

**St Cleer Parish Council**

**Minutes of the Meeting of the Estates Committee on 13 March 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	
Jon Prinn	Estates Committee	In attendance
Clive Sargeant, Councillor	Chair of Estates	Absent
Martin Shead, Councillor		
Brian Smith, Councillor		
Tony Turton, Councillor	Estates Committee	In attendance
Derris Watson, Councillor		In attendance for Kelvin Buckley
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>JP was proposed as vice chair for the meeting by SxH and seconded by PL, this was carried. In the absence of the Chairman, JP assumed the role.</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 6<sup>th</sup> February were agreed as accurate and JP, 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 6<sup>th</sup> Feb.</p>	

5	<p><b>Matters Arising</b></p> <p><b>Mowing Contract 2019-22</b> The Clerk reported that as direct the contract had been rolled over</p> <p><b>Vents</b> The Clerk had attained a quote for an aluminium cover for the boiler cupboard which was in a state of disrepair and provided a security risk to the Pavilion. Advanced ventilation Systems had provided a quote for £176.34 for two vents, fitted with a bird guard (Predrilled holes and straps. It was proposed to order these by JP, seconded by TT and carried</p> <p><b>St Cleer Car Park</b> The Clerk advised that Cornwall had offered £777 to the additional works carried out at the Car Park</p> <p>Some signs needed to be replaced – Clerk to identify any road safety implications in purchase.</p>	
	<p><b>Community Emergency Plan</b></p> <p><b>TOR</b> A draft document with the main aims and objectives was circulated. It was questioned whether anything had been omitted and felt to be inclusive.</p> <p><b>Chairmanship</b> A councillor had indicated interest – the Clerk will ask this person to assist in completing the TOR with the work plan objectives and then this could be taken to Parish</p> <p><b>Grant</b> £100 received from Cornwall in this regard</p> <p><b>Workplan</b> As noted above</p>	
6	<p><b>Report to Estates on Caretaker Assessments</b></p> <p><b>Monthly Checklist Approval (Circulated)</b> This would provide a framework for Parish understanding the workflow of the Estates Caretaker; with the addition of a deep clean at the lavatories the form was agreed as fit for use. Proposed JP, seconded SxH and carried</p> <p><b>Maintenance assessment</b> This would essentially provide RA and RAMS for all tasks carried out by the Estates Caretaker in the carriage of his duties and was to be implemented initially with the support of the Clerk, and latterly after RA Training (Booked) would be a self-sustaining system. The form was agreed as fit for use. Proposed TT, seconded PL and carried</p> <p><b>Legionella Inspections</b> See recording mechanism on the checklist above – however inspections this month had shown that there was an issue with the temperature in the Ref’s changing room which the plumber had attended to. It was discovered that a part in the mixer unit was over encouraging to the cold mix. This was being repaired but showed the worth of the system put in place</p>	

	<p><b>Regular Skate Park Assessments by third party specialist</b></p> <p>It was noted that the skate park needed either repair, replacement or de-commissioning. Until funds were in place to repair or replace a very close monitoring of the park was required and one company had been identified to undertake monthly inspections for £100 per month. This was to be on a month to month basis. Rhino had been asked for a repair quote. It was considered that since this was a well-used asset that every effort be taken to manage safety whilst enabling use. To this end it was proposed by DW and seconded by SxH that the park was inspected monthly by an independent inspector with the specific brief of advising St Cleer PC at which point any item be taken out of commission, until finance was in place to manage longer term management.</p> <p><b>Audit report</b></p> <p>JP and RJ had audited the weekly inspections from Horizon, the skate park and muga. Improvement was noted and all matters satisfactory.</p>	
7	<p><b>Work plan update</b></p> <p><b>Public Conveniences Quotes</b></p> <p>Pursuant to delegated authority given at Parish, 3 quotes were in hand ranging from £3K to £32K. A quote presented in a fully costed fashion was considered to be the most favourable. This quote was based on a painted and repaired ceiling which Council wished to have fully covered in the panel material applied to the walls. It was also noted that the condensation and floor drying time (considerable) would be assisted by a vented window.</p> <p>With this in mind the Clerk was asked to go back to the preferred contractor and ask for this to be priced. It was proposed by TT that if this quote remained under the price of the next higher quote that the work be progressed. If this was not the case that further decision needed to be taken. Seconded by JP and carried</p> <p>In the interim the Clerk will collect reference as specified within the preferred provider form; Insurances, H and S Policy and RA/MS examples were in place.</p> <p><b>Benches installation quotes</b></p> <p>This matter was deferred to a decision the next meeting based on the year end outturn.</p> <p><b>Grit bin survey</b></p> <p>This was noted. The second bin at Hendra could be removed when emptied; 2 other bins will need to be replaced in due course. Several needed refilling from stock, given the ongoing threat of indement weather</p>	
8	<p><b>Mowing Contract Motion</b></p> <p>Payment recommendation to Parish with the support of the football team was to be affected on 27<sup>th</sup> March</p>	
9	<p><b>Football</b></p> <p><b>Liskeard Juniors</b></p> <p>DW reported on a meeting between St Cleer and Liskeard Youth team which was likely to be mutually beneficial. Issues to consider were cost to Liskeard Juniors – was this to be the same as St Cleer Juniors – that was on the draft agenda for Parish in March already.</p>	

Advertising boards would need to be sited. The teams would like to play a few friendlies at the end of the season to enable the committee to make a final decision.

A meeting was taking place on Friday which would incorporate a visit to St Cleer hosted by the Adult team. It was proposed by DW that St Cleer PC sent a letter to Liskeard offering support and a draft prepared by the Clerk was read out and considered suitable. Seconded by SxH this motion was carried and the letter passed to DW.

**FA Pitch Improvement Programme**

Referring to material sent previously and in advance of seed purchase as agreed at Parish, it was requested that Estates vire £100 of the £2K budget for seeds to the cost of an assessment of the pitch by the FA which would provide St Cleer with a soil analysis (to inform specific seed purchase) plus a action plan required to improve the pitch. Having such a plan would unite the separate strands of pitch management namely the team, contractor and Parish. It was noted that this system would provide corporate discounts in purchase and if the pitch is improved / actions carried out this will open a door to grant funding by the FA.

Proposed by JP and seconded by AW this motion was carried.

**Briefing note**

A briefing note bringing together

- Liskeard Juniors
- Finance and
- Pitch Quality

It was noted that some of these matters had progressed apace save that of the Advertising hoarding and finances. It had been stated that the hoardings were fixed to the stand owned by Parish (Noted on the Parish Asset Register at 17.12.97 at £3,633). It is the contention of the club that:

- They built the stand in the 1980s and they own it
- A meeting in 2017 indicated that this was entirely acceptable (which was supported by DW and SxH)

There is a recollection that Parish contributed to the upkeep at some point

Ownership to be established. If indeed it is owned by the dub there is no issue with the hoardings (although Policy will need to be determined for Liskeard Juniors). A request from the dub for Parish support for an invoice for machine hire for pitch aeration was discussed. The circumstances of the cost incurred in 2018 (not approved by Parish) of £750. It was noted that labour power which was considerable was provided by the dub itself. The outcome proposed was that a service level agreement was to be drafted to create clarity and transparency.

10      **Receipts and Payments (see below)**

PAYEE	REASON	GROSS	VAT	NET
SWW		52.92		2.92
St Cleer Primary	S137	100		100
SSG	Training	231	46.20	184.80
LG Services	Skate Park	126	21	105
Jamie Husband	Grit bins and car park St Cleer	135		135