

**St Cleer Parish Council**

**Minutes of the Meeting of the Estates Committee on 6 February 2019, held at Council Sports Pavilion, Hockings House, St Cleer.**

Penelope Andrews		
Kelvin Buckley, Councillor	Estates Committee	Apologies
Sue Harbord, Councillor	Chair of Council	
Suzanne Horsfield, Councillor	Estates Committee	In attendance
Peter Lockley, Councillor	Estates Committee	Apologies
Jon Prinn	Substitute for C Sargeant	In attendance
Clive Sargeant, Councillor	Chair of Estates	Apologies
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	<p><b>Apologies for Absence</b></p> <p>Apologies were received and accepted as above.</p> <p>It was noted that JP was deputising for CS and he was proposed as Chair by SxH and seconded by AW. Carried and JP Chaired the meeting. There were no volunteers for Vice Chair</p>	
2	<p><b>Members declarations</b></p> <ul style="list-style-type: none"> <li>a. Disclosable pecuniary interests</li> <li>b. Non-registrable interests</li> <li>c. Declarations of gifts</li> <li>d. Applications for dispensations</li> </ul> <p>NONE</p>	
3	<p><b>Minutes of Previous meeting</b></p> <p>The minutes of the 10<sup>th</sup> October were agreed as accurate and AW, seconded by TT proposed that they were accepted as an accurate record.</p> <p>This was agreed unanimously by those present at the meeting of the 10<sup>th</sup>.</p>	

4	<p><b>Stage 2 Emergency Planning Workshop</b></p> <p>An oral update about the workshop was given and the considerable workload noted. An action plan will be produced in due course</p>	
5	<p><b>Matters Arising from the Minutes</b></p> <p>It was noted that whilst there was a need to exercise prudence with the budget and reserves that there was a considerable amount of work required to address the issue of long-term lack of spending across the Estate. It was considered that the piecemeal approach hitherto had not served St Cleer well and that works needed to be undertaken that would give a good long-term, sustainable platform from which to grow and develop the Parish.</p> <p><b>Benches report</b></p> <p>Motion proposed to go to Parish where short term request to purchase a complete new set of high-quality recycled benches – the intention being to</p> <ul style="list-style-type: none"> <li>o Achieve economy of scale in P and P</li> <li>o Bulk order discounts</li> <li>o There being a supply to replace as soon as a bench runs from amber to red (See appended)</li> <li>o (With Permission) To construct concrete plinths under the new benches to increase safety, security and reduce maintenance</li> </ul> <p>Jamie Husband to be asked to quote for the plinths and installation</p> <p>Proposed by AW, seconded by SxH and carried</p> <p><b>Toilets audit</b></p> <p>The Toilets will likely cost more than the reserve allocated to update and was in a very run-down state.</p> <p>Clerk requested to get 3 quotes for the work using the audit, original specification and preferred providers list (draft) form</p> <p>Motion proposed to Parish to ask for Delegated Responsibility at Estates to progress this matter with a suitable budget.</p> <p>Proposed by AW, seconded by SxH and carried</p> <p><b>Asbestos report on toilet cupboard</b></p> <p>This had shown a negative result and as such the Parish was clear of any risks from Asbestos.</p> <p><b>Audit on Pavilion Internal Assets</b></p> <p>The Clerk reported on the audit of the Internal Assets survey undertaken; all works had been attended to or were in hand to be attended to in short measure. The need to be able to recycle at the Pavilion was pressing on two fronts; the need to recycle as it is a responsible thing to do and the amount of rubbish being amassed at the Pavilion post football and youth club.</p> <p>The Clerk presented a range of routine maintenance items that needed to be</p>	

	<p>replaced at the Pavilion, including toilet seats, a shower, toilet roll holders and the like</p> <p>It was proposed:</p> <ul style="list-style-type: none"> <li>• to purchase 5 wheelie bins from Trego Mills and purchase some adhesive notices denoting which bin was for which waste</li> <li>• Plywood was loose at the Muga and needed to be removed to prevent harm</li> <li>• Some smoke alarms needed to be replaced</li> <li>• The small matters noted were to be addressed</li> <li>• The light outside the pavilion was not working</li> </ul> <p>It was proposed that the clerk was given delegated authority to purchase as above by AW, seconded by SxH and carried</p> <p>JP signed the audit form</p> <p><b>Audit on External Assets</b></p> <p>The Clerk reported on the audit of the External Assets survey undertaken; all works had been attended to or were in hand to be attended to in short measure. Benches were on this agenda.</p> <p>A recent complaint had been made about a further grit bin in need of replacement which would be attended to later in the year</p> <p>JP signed the audit form</p> <p><b>Refurbishment of the Phone Box</b></p> <p>A discussion ensued where in the refurbishment of the phone box was ranked as Non-Urgent (ie not this year or next possibly)– the phone box will likely cost more than £1000 (likely £1500-2000) to restore</p>	
6	<p><b>Report to Estates on Legionella, Defibrillator, Horizon Play Park, Skate Park, and Outdoor Gym weekly assessments</b></p> <p>An audit on Weekly Inspections was undertaken and it was clear that inspections were taking place but record keeping needed to be improved.</p> <p>SxH had undertaken the audit with the Clerk; this should be a rotating role</p> <p>The skate park requires urgent attention or dismantling; remedial repairs are not holding as it is clear that there is an issue with rotting wood under the ramps themselves. Matter to be regularly kept under review with an acknowledgement that decommissioning may be required short term.</p> <p>The clerk was asked to have a service assessment undertaken by the manufacturer</p> <p>The Clerk reported that a form for weekly assessments in relation to Legionella and the defibrillator were ‘under construction’ and would be tabled at the next meeting</p>	
7	<p><b>Work plan for this Committee</b></p> <p>An Estates Draft ‘Work plan’ was circulated. This was developed from the Committee TOR; a number of names needed to be fed into the various</p>	

	<p>elements so that there was delegated authority for the role of Councillors in inspecting specific elements as 'guardians' of the Estate. It was agreed to circulate this and ask for those not present to put themselves forward for specific elements</p> <p>Maintenance at the Pavilion</p> <ul style="list-style-type: none"> <li>• Recycling</li> <li>• Bins at Horizon</li> <li>• Skate Park</li> </ul> <p>The items above had been dealt with on the preceding agenda; The care taker was recommended to pierce the black bags being removed to prevent a lifting issue following rain on the bins at Horizon. Clerk to purchase some skewers.</p> <p>It was agreed to adopt the Work Plan and to circulate it so that other Councillors might see the work schedule planned</p> <p>Proposed TT, seconded SxH and carried</p>	
8	<p><b>Asset Register</b></p> <p>The Clerk presented the updated Asset Register to the Committee and asked for endorsement so that it could be presented to FGPC the next week</p> <p>Proposed TT and seconded AW and carried</p>	
9	<p><b>Reseeding the pitch</b></p> <p>There was an allocation of monies allocated in the budget to re seed the pitch which would be needed following the weeding and playing season (this would be particularly required if St Cleer is to merge with Liskeard boys)</p> <p>A motion to authorise the spend was proposed by AW and seconded by TT and carried</p>	
10	<p><b>Proposed Kubota sale –</b></p> <p>It was proposed that a motion to sell the Kubota to raise finance and prevent further loss on the deterioration be sent to Parish</p> <p>Proposed by TT and seconded by AW and carried</p>	
11	<p><b>Receipts and Payments - (see below)</b></p> <p>None</p>	