

## ST.CLEER PARISH COUNCIL

MINUTES of a meeting of the Asset Management Committee held on Wednesday 11<sup>th</sup> January 2017 at 7.30pm in the Council Sports Pavilion, Hockings House, St Cleer.

**Present:** - Councillor C R Sargeant (Chairman), Mrs. R S Dickson (Council Chairman), Mrs. S D Harbord (Council Vice Chairman) Councillors K G Buckley, F C Doney, Mrs. S E Horsfield and T J Smith plus the Clerk to the Council.

**Also present:** - Councillor P E Lockley.

	<b>ACTION</b>
<p><b>37-16AM Apologies for absence:-</b> None.</p>	
<p><b>38-16AM Declarations of Interest relating to items on the agenda:-</b> None</p>	
<p><b>39-16AM Minutes of the Previous meeting:-</b> It was resolved that the minutes of the meeting held on Wednesday 12<sup>th</sup> October 2016 are taken as read, confirmed and signed by the Chairman.</p>	
<p><b>40-16AM Matters Arising from the previous meeting:-</b> The Committee considered the following actions from the previous meeting:-</p> <p>a) CCTV Cameras:- Pursuant to minute 28-16AM (a) Councillor C R Sargeant reported that he has made a statement for the police in connection with the original incident but that it is understood another similar incident occurred around midnight on Boxing Day that might be related. The incident was recorded using CCTV footage. Councillor Sargeant voiced disappointment that the process had become protracted and ventured that the second incident might not have occurred if the first incident had been investigated earlier. It is understood that the alleged offender is to be interviewed shortly. Councillor K G Buckley sought maximum publicity to deter any other incidents. Possible future courses of action were also discussed.</p> <p>b) Churchyard and Car Park:- Pursuant to minute 34-16AM (a) the Clerk reported</p> <p>i) Churchyard – on the question of devolution of the vegetation maintenance of the churchyard ground (other than the trees), the Clerk reported that following discussions with the CNA Link Officer it is anticipated that the proposal will be considered early in the New Year. The Clerk had advised that it would be helpful to have an arrangement in place prior to when maintenance is required.</p> <p>ii) Car Park – the Clerk reported receipt of an estimate from a local contractor to undertake the remedial work to resurface and re-line the car park at the rear of the church. Members were reminded that Cornwall Council wished to devolve this car park to the Council and had set aside £8,000 for this purpose. In response to the estimate, the Clerk called for the contact details of additional contractors so that additional estimates might be obtained. Members speculated on the possible future and use of the area should the Parish Council decline to accept the proposal from Cornwall Council. Members concluded that it is probably more prudent to await further estimates</p>	Clerk

before considering this matter further but the Clerk would approach the CNA Link Officer for his considered opinion on the matter.

Clerk

**41-16AM Items referred to this Committee**

a) Reconfiguration of the pavilion and other suggestions:-

Pursuant to minute 97-16 it was considered that the pressure was now off the Council in the immediate term for acquiring additional space now that the Pre-School group had left the premises. It was further noted that as a result no budget has been allocated in the 2017-18 financial year to reconfigure this room.

b) Storage Container:-

Pursuant to minute 108-16(b) the Clerk drew attention to the storage container at the rear of the building reporting that apart from a small amount of detritus that would be shortly to be removed. The Chairman Councillor C R Sargeant suggested that the youth club might consider using the container to store equipment currently located in the physio room. Councillor Mrs. S E Horsfield claimed it was not pragmatic to consider storing equipment that was regularly used by the Youth Club in the container especially during inclement weather. Councillor Mrs. Horsfield did concede that equipment that was only occasionally or infrequently used, for example the marquee, could be relocated to this area. The Clerk was of the opinion that the football club equipment currently stored in the cupboards at the rear of the pavilion can be relocated to the container together with any equipment currently stored in the garage. The vacated storage cupboards can be used by the Community Rehabilitation team to store any equipment currently being stored in the changing room thus bringing the changing rooms back to full operational use and additionally brackets can be erected in the garage to store the "Strimmers". Following a brief discussion it is recommended that the clerk's suggestion be implemented and the matter delegated to the Clerk to implement.

c) Floodlights MUGA:-

Pursuant to minutes 96-16AM (d)/108-16 (g)/123-16 (e) it was reported that receipt is still awaited of the outstanding report/certificate from the approved electrical contractor. Currently the lights had been switched on by the Youth Club and this had been temporarily been accepted by the Parish Council on the basis of the email confirming the inspection had taken place. Councillor Mrs. S E Horsfield expressed surprise that the report/certificate had not been received and offered to pursue this with the Youth Club Committee members

Council/  
Clerk

**42-16AM Health and Safety Report:-**

a) General Health and Safety Matters:-

The Clerk reported that he is currently revising the report mechanisms for health and safety processes and will be in discussions with the Caretaker. The Clerk will order a new accident report book following reports that the book has gone missing. The schedules for electricity, fire and other testing matters would be referred to the next meeting of this Committee.

**43-16AM Property Matters:-**

The Clerk reported that the Community Rehabilitation team have completed the cleaning programme of the polycarbonate bus shelters. The next programmed task will be renovation of the remaining shelters with any emergency or priority tasks also being considered including the toilet ceiling. The Clerk also noted that the group will be reviewing the condition of other external Council property and undertake repairs as appropriate. Following the recent inclement weather the replenishment in and possible replacement of salt bins was discussed. Members were reminded that Cornwall Council had undertaken the initial fill but that additional salt might be required. Members would notify the Clerk who would put arrangements in place to replenish or replace bins.

Members/  
Clerk

**44-16AM Planning Applications**

None

**45-16AM Correspondence:-**

a) Landscape and Amenity Publication.  
Noted.

b) HMRC – Request for Electronic Payments.

Noted. The only possibility of electronic payments to HMRC at this time would be via a direct debit mandate. The Clerk called on the Council to urgently review the Council approved cheque signatories as neither of the two signatories were present to sign cheque at this meeting. Councillor Mrs. S D Harbord reminded members that although her registration had been accepted it is understood the form has not been processed as Councillor C R Sargeant has not completed the action. Councillor Sargeant confirmed that he would visit the bank within the next fortnight in an attempt to undertake any outstanding actions.

c) Cornwall & IOS – Health and Social Care Plan 2016-2021 (Consultation).

Noted. Poster advertising the meeting is on the website.

**46-16AM Accounts for payment:-**

PAYEE	REASON	GROSS	VAT	NET
SW Water	Pavilion	224.34	0.00	224.34
SW Water	Allotments	48.05	8.01	40.04
SW Water	Public Conveniences	56.02	4.21	51.81
DDC CRC	Probation Team	448.00	74.67	373.33

**47-16AM Date of next meeting:-**

Wednesday 8<sup>th</sup> February 2017.

Meeting Closed at 8.25pm. \_\_\_\_\_ Chairman

CRS