

ST.CLEER PARISH COUNCIL

MINUTES of a meeting of the Asset Management Committee held on Wednesday 12th April 2017 at 7.50pm in the Council Sports Pavilion, Hockings House, St Cleer.

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

	ACTION
<p>59-16AM Standing Orders:- Standing Orders relating to the commencement of business were suspended.</p> <p>60-16AM Apologies for absence:- None.</p> <p>61-16AM Declarations of Interest relating to items on the agenda:- None</p> <p>62-16AM Planning Applications a) PA17/00267 – Trekinam, Little Fursnewth, St Cleer – Retention of dwelling as constructed. (Revised design to application no. PA13/06874 dated 19/09/13). Council recommend refusal as construction materials of the property and surrounding area are not in keeping with the area and that the building is not compliant with the original specifications b) PA17/02492 – Trekeive Barton, Commonmoor – Removal of condition 3 (agricultural occupancy) of application number E2/87/00498/O dated 03/11/87 to allow unrestricted residential occupation. The Council object to the removal of the condition.</p> <p>63-16AM Minutes of the Previous meeting:- It was resolved that the minutes of the meeting held on Wednesday 8th February 2017 are taken as read, confirmed and signed by the Chairman.</p> <p>64-16AM Matters Arising from the previous meeting:- a) Churchyard and Car Park:- Pursuant to minute 51-16AM (b) it was reported i) Churchyard – the Clerk understands from the Liskeard-Looe CNA Link Officer that a reply should be forthcoming shortly from the Environment team of Cornwall Council. The Council therefore await the reply. ii) Car Park – in the absence of any further progress on this matter the Committee Chairman Councillor C R Sargeant suggested that the Council no longer pursue this project. The Chairman suggested that the funds are not sufficient to undertake an appropriate resurfacing project and that deteriorating surface as a result of the limited resurfacing would be a drain on resources. Members discussed this suggestion and after further consideration it is recommended that that the Council no longer pursues this project.</p>	Council

<p>b) Commonmoor Community Funding Limited – Request for financial assistance:- Pursuant to minute 56AM (b) members were reminded that the request was to cover solicitors’ conveyance costs (£984.50) for the purchase by the Commonmoor Community Funding Limited now operating the former chapel. Members were advised that the annual budget allocated to this cost centre was £650. Whilst sympathy was expressed to the request from the group, members were also cognizant that the budget had to be managed until March 2018. In the circumstances it was recommended that £100 is granted to the group toward the conveyance costs.</p>	Council
<p>65-16AM Items referred to this Committee None.</p>	
<p>66-16AM Health and Safety Report:- a) Play Inspection Company – Annual Inspections:- The Clerk advised that he has confirmed the annual inspections with the Play Inspection Company (Came and Company) of both the Horizon Play area and Skateboard Park for a combined fee of £135 (£65 per site). b) Electricity and Other H & S Schedules:- The Clerk reported receipt of an estimate to undertake a detailed Fire Risk assessment to include cloud storage, notes, photos, on-line fire log book plus an annual etc. at a cost of £350. Members recognised that this is a legal requirement and recommend that the process is undertaken. The Clerk also reminded members that assessments and schedules still had to be undertaken or prepared for the Asbestos Management programme, hard wire test and legionella programme. The Clerk would make tentative enquiries during the hiatus between meetings. c) Damaged rim to the Skateboard Park half pipe ramp:- The Clerk drew attention to the damaged rim to the half pipe illustrating the problem with the use of photographs. Members were reminded that this issue has been noted and circulated to members. After discussion on a possible solution, Councillor T J Smith offered to attend the site and attempt to rectify and eliminate the problem.</p>	Council
<p>67-16AM Property Matters:- a) Allotments – Water Easement (email from Council’s solicitor). Receipt was reported of an email from this Council’s solicitor with reference to the proposed water easement through this Councils land at the allotment site. That solicitor advised in negotiating terms for the grant of an Easement, that the Council should consider seeking professional valuation advice before committing itself to agreeing to the disposal and creation of a Legal Easement. It is normal for the proposed Grantees to indemnify the Council not only for its legal costs but also any valuation fees incurred in agreeing the terms for the grant of the legal Easement. Confirmation was being obtained that the Easement for a water supply is for agricultural purposes only to the agricultural building and the poly tunnel identified on the plan, and the extent of the benefit of the remainder of that field and also as to any other purpose e.g. future residential or commercial development. If the Council agrees to instruct an independent Valuer to advise, an estimate for their professional charges will be obtained and then the appropriate undertakings given by Mr and Mrs Kurn’s Solicitors. The Committee recommend that the Council follow the solicitors advice and seek professional valuation. b) MUGA and Skateboard Park – Future Strategy. The Clerk drew attention to requirements and the need to document the longevity of assets and also make provision for maintenance or replacement. The Clerk remarked that that the Council had undertaken maintenance work on most of the assets for example the pavilion, bus shelters etc., but should review the future strategies for both the Skateboard Park and MUGA.</p>	Council

<p>Members acknowledged that both facilities were well used and agreed a strategy should be in place to not only ensure the continued maintenance but also to improve/replace elements as a means to broaden and widen usage especially with the MUGA. Members recommend that this should be discussed further and possibly involve users that could bring extra dynamics to the discussion.</p>	<p>Council</p>
<p>c) Fixed Asset Condition Survey. The Clerk circulated the fixed asset condition survey of all the external assets owned by the Council. The Clerk requested that the survey is undertaken electronically. Members sought to have the inspections undertaken consistently and Councillor T J Smith offered to undertake the survey. Councillor Mrs S E Horsfield reminded members that the newly elected Councillor Mr M C Chorlton was very helpful in this area and it was agreed to approach Councillor elect M C Chorlton to enlist his help and assistance.</p>	<p>Clerk</p>
<p>d) Other Property Matters: Councillor Mrs S E Horsfield confirmed that the manufacturers of the play equipment at the Horizon play area would visit and rectify the identified defects with the equipment. Councillor Mrs Horsfield would make available photographs of the installation and newly completed park for publicity purposes. Councillor Mrs Horsfield was of the opinion that the toilet door at the public conveniences required painting and the handrails should be painted/replaced. The Clerk would ask the supervisor of the community rehabilitation team to investigate. The Committee Chairman Councillor Sargeant drew attention to two large trees in the Millennium Garden and suggested that these are felled. The Council Chairman Councillor Mrs R S Dickson suggested that because a tree is large it is not a justifiable reason be felled and it is therefore recommended that the Council engage a recognised arboriculturalist to survey the trees in question.</p>	<p>Council</p>
<p>68-16AM Correspondence:-</p>	
<p>a) St Cleer Football Club - Request for reduced rental (email). Members considered the email from the football club requesting a reduction in rental primarily as a result of the football club undertaking maintenance work on the pitch including refurbishment of the goalposts whereas others would benefit. After considering the email members noted the contents. The Chairman noted that the only other team using the pitch was Liskeard Football Club who had only used the pitch around 25% of the usage by St Cleer Football Club and had no training facilities that were only available to St Cleer Football Club. The Chairman also considered that the "exclusive" maintenance undertaken by St Cleer Football was minimal. After considering the matter it is recommended that St Cleer Football Club does not receive any discount on hiring charges. The Chairman also suggested that as a result of the issues with the pitch that this Council takes on the maintenance work and that this is reflected in the rental charges. After considering this item, members recommend that this is referred to Council for further consideration.</p>	<p>Council</p> <p>Council</p>
<p>b) Women's Rape and Sexual Abuse Centre – Request for financial assistance. Noted. It is recommended that the Council decline the application.</p>	<p>Council</p>
<p>69-16AM Accounts for payment:-</p>	

PAYEE	REASON	GROSS	VAT	NET
Print Options	NDP Pop Up Banners	240.00	40.00	200.00
Viking Direct	NDP Stationery/Stamps	403.96	38.33	365.63
Viking Direct	NDP Stationery/Stamps	835.61	1.77	833.84
DDC CRC	Probation Team (March)	448.00	74.67	373.33
EDF Energy	Electricity Pavilion	127.45	6.07	121.38
S Besford- Foster	NDP Survey Monkey	300.00	0.00	300.00
S Besford- Foster	NDP Project Management/Evidence etc	2,450.00	0.00	2,450.00
Francis Thomas	Hose/ Reel/Connectors - Washer	86.40	14.40	72.00
J L Keast	Cleaning and security pavilion	62.50	0.00	62.50
Cornwall Council	Fixed Penalty refresher course	50.00	0.00	50.00

70-16AM Date of next meeting:-

Wednesday 12th July 2017.

Meeting Closed at 9.10pm. _____ Chairman