

St Cleer Parish Council

Minutes of the Parish Council Meeting on 27th March 2019, held at Council Sports Pavilion, Hockings House, St Cleer.

Penelope Andrews, Councillor		In attendance
Kelvin Buckley, Councillor		Apology Accepted
Sue Harbord, Councillor	Chair of Council	In attendance
Suzanne Horsfield, Councillor		In attendance
Peter Lockley, Councillor		In attendance
Jon Prinn, Councillor		In attendance
Clive Sargeant, Councillor		Absent
Brian Seage, Councillor		In attendance
Martin Shead, Councillor		In attendance
Brian Smith, Councillor		In attendance
Tony Turton, Councillor		In Attendance
Derris Watson, Councillor		In attendance
Andy Webb, Councillor	Vice Chair of Council	In attendance
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggan	In attendance
Roni Jones		
Members of the Public		1

Item 1	Apologies for Absence As above	
2	Members declarations <ul style="list-style-type: none"> a. Disclosable pecuniary interests b. Non-registerable interests c. Declarations of gifts d. Applications for dispensations SH and DW declared an interest in item 10 and 12 (part) SxH and MS declared an interest in 12 (part)	
3	Close the meeting to allow up to 15 minutes for public questions Correspondence from Parishioners Letter from K Johnson re FOI and costs for the Car Park – attended to Robin Bone had asked for a regular contribution from the Parish for the Granite Post; SH proposed and was seconded by AW that the Clerk be delegated this responsibility. Motion carried	

	<p>DW returned the Millennium coins and book to Parish returned from Liskeard Museum – these will go on show in the Pavilion in due Course</p> <p>DW presented a ‘shadow’ from the British Legion, which was left over from the WW1 celebrations and donated to Parish</p>	
4	Reopen the meeting (public may only contribute on invitation)	
5	<p>Minutes of Previous Parish Council meeting To receive and approve minutes of the last meeting(s)</p> <ol style="list-style-type: none"> 27.2.19 Estates 13.3.19 (to Note) HR Group 20.3.19 (To Note) Restricted item Update from Panel Meeting 13.2.19 (To Note) Restricted item <p>The Minutes of the meeting of the 27th February were proposed as an accurate record by TT and seconded by JP, Motion Carried.</p>	
6	<p>Matters Arising</p> <p>Car Park Additional Grant from Cornwall Cornwall had offered an additional £777 towards the Car Park and it was moved by SH, seconded by DW that it be accepted. DW and ME were thanked for their efforts in achieving this additional funding.</p> <p>Speed Camera Highways Scheme EOI had been received with a deadline of the 3RD May; The Clerk asked Council give consideration to delegated authority to apply to underpin the mobile speed camera that reinforced the speed limit and recorded data. Proposed by AW and seconded by BS and carried</p>	
7	<p>Update from Cornwall Council</p> <p>ME stated that he had requested that footpath XXX be upgraded to Gold with the associated maintenance that would bring; Clerk to write and chase. Talks at Sibleyback were seeking permission for buddy sailing but the situation remained fluid. The planning appeal for 1 Windsor View had been dismissed. The Library had moved.</p> <p>£4.5M had been announced that day for investment in Cornwall including Liskeard Cattle Market and Kerdroya as well as works on the Raine peninsular.</p> <p>The Tour of Britain would be coming to Cornwall</p>	ME
8	<p>Standing Orders and Financial Regulations</p> <p>New Standing Orders had been consulted on in the Summer of 2018; but re not ratified pending amendments from CALC received in November. These had been incorporated into the SO and these were now tabled.</p> <p>The amendments to the SO moved all matters related to finance to the Financial regulations agreed in the year; so these were amended to reflect that and an agreed addendum inserted which gave certain suppliers / payees automatic approval, e.g. energy suppliers and salaries.</p> <p>The changes fell into line with all policy required by the Unity Bank application and the</p>	

