

ST CLEER PARISH COUNCIL

MINUTES of a meeting of the Asset Management Committee held on Wednesday 12th July 2017 at 7.30pm in the Council Sports Pavilion, Hockings House, St Cleer.

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

Also present: Councillors K Johnson MBE and Mrs. D R Watson.

	ACTION
<p>1-17AM Apologies for absence: - Apologies for absence were submitted on behalf of Councillor Mrs. R S Dickson (Council Chairman).</p>	
<p>2-17AM Election of Chairman for the Civic Year 2017-18: - The Council Vice Chairman Councillor Mrs. S D Harbord called for nominations for the position of Committee Chairman for the civic year 2017-18. Councillor C R Sargeant was proposed by Councillor T J Smith and seconded by Councillor P E Lockley. There being no other nominations the motion was put and Councillor C R Sargeant was duly elected Chairman of the Committee.</p>	
<p>3-17AM Election of Vice Chairman for the Civic Year 2017-18: - The Chairman Councillor C R Sargeant called for nominations for the position of Committee Vice Chairman for the Civic Year 2017-18. In the absence of any validated proposals it was resolved to leave the post vacant until the next meeting of this committee when it is anticipated both the Council and this Committee will increase in membership.</p>	
<p>4-17AM Declarations of Interest relating to items on the agenda: - None</p>	
<p>5-17AM Minutes of the Previous meeting: - It was resolved that the minutes of the meeting held on Wednesday 12th April 2017 are taken as read, confirmed and signed by the Chairman.</p>	
<p>6-17AM Matters Arising from the previous meeting: -</p> <p>a) Churchyard and Car Park: - Pursuant to minute 64-16AM (b) it was reported</p> <p>i) Churchyard – it was reported that a reply is still awaited from Cornwall Council.</p> <p>ii) Car Park – it is reported that negotiations are still on-going between the CNA Link Officer and potential contractors to undertake the work at a cost nearer to the amount allocated by Cornwall Council prior to an asset transfer of the car park. Further information is therefore awaited from Cornwall Council.</p> <p>b) Electricity and Other H & S Schedules: - Pursuant to minute 66-16AM (b) the Clerk reminded members that the following H & S schedules are to be undertaken</p> <p>i) Pavilion Hard Wire Test.</p> <p>ii) Asbestos (non-intrusive survey).</p>	<p>CC</p> <p>CC</p> <p>AM Comm.</p>

<p>iii) Fire Risk Assessment. The Clerk in pursuant to the email called on Councillors to supply a local electrician. Councillor T J Smith advised members he had been in contact with a local electrician who had indicated he could undertake the necessary work and would advise the Clerk of the contact details. Councillor C R Sargeant advised that the PAT testing would be undertaken shortly by the same contractor as previous years.</p>	TJS
<p>c) Allotments: - Pursuant to minute 67-16AM (a) the Chairman reported that the applicant that wished to route a water pipe through this Council's allotment property appears to have found an alternative route not involving this Council and would no longer require an easement across Council land. The Clerk reported that he has not received any correspondence from either the applicant or this council's solicitor to confirm this prognosis. The Clerk reported that several allotment invoices remain outstanding and when the bank statement for June arrives hopes to work with the Allotment Committee to try and resolve the outstanding invoices. It was further understood that the allotment users were being consulted on possible water supply arrangements for members. The Chairman announced that the judging for the Edward Hosken Memorial Trophy would be underway shortly.</p>	Clerk
<p>d) Skateboard Park: - Pursuant to minutes 66-16AM (c) and 67-16AM (b) the Clerk reported that following an approach to a local builder, it is reported that the builder is unable to undertake the work as a result of insurance issues. The Clerk advised that as a result, the manufacturers of the equipment have been approached to submit a quotation to undertake repairs to the equipment. Councillor Mrs. D R Watson informed members that approaches have been made to the manufacturers in pursuance to fundraising efforts to effect improvements to the park. A representative of the company will be visiting the park to review the condition of the facility. Councillor Mrs. Watson would also draw attention to the outstanding repairs that are required.</p>	Clerk/ DRW
<p>e) MUGA Future Strategy: - Pursuant to minute 67-16AM (b) Councillor T J Smith detailed the work he has undertaken in an effort to effect improvements to the MUGA. Councillor Smith informed members that he had taken advice on fencing requirements and had inspected a local MUGA in Liskeard that had a far higher fencing arranging to prevent balls from going over and thus alleviated undue breaks during games. Councillor Smith confirmed that he has obtained three estimates and that an allocation of circa £3,500 was required reminding members that £3,000 had been allocated in the revenue account for lighting repairs which in his professional opinion were not required during this financial year. Councillor Smith also suggested that rather than building the goals into fencing, free standing goals at a cost of around £90 would be more suitable. Councillor Smith urged members to proceed with the work to the fencing. Councillor Mrs. S E Horsfield acknowledged the issue with balls going over the fence. Councillor Mrs. D R Watson asked if we were making good use of the money at this time and Councillor K Johnson spoke on whether the improvements would increase usage and also if increasing the height would make the current structure unstable. Councillor Johnson questioned accreditation to BS1722. Councillor P E Lockley speaking in his professional capacity suggested methods for possibly strengthening the structure if required and observed that the wind resistance was negligible if mesh was used. Councillor Lockley offered to survey the structure. Councillor Smith was of the opinion that the current condition of the MUGA presented an H & S issue although Councillor Mrs. S E Horsfield reminded members that the condition was inspected weekly by the Youth Club Group. Following further discussion and on the proposal of Councillor Mrs. S E Horsfield, it is recommended that any further discussion and investigation into improving the MUGA is deferred until after the Petanque pitch, outdoor gym equipment and skateboard park projects are complete following which all efforts would be directed toward the MUGA improvements utilising the initial investigative work undertaken by Councillor Smith.</p>	PEL Council

<p>f) Fixed Asset Condition Survey: - Pursuant to minute 67-16AM (c) the Clerk reminded members that the asset condition survey has not been completed. The Clerk explained that completion of the survey is important not only to review repair priority but also to allocate finances in the revenue and/or allocated capital reserve budget for repairs/replacement. The Clerk also reminded that the Council had to undertake and complete the strategic development plan at the next meeting for review during the budget meeting in November. The Chairman together with Councillors P E Lockley and T J Smith would undertake survey.</p> <p>g) Millennium Garden: - Pursuant to minute 67-16AM (d) the Clerk reported that apart from the two trees he has held a meeting with a charity that is looking to undertake community gardening projects and will pursue this matter further. Receipt was reported of a letter from Mrs. L Norman seeking progress on a proposed commemorative seat in the Millennium Garden that was duly noted. The Clerk reminded members that apart from commemorative seats in Torpoint the only other suggestion was a granite bench that members considered in appropriate. In the following subsequent discussion, the Clerk urged members to consider various designs and make suggestions at the Council meeting in July.</p>	<p>PEL/CRS/ TJS</p>
<p>7-17AM Items referred to this Committee None.</p> <p>8-17AM Health and Safety Report: - a) Inspection reports: - The Clerk reported that he understood the annual inspection of the Skateboard Park and Horizon Play area was scheduled shortly. This is due to be undertaken by the Play Inspection Company. b) General H & S Matters: - The Clerk drew attention to general health and safety matters that were duly noted.</p>	<p>Council</p>
<p>9-17AM Property Matters: - a) Proposed Car Boot Sales: - Councillor Mrs. S E Horsfield detailed the proposed arrangements for the car boot sale in August. Councillor Mrs Horsfield announced that the Parish fundraising group had already raised some finances toward purchasing additional outdoor gym equipment and skateboard park refurbishment and the intention was to increase the funds available to £1,000 that would be match funded by a local bank making £2,000 available toward the projects. Councillor Mrs Horsfield also suggested that the Memorial Hall operate the refreshments and any finances raised are retained by the Memorial Hall. Councillor K Johnson asked several questions on the processes and procedures following which it is recommended: - 1) That the Parish Fundraising group are permitted to utilise Council facilities to operate a car boot sale with all proceeds being targeted at improvements to sports field facilities. 2) That the Memorial Hall committee are permitted to use the kitchen facilities to raise funds for the memorial hall. 3) That an audit trail is made available to the Council of the finances raised at the event – in line with using the facilities at no cost.</p> <p>10-17AM Planning Applications: - a) PA17/06171 – Mount Pleasant, Darite – Removal of existing and construction of conservatory to the front elevation. Support provided the footprint does not compromise the root protection area of the tree (ref:</p>	<p>Council</p>

BS5837:2012)

11-17AM Correspondence: -

a) St Cleer and Liskeard Football Clubs – Terms of use and also equipment arrangements (email).

Members were informed Liskeard Athletic Football Club had indicated that they wished to again hire the football pitch for the 2017-18 season. The Clerk has informed the St Cleer Football Club. The Clerk also reported that the pitch has been rolled, top goalmouths seeded and the junior football club have purchased new goalposts and will be erecting them shortly. The Clerk was awaiting a reply from the senior football club on the refurbishment of their posts. It is also understood that training will be commencing in the next week.

b) Cornwall Council – 2017 Off-Street Parking Order.
Noted.

12-17AM Accounts for payment: -

PAYEE	REASON	GROSS	VAT	NET
Cornwall Council	Village Slope maps NDP	72.00	12.00	60.00
Francis Thomas	Repair wheel to kubota	58.80	9.80	49.00
SW Water	Sports Pavilion	238.91	0.00	238.91
DDC CRC	Probation Team	448.00	74.67	373.33
SW Water	Toilets	65.98	4.90	61.08
SW Water	Allotments	3.61	0.00	3.61
WesternWeb	Webspace Content Management	80.40	13.40	67.00
C R Harris	Petrol - Strimmers/Mower	16.60	2.77	13.83
Jewson Limited	Herras Fencing - Skateboard Park	93.00	15.50	77.50

The Clerk advised that the replacement cheque to Viridor Waste Management for £9,872.44 has been re-issued and the obsolete cheque cancelled and written back.

13-17AM Date of next meeting: -

Wednesday 11th October 2017.

Meeting Closed at 9.10pm. _____ Chairman