged fencing either side of the gate way with new.

Proposed Motion:

- Council to discuss and agree the works in principle.
- To approve expenditure of £150 from Allotment EMR to pay for a Planning Application for the works if required. (Permeable surfaces are normally exempt from planning approval process)
- To consider the merits of the estimates so far presented by three contractors.

Date Received:

Action Taken or motion rejected:

Signature Clerk:

Disposal:

Parish Meeting

Date of meeting:

St Cleer Parish Council

Motion to Increase Allotment EMR for 2023 to 2024

Date of document:	19 th January 2023
Committee / Sub Committee The motion is intended for:	January PC Meeting
Proposer:	I. Morris
Seconder:	

Background:

St Cleer Allotment, Bakers Hill, Tremar, St Cleer

The Allotments EMR is currently set at £5000 for the current year ending 31st March 2023. At a Council meeting held in October 2023 Allotments EMR was again set at £5000 for 2023 to 2024.

Situation:

There is a possibility that the cost of the proposed project to provide Allotments hard standing and gate and fencing replacement will exceed the £5000 limit set.

There is also a possibility that the process of agreeing a preferred contractor to undertake the work will drift into the 2023 – 2024 financial year.

In addition, there is the issue of financing a grass cutting contract for the common areas of the parish for the 2023 – 2024 financial year, which would include a significant area of grass to be cut on the allotments.

Assessment:

- It is considered that it may be necessary for the EMR for 2024 – 2024 to be increased to £10,000 for this period to ensure both the preferred contractor for the Allotments Hard Standing project can be chosen should the cost exceed £5,000 and that there are sufficient funds to pay for the Allotments contribution toward the grass cutting contract for this period.

Proposed Motion:

- Council to discuss and agree the increase in Allotments EMR to £10,000 for 2023 – 2024 to ensure sufficient funds are available to pay for the Allotments hard standing project and grass cutting.

Date Received:

Action Taken or motion rejected:

Signature Clerk:

Disposal:

Parish Meeting

Date of meeting: