

St Cleer Parish Council

Minutes of the Meeting of the Estates Committee on 21 November 2018, held at Council Sports Pavilion, Hockings House, St Cleer.

| | | |
|----------------------------------|---------------------------------|---------------|
| Penelope Andrews | | Observing |
| Kelvin Buckley, Councillor | Estates Committee | In attendance |
| Sue Harbord, Councillor | Chair of Council | |
| Suzanne Horsfield, Councillor | Estates Committee | In attendance |
| Peter Lockley, Councillor | Estates Committee | Apologies |
| Jon Prinn | | |
| Clive Sargeant, Councillor | Chair of Estates | In attendance |
| Martin Shead, Councillor | | |
| Brian Smith, Councillor | | |
| Tony Turton, Councillor | Estates Committee | In attendance |
| Derris Watson, Councillor | | |
| Andy Webb, Councillor | Vice Chair of Council | In attendance |
| Martin Eddy, Cornwall Councillor | St Cleer, St Neot and Warleggan | |
| Roni Jones | Clerk In attendance | RJ |
| Members of the Public | | - |

| | | |
|---|---|--|
| 1 | Apologies for Absence Apologies were received and accepted as above | |
| 2 | Members declarations a. Disclosable pecuniary interests b. Non-registrable interests c. Declarations of gifts d. Applications for dispensations NONE | |
| 3 | Close the meeting to allow up to 15 minutes for public questions NONE | |
| 4 | Reopen the meeting (public may only contribute on invitation) | |
| 5 | Minutes of Previous meeting The minutes of the 19 th September were agreed as accurate and AW, seconded by SxH proposed that they were accepted as an accurate record. This was agreed unanimously by those present at the meeting of the 19 th . | |

Matters Arising from the Minutes

Meetings schedule – appended

The meetings as outlined were agreed as acceptable to the membership

Old Style Phone Boxes – update

Contracts had been signed and the phone being decommissioned; refurbishment would be required on transfer (as previously discussed)

Emergency Plan Workshop – January 16th Proposed as Stage 2 workshop / Grit bin expenditure – Agreed 2 bins ordered and 42 bags brown salt for contingency

It was agreed that local residents/electors only be invited to attend the Emergency Planning meeting scheduled for the 19th January with Claire Penellum; Proposed by AW and seconded by CS and unanimously supported.

With this in mind, the Chair had agreed (under the new financial regulations) to order 42 sacks of 25kg brown salt (which is in very high demand) be ordered so that if the bins become empty mid season as happened this year, the Parish has back up supplies. This will be delivered with the 2 grit bins authorised. It is noted that Cormac have confirmed that St Cleer is on the schedule for bin filling, but the date is not subject to confirmation.

Given that the salt is to be housed in the Pavilion, Parish asked to be reassured that the Caretaker had received manual handling training. It was agreed that a refresher would be undertaken in any event, due to the lack of training records on file.

That an appeal for talent be made within St Cleer and notices placed:

- At the schools
- Clerestory
- Granite Post and
- various sites a poster be placed in the Parish

That the grant application for £100 which must be towards the development of the plan be used to underpin 6 hours of clerk time (Inc on costs); This was proposed by and seconded by and carried. The form was duly signed by the Chairman

Benches to be mended – 2 mended to date

KB noted that the bench repair at Darite does not appear to be like for like and the new slat is currently under bow. RJ undertook to discuss this with the contractor and to collate the certificates and insurances documents required to underpin any ongoing work.

Notice Boards renewal – achieved

Handle for disabled toilets renewal- commissioned

SxH had taken delivery of some handrails and drop rails for the toilets in St Cleer; these were to be fitted as an exigent matter to be arranged with a local contractor. Proposed SxH and seconded TT

Asbestos report - Toilets cupboard now open and testing commissioned

Asbestos testing being completed on 27.11.18 – the cupboard being now open.

| | | |
|----|---|--|
| | <p>Legionella Training completed by Clerk and Caretaker</p> <p>The water system was being reviewed in line with the development of a water safety plan and Gubbins was attending to ensure that the schematic was the same as on plan subsequent to the remedial works undertaken in February. The matter of a sentinel at the conjunction of the exit of water from the immersion heaters was noted as a necessary forthcoming expense.</p> <p>Engineer has inspected skate park and special no tamper rivets ordered to make remedial repairs</p> <p>PAT testing at Pavilion completed</p> | |
| 7 | <p>Planning Applications since the last meeting</p> <p>Councillors were uncomfortable making determinations about the planning applications before them as site visits had not been arranged. It was noted that the Chair had asked for a co-ordinator to come forward but no volunteer was identified. The clerk agreed to bring forward a motion to Paris on the 28.11.18 to address this. On this basis it was proposed that the planning applications be rolled over to Parish pending an opportunity to site visit.</p> <p>Proposed AW and seconded by SxH and carried.</p> | |
| 8 | <p>Precept and Earmarked Reserve Spending Plan 2019-2020</p> <p>The meeting was broadly in support of the financial plan and actions for the forthcoming year set out in the budget document previously circulated. The matters pertaining to the Estates Committee were examined and agreed as priorities for this first year of operating with the new financial regulations. It was noted that Estates had no comments to raise on the proposed budget detail and were prepared to discuss the precept at the Parish 28.11.18 meeting</p> | |
| 9 | <p>Items referred to this Committee</p> <p>Cleaning of the bus shelters SxH asked that the training for the defib was extended to a special session for the 35 young people that attended the youth club and it was agreed that the clerk would progress this</p> <p>Ceiling of the toilet's / maintenance Specification from P Sweet to be requested and the matter discussed with Holwill</p> <p>Ownership of the Kubota – recommendation to Parish for 2018-2019 Date for defib training planned</p> <p>The matter of the cleaning of the bus shelters was discussed and it was agreed that the Clerk would address this matter with the employment group</p> | |
| 10 | <p>Receipts and Payments - (see below)</p> <p>The payments noted were proposed for payment by TT and Seconded by TT and carried</p> | |

| | | |
|----|---|--|
| 11 | <p>Restricted item</p> <p>Mowing Contract 2019-2020 and beyond Footpaths report</p> <p>The motion previously circulated and augmented with the ungraded specification to include all of those items omitted in the initial contract was discussed in detail It was agreed to support the motion put forward at Parish which would allow for:</p> <ul style="list-style-type: none"> • Contract extension • Terms • Management of Parish Assets <p>Proposed CS, seconded SxH, with one abstention (KB) the motion was carried</p> | |
|----|---|--|

| PAYEE | REASON | GROSS | VAT | NET |
|----------------|----------------------|---------|-------|--------|
| GoPak | New table | 142.86 | | 119.05 |
| Plan Support | NDP | 1750.00 | | |
| Cornwall | Training (Planning) | 12.00 | | 12.00 |
| Microshade | VAT on rialtas | 65.00 | 65.00 | 00 |
| Gubbins | Repair to oil supply | 344.88 | 57.48 | 287.40 |
| Receipt | | | | |
| | | | | |