	<p>documents were required for that application – previously resolved</p> <p>Proposed by BS and seconded by JP both documents were ratified as effective from 1.4.19 and the clerk authorized to send them to the bank with the Parishes application</p> <p>The Financial Report was rolled over due to work pressure</p>													
9	<p>Darite Defibrillator Motion</p> <p>The need for defibrillators across the Parish was noted, as was the recent issue of an elector in the village who personified the need for heart starting equipment in rural settings.</p> <p>There are a number of hamlets / villages within the Parish of St Cleer and whilst Darite was a largely populated area the other areas ought also to be able to access Parish support to have AEDs installed. Work was to be undertaken urgently by the Emergency Planning Group to identify those locations where an AED ought to be considered. (see item 13) It was noted that in supporting Darite, they had raised some finance, had a suitable site in mind and an agreement to fundraise for the pads and batteries as required. This was seen as a good practice model for applications to Parish for support in this regard.</p> <p>It was proposed that the annual upkeep of £175 in perpetuity be supported by Parish by MS and seconded by DW and this was carried</p> <p>In terms of the purchase it was noted that if purchase was made via the Parish the VAT would be reclaimed;</p> <table> <tr> <td>Cost</td> <td>£2500 inc VAT</td> </tr> <tr> <td></td> <td>£2000 no VAT</td> </tr> <tr> <td>Donation</td> <td>£ 500 (Liskeard Lions)</td> </tr> <tr> <td>Thus cost</td> <td>£1500</td> </tr> <tr> <td>Proposal</td> <td>£ 900 from S137 Grant budget head (Meaning a virement from that reserve)</td> </tr> <tr> <td></td> <td>£ 600 from general funds</td> </tr> </table> <p>Having agreed to his motion being thus amended it was proposed by MS and seconded by PL and carried</p>	Cost	£2500 inc VAT		£2000 no VAT	Donation	£ 500 (Liskeard Lions)	Thus cost	£1500	Proposal	£ 900 from S137 Grant budget head (Meaning a virement from that reserve)		£ 600 from general funds	
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10	<p>Motion to declare the Old Liberal Building for inclusion in the Council’s List of Assets of Community Value</p> <p>The motion in hand was briefly discussed prior to the departure of DW, SH and SxH.</p> <p>Support to the inclusion of the building being added to the register was proposed by BS and seconded by PL and carried</p> <p>DW, SxH and SH returned</p>													
11	<p>Update from Estates 13.3.19</p> <p>Football – The FA PIP and Liskeard</p> <p>Estates had vired £100 of the £2k spend on seeds to soil testing to ensure VfM in the purchase of seed (soil appropriate). This had also covered the cost of an inspection and a route to potential funding for remedial actions to improve the pitch. Report is awaited.</p> <p>Liskeard Junior FC are keen to merge with St Cleer youth to form St Cleer and Liskeard Juniors and a meeting with the FA is forthcoming. They are awaiting the outcome of item 12 to progress.</p>													

Benches installation

Costs will be circa £2K to proceed but permission from the Commoners is awaited – their meeting is on 25.4.19. Estates rolled over this item to their next meeting to view year end figures to make a proposal to Parish on installing 6 or the 3 red RAG rated. There is an economy of scale potential.

WC Refurbishment

This item had come to Parish as Estates had asked for a revision and that once this was in hand, it exceeded the amount stated at the meeting by £100. The revision was for a vented double-glazed unit and plastic sheeting to the ceiling.

WMS was proposed by AW and seconded by BS as contractors to undertake the work; their lead in time was 4 weeks. The motion was carried. The clerk would exercise delegated authority to appoint – it was noted that references, RAMS, Health and Safety and Insurance were all either in hand or available.

SH proposed that SxH be given delegated authority to liaise with the contractor during the refit and to work with the contractor on the minutiae of decisions potentially required during the refit. This was to include flooring. JP seconded and the motion was carried.

Due Diligence update

JP had audited the inspections of the Caretaker on Horizon, Skate Park and Legionella was discussed. All were most satisfactory.

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Proposed tariffs for the new Civic Year

- Allotments
- Pavilion (Regular and ad hoc users)
- Youth Club
- Football Teams (St Cleer Junior and Adult and Non-St Cleer)

It was noted that whilst conventionally this was done at the precept meeting, it had not been explicitly stated and several matters required attention. SH, SxH, DW and MS absented as stated below

		2006-2007	2013-2014	2017-2018	2018-2019	2019-2020	Proposed	Seconded	Outcome	Absent
Pavilion (Per hour)						Agreed				
Per hour	Regular	£ 3.00	£ 6.00	£ 6.00	£ 6.00	£ 6.25	JP	PA	Carried	
Per hour	Casual	£ 7.50	£ 8.00	£ 8.00	£ 8.00	£ 16.25	JP	PA	Carried	
Functions	until 6pm	£ 15.00	£ 35.00	£ 35.00	£ 35.00	£ 45.00	JP	PA	Carried	MS, SH, SxH, DW
Functions	6-10pm	£ 20.00	£ 47.00	£ 47.00	£ 47.00	£ 60.00	JP	PA	Carried	
Functions	6-12am	£ 30.00	£ 60.00	£ 60.00	£ 60.00	£ 75.00	JP	PA	Carried	
MUGA (Per hour)										
Non Floodlit	Regular	£ 5.00	£ 9.00			Included in main re	JP	PA	Carried	
Non Floodlit	Casual	£ 8.00	£ 10.00	Clerk's discretion	Clerk's discretion	£ 6.25				MS, SH, SxH, DW
Floodlit	Regular	£ 10.00	£ 19.00			Included in main rent				
Floodlit	Casual	£ 13.00	£ 23.00			£ 16.25	JP	PA	Carried	
Specified Users										
	Per Annum									
Football club (Team)	Adult	£ 300.00	£ 440.00	£ 440.00	£ 440.00	£ 450.00	SxH	DW	Carried	None
Football club (Team)	Adult inc MUGA					£ 500.00	SxH	DW	Carried	None
Football club (Team)	Junior	£ 75.00	£ 100.00	£ 75.00	£ 75.00	£ 75.00	A'W	BS	Carried	SH SxH
Football club (Team)	Junior (Inc MUGA)					£ 75.00	A'W	BS	Carried	
Football club (Team)	Adult non St					£ 750.00	JP	BS	Carried	None
Football club (Team)	Adult non St									
Football club (Team)	Cleer inc MUGA					£ 850.00	JP	BS	Carried	None
Football club (Team)	Junior Non St Cleer					£ 150.00	JP	BS	Carried	None
Football club (Team)	Junior Non St									
Football club (Team)	Cleer (Inc MUGA)					£ 200.00	JP	BS	Carried	None
Allotments	800sq ft			£ 30.00	£ 30.00	£ 30.00	PL	JP	Carried	
Allotments	1200sq ft			£ 35.00	£ 35.00	£ 35.00	PL	JP	Carried	None
Allotments	Water			£ 5.00	£ 5.00	£ 5.50	PL	JP	Carried	
Youth Club (Inc MUGA)			£ 15.00	£ 150.00	£ 75.00	£ 75.00	PL	BS	Carried	SxH, SH
Youth Club (No MUGA)										
Storage / Other										
Pavilion						£10	A'W	JP	Carried	
Container						TBA				SxH, SH
Shed 1						TBA				
Shed 2						TBA				
Car Boot Sale						£ 35.00				

