

**St Cleer Parish Council**

**Minutes of the Asset Management Committee meeting on 11<sup>th</sup> April 2018, held at Council Sports Pavilion, Hockings House, St Cleer.**

Kelvin Buckley, Councillor		In attendance
Rebecca Dickson, Councillor		Apology accepted
Sue Harbord, Councillor	Chair of Council, AMC	In attendance
Suzanne Horsfield, Councillor		In attendance
Kevin Johnson, Councillor		In attendance
Peter Lockley, Councillor		Apology Accepted
Lee Price, Councillor		In attendance
Clive Sargeant, Councillor	Chair AMC	In attendance
Martin Shead, Councillor		Not required
Brian Smith, Councillor	AMC	In attendance
Tony Turton, Councillor	Vice Chair AMC	In attendance
Derris Watson, Councillor		In attendance
Andy Webb, Councillor	Vice Chair of Council, AMC	In attendance
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggen	Not required
Roni Jones	Clerk In attendance	RJ
Members of the Public		0

1	<p><b>Apologies for Absence</b></p> <p>Apologies were received and accepted by Councillors Dickson and Lockley</p>	
	<p><b>The Chair of Council reminded members of the following:</b></p> <p><b>From the Code of Conduct</b></p> <p>2.1 You must treat others with respect.</p> <p>2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.</p> <p>2.3 You must not bully any person.</p> <p>2.4 You must not intimidate or attempt to intimidate others.</p> <p>2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.</p> <p><b>From the Officer Member Protocol</b></p> <p>Members must not obstruct the work of officers by unnecessarily taking up their time or in any way acting to impede their ability to proceed with their professional duties. Officers must equally respect the role of members and will only request additional supporting work from members where necessary or beneficial to the Council.</p> <p>Members and officers must conduct themselves in a way that is acceptable within a professional environment. They must afford dignity, trust and respect to everyone and themselves.</p>	
2	<p><b>Declarations of interest relating to matters on the agenda</b></p> <p>None</p>	

<p>3</p> <p>Vote:</p>	<p><b>Minutes of Previous meeting</b></p> <p>Minutes of the previous meeting 14th February 2018 were discussed. Minute 46/17 A and B were noted as having been attended to at Parish Council previously. The minutes were then accepted</p> <p>This was Proposed by DW; Seconded by SH and was agreed unanimously. The Minutes were duly signed</p>	
<p>4</p>	<p><b>Matters Arising from the Minutes</b></p> <ul style="list-style-type: none"> <li>• Fixed Asset Condition Survey</li> </ul> <p>Councillor Johnson advised that although he had previously volunteered to undertake a document inviting contractors to bid for the work, he now withdrew that offer.</p> <p>It was noted that in the minute 2117AM(f) it had been agreed to purchase 2 benches for the Millennium Garden and this had not been actioned by the Clerk. This was to be attended to. It was discussed that the benches should be made of recycled material of the type resistant to arson, graffiti and vandalism. It was suggested that replacement slats required in other locations ought to be purchased at the same time and it was agreed DW and SH would check the sizes required and ordering could be made appropriately. In this way the Parish would future proof its asset.</p> <p>The actions required in relation to the Fixed Asset Condition Survey were to be referred to the Next Parish Meeting</p>	<p>RJ</p> <p>SH / DW</p>
<p>5</p> <p>Vote:</p>	<p><b>Items referred to this Committee.</b></p> <p><b>a</b> Old Style Phone Boxes</p> <p>It was agreed that the Clerk would chase up the ownership of the Old Phone Boxes in Tremar Lane and Darite (adjacent bus shelter). That there was a clear will to retain this element of heritage.</p> <p>It was suggested that each be 'given' to the schools to adopt and theme, several have become book exchanges and / or home to defibrillators (Darite may benefit). The Clerk was asked to write to the headteachers and ask to gauge their interest once the opportunity to purchase clarified. It was noted that the schools would not likely wish to take on maintenance costs and this would need to be clarified.</p> <p>It was proposed to recommend to the Parish that purchase was progressed. This was Proposed by DW; Seconded by SH and was agreed unanimously.</p> <p><b>b</b> Emergency Plan</p> <p>Following the adverse weather earlier in the year it had been raised whether the parish ought to have a plan for responding in case of such a far reaching impact in the future. A distinction was made between Business Continuity (David Reed at Cornwall could assist with this) and a local Response plan. It was noted that there was a plan created previously and it was thought that Mick Charlton may have a copy. SXH to request it</p>	<p>RJ</p> <p>SxH</p>

<p>Vote:</p>	<p><b>c Grit bin expenditure</b></p> <p>As it is unlikely to be needed again until later in the year, it was agreed to add the Grit Bins to the Asset Condition Survey planned for the summer and to replace / repair and then ask Cornwall to refill them on their annual schedule. Each bin is likely to cost under £70 to purchase. (Noted that Tremar Coombe and Lightfoots Lane have no lids)</p> <p>Proposed DW, Seconded AW and unanimously agreed</p>	
<p>7</p>	<p><b>Planning Applications since the last meeting</b></p> <p>Submission of details to discharge condition 3 in respect of Decision Notice PA17/04622 dated 15th September 2017</p> <p>Workshop And Land At Ash Park Higher Tremar Liskeard Cornwall PL14 5HP Ref. No: PA18/03219   Validated: Wed 28 Mar 2018   Status: Awaiting decision</p> <p>Since this item relates exclusively to a discharge it was deemed of no relevance for the Parish to consider</p>	
<p>8</p>	<p><b>Benches, including Millennium Garden replacement benches</b></p> <p>Discussion noted as above, it was discussed and agreed that those benches that would require additional slats had these replaced, as required, with the same future proof recycled material. It was noted that the sizes of the slats would need to be measured as they may not all be consistent. DW and SH agreed to do this.</p> <p>Cost for the slats to be requested at Parish</p>	
<p>9</p>	<p><b>Notice Boards, Tremar Coombe and Crows Nest need replacement</b></p> <p>Cllr Price, Buckley and Webb discussed the potential to develop a pilot noticeboard from an upcycled double glazed window unit backed with Sundealer. It was noted that the Crows Nest Sizing needed to be like for like. It was requested to ask for oak coloured units in 70ml. Cllr Price and Buckley to progress a 'pilot' for Tremar Coombe</p>	<p>LP KB</p>
<p>10</p>	<p><b>Pitch maintenance schedule: - fertiliser, aeration, drainage</b></p> <p>A conversation had been had with the Football Team who were keen to lend their labour power and a small financial contribution to the improvement of the pitch, specifically the one corner that appears to have become recently very waterlogged. CS suggested that this may be where a fibre French drain had been placed some time ago, which may have deteriorated. The proposal from the Team was well received.</p> <p>A conversation was held about the MUGA and gym with a view that the football team could make more use of the site should the MUGA be 'all weather'. A recent planning application in Liskeard may not make this plan cost effective and it was noted that a business case would need to be drawn up with regard to need, sustainability, costs and incorporate the new lighting specifications needed to improve the MUGA</p> <p>It was agreed to ask the Football Team to put a paper to the next Council for further discussion.</p>	

	KJ cautioned that there may be a conflict of interest between the intentions of the Footballers and the Contract for Mowing which offered an option for improvement. KJ was reassured that the Mowing Contractor and Football Team were happy to work together to improve the facilities of the Parish.	
11	<b>Mowing Contract</b>  Pursuant to the last Parish Meeting the Contract had been enacted on the basis of receipt of the documents requested. The resolution had not required that this matter return to Parish. There were no comments, questions or queries raised in relation to this matter	
12	<b>Correspondence.</b> None	
	The AMC Chair thanked the members for their efforts over his term, pursuant to the agreement at Parish this meeting would be the last until 2019.	
16	<b>Finance</b>  The following receipts and expenditure was presented to Council. The costs were proposed as acceptable by DW, Seconded by TT and unanimously agreed  The issue of the reason for the purchase of the new laptop to be brought to Parish.	

PAYEE	REASON	GROSS	VAT	NET
S Harbord	Survey Monkey renewal reimbursement	336	56	280
S Harbord	Curry's PC World reimbursement	669.91	111.65	558.26
S Harbord	Team Knowhow 3-month subscription reimbursement	20.97	3.49	17.48
A Webb	Amazon HDMI Cable reimbursement	9.98	1.67	8.31
Western Webb	StClerplan.org.uk domain renewal	28.80	4.80	24.00
V Jones	Virgin Mobile Credit / Office Phone	10.00	1.66	8.33

#### 12B Remittances

CREDITOR	REASON	GROSS	VAT	NET
Cornwall Council	Precept half payment			27344.99
Art Class	Rent March			48.00

The meeting closed

#### Future Meetings:

Month at 7.30pm	Full Council	FGP	AMC	Employment	APM
May	23 <sup>rd</sup>				7pm on 23 <sup>rd</sup>
June	27 <sup>th</sup>	13 <sup>th</sup>			
July	25 <sup>th</sup>				
August					
September	26 <sup>th</sup>	12 <sup>th</sup>			
October	24 <sup>th</sup>				
November	28 <sup>th</sup>	14 <sup>th</sup> (Precept)			
December	19 <sup>th</sup>				
January 2019	23 <sup>rd</sup>				
February	27 <sup>th</sup>				
March	27 <sup>th</sup>	13 <sup>th</sup>			