

## ST.CLEER PARISH COUNCIL

MINUTES of a meeting of the Asset Management Committee held on Wednesday 8<sup>th</sup> February 2017 at 7.30pm in the Council Sports Pavilion, Hockings House, St Cleer.

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

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

	ACTION
<p><b>48-16AM Apologies for absence:-</b> Apologies for absence were submitted on behalf of Councillor C R Sargeant.</p> <p><b>49-16AM Declarations of Interest relating to items on the agenda:-</b> None</p> <p><b>50-16AM Minutes of the Previous meeting:-</b> It was resolved that the minutes of the meeting held on Wednesday 11<sup>th</sup> January 2017 are taken as read, confirmed and signed by the Chairman.</p> <p><b>51-16AM Matters Arising from the previous meeting:-</b> The Committee considered the following actions from the previous meeting:- a) CCTV Cameras:- Pursuant to minute 40-16AM (a) In the absence of Councillor C R Sargeant, the Clerk updated members on the current situation with the incidents of wheel spinning in the car park. The Clerk understood from Councillor Sargeant that the offender has been cautioned and issued with an order that warns the offender that should the incident be repeated the offender could lose his car. The Clerk has emailed the local police Sargeant requesting receipt of the outcome in writing. Currently all the information that this Council has received has been conveyed via verbal messages from either Councillor Sargeant or the caretaker. Members concurred with the Clerk that the current situation is unsatisfactory and a reply from the police is awaited. The Clerk has also been in contact with the CNA link officer to make contact with the area Police and Crime Commissioner's representative. Members also discussed the incident of the break-in at the pavilion in which a door was damaged. Whilst the alleged offender's vehicle has been captured on CCTV the pursuit of technology to pursue this matter further is being investigated. b) Churchyard and Car Park:- Pursuant to minute 40-16AM (b) the Clerk reported i) Churchyard – the Clerk has been in contact with the Liskeard-Looe CNA Link Officer who has advised that a letter is being sent out from Cornwall Council to those Council's expressing an interest in taking on the maintenance of closed churchyards. The Clerk re-iterated to the Link Officer that with the spring fast approaching the proposed new arrangement should be in place for local management as soon as possible. ii) Car Park – the Clerk reported receipt of a further estimate from a local contractor to undertake the remedial work to resurface and re-line the car park at the rear of the church using the specifications from the original contractor. Councillor Mrs. R S Dickson reported that the original specifications were used to ensure longevity of the surface and detail the specifications used. Councillor Mrs. Dickson understood that a less</p>	<p>CNA Link Officer</p>

expensive alternative could be used but might require further remedial work as the standard would be inferior to that which was quoted. The car park is owned by Cornwall Council and it is understood that the CNA Link Officer will contact potential contractors to ascertain the availability of undertaking work within the CNA granted amount to this Council allocated by Cornwall Council. It is therefore resolved that this action is deferred pending further information from the CAN Link Officer.

CNA Link  
Officer

c) Storage Container:-

Pursuant to minute 41-16AM (b) the Clerk reported that the football equipment has been relocated into the storage container, the external pavilion storage cupboards have been cleared and the Rehabilitation team have cleaned and painted the cupboards. The team will now erect shelving and when completed, will relocate the paint and ancillary equipment from the changing room to the vacated cupboard. Arrangements will be made to relocate the carnival cupboard from the pavilion into the container, the cupboard currently in the changing rooms will be moved and when completed the changing rooms will be refurbished to bring them back into commission.

**52-16AM Items referred to this Committee**

None.

**53-16AM Health and Safety Report:-**

a) Electricity and other H & S Schedules:-

The Clerk advised that he has re-written the H&S Inspection form for the Skateboard Park. The caretaker currently sweeps and litter picks the area most days and will review the form for onward transmission to the Clerk for further scrutiny and action including remedial work. A similar form re-vamp will be undertaken for the Horizon play area so that the systems are consistent for best practice. The Clerk also advised that the electricity, asbestos management and other systems should be reviewed. Members recommend that this is an agenda item for the next meeting of this Committee.

b) LCAS Report:-

The Clerk advised that he is attending the next LCAS seminar on the 15<sup>th</sup> February 2017 and will report back at the next meeting of this Committee.

**54-16AM Property Matters:-**

a) Fixed Asset Condition Survey:-

The Clerk reported that the next annual fixed asset condition will be due shortly and urged members to get involved. The Clerk reported that the Community Rehabilitation team have cleaned the polycarbonate bus shelters and painted the stone bus shelters. The next task was to review the other assets and put in place a renovation programme that includes the benches. Members discussed the corporate image for the council and suggested a granite plinth on two granite pillars for those benches not in confined areas (e.g. around the parish) but for those confined areas (e.g. the Millennium Garden and Sportsground) the traditional bench with ends and backs should be installed. When the current benches come to the end of their useful life the replacements should be one of the aforementioned benches. Members rejected the suggestion of placing of memorial plaques on current benches given the condition of the benches and that this Council would not be responsible for replacing the plaques. The Committee recommend that if a memorial bench is requested, the person/organisation purchases the bench in line with the Council programme including the plaque. When installed the Council would take the bench onto the fixed asset register (not responsibility for the plaque) and maintains the bench.

Clerk

b) MUGA – Renovation work:-

The Clerk will ask the Rehabilitation team to undertake renovation work to the kick boards

Clerk

together with any ancillary work. The Clerk reminded members that the Council should not stand by and allow the asset to deteriorate so that it became unusable. The Clerk also suggested that to make the facility more usable and sustainable the Council should possibly look to obtaining grants for the surface and lighting.

**55-16AM Planning Applications**

a) PA17/00267 – Trekinam, Little Fursneth, St Cleer – Variations of conditions 4, 5 and 6 of application PA13/06874 (Replacement dwelling) – change to design and alteration and extension with non-compliance of the conditions.  
Support.

**56-16AM Correspondence:-**

a) St Cleer General Cemetery – Request for financial assistance.  
Noted. Some members suggested that the cemetery was offered the use of the community rehabilitation team but had declined the offer. Councillor Mrs. R S Dickson suggested that if the cemetery had declined the offer possibly a solution could be to offer the group an equivalent grant based on the cost price of the team for the duration of the growing season. The Clerk reminded members that the contract was primarily to fund supervision and contractual issues and it was difficult to calculate an hourly rate but in any event it was likely to be well below the market standard given the nature of the contract. It was recommended that this request is deferred to Council for further consideration.

b) Commonmoor Community Funding Limited – Request for financial assistance.  
Noted. Members were advised that the request was to cover solicitors’ conveyancing costs (£984.50) for the purchase by the Commonmoor Community Funding Limited now operating the former chapel. Members considered that indicated the budget for this financial year is almost exhausted and for the next financial year the allocated total budget is only £650. After further consideration it is recommended that the Council are unable to assist the group during this financial year but will re-consider the request in April 2017.

c) Bodmin Moor Parishes Network – Meeting in St Cleer.  
Noted.

**57-16AM Accounts for payment:-**

PAYEE	REASON	GROSS	VAT	NET
Viking Direct	USB Sand Disk - CCTV	11.24	1.87	9.37
Security Dynamics	Service Visit - CCTV Footage	60.00	0.00	60.00
Philip B Sweet	Contract Management - Pavilion	350.00	0.00	350.00
DDC CRC	Probation Team	448.00	74.67	373.33

**58-16AM Date of next meeting:-**

Wednesday 12<sup>th</sup> April 2017.

Meeting Closed at 8.20pm. \_\_\_\_\_ Chairman

Council

Council