This graphical representation reflects proposer, seconder and all motions were carried as stated.

	SH, SxH, DW and MS returned											
13	<p>Community Emergency Planning</p> <p>Draft TOR This is a task and finish group with no delegated authority and no requirement for minutes or published agendas. The Draft TOR has a range of objectives which represents a significant work plan which is still to be worked up.</p> <p>It was proposed by JP and seconded by TT that the draft be adopted as a framework for the group; this was carried</p> <p>Update from Flood Planning Training PA and the Clerk had attended recent flood resilience training which was highly beneficial and had enabled links to Landulph and St Dominick's PCs. Landulph already have a relationship with Botus Flemming in this matter.</p> <p>Membership PA indicated her interest in the group and was proposed by SH, seconded by AW and the motion carried. This was the only nomination to the group and it was noted that there was an intention to work with Landulph and St Dominick's PCs in the initial, generic phase.</p> <p>It being 9.30 the Standing Orders pertaining to meeting duration were suspended.</p>											
13	<p>Planning Applications since the last meeting (additional applications received prior to the meeting will be added to this list)</p> <table border="1" data-bbox="225 1227 959 1368"> <tr> <td>Reference</td> <td>PA19/01843</td> </tr> <tr> <td>Alternative Reference</td> <td>PP-07646751</td> </tr> <tr> <td>Application Validated</td> <td>Fri 01 Mar 2019</td> </tr> <tr> <td>Address</td> <td>Land North Of North Trekieve Farm Common Moor Cornwall PL14 6SA</td> </tr> <tr> <td>Proposal</td> <td>Use of land for the stationing of mobile home caravan to be residentially occupied by an agricultural worker for a temporary basis for three years</td> </tr> </table> <p>It was noted that this building would likely be visible from higher ground but that the need to be on hand for stock was a major consideration. The land agents' comments were noted. It was proposed by DW and seconded by AW that this application be supported; Motion Carried.</p>	Reference	PA19/01843	Alternative Reference	PP-07646751	Application Validated	Fri 01 Mar 2019	Address	Land North Of North Trekieve Farm Common Moor Cornwall PL14 6SA	Proposal	Use of land for the stationing of mobile home caravan to be residentially occupied by an agricultural worker for a temporary basis for three years	Zip files will be available at the meeting
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14	<p>Receipts and Payments See Below</p> <p>The payments were proposed by AW and seconded by JPO and carried</p>											
	<p>Restricted item</p> <p>SH proposed that the meeting move to restricted to discuss the remaining items; seconded by AW and carried</p> <p>Update from HR Group 20.3.19</p> <p>An update was given and this was noted. The following was Proposed by AW and seconded by BS:</p> <ul style="list-style-type: none"> • o fund RoSPA Training for the Estates Caretaker • 											

	<p>o fund £7.50 pcm for a phone package for the Estates Caretaker which offers email capacity</p> <ul style="list-style-type: none"> • o extend the agreement with the Clerk over hours worked • o fund the LA Procurement Training being run in Bodmin by SLCC • o fund RIALTAS shut down / end of year arrangements pending training in further years <p>The motion was carried Update from Panel Meeting 13.3.19</p> <p>An update was given and this was noted. A motion to purchase an external post box for the Pavilion to the value of £100, delegated to the Clerk was proposed by AW and seconded by BS. Motion carried</p>	
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PAYEE	REASON	GROSS	VAT	NET
HMRC, Salaries, Nest				
Jamie Husband	Q4	2465.00		2465.00
Darite, Commonmoor and Memorial Hall	NDP consultation – room hire	99.25		99.25
Western Web	Updates	63	52.50	10.50
SWW	Pavilion water	141.48		141.48
SWW	Toilets water	46.88	3.50	43.38
CREDITOR	REASON			GROSS
Cornwall	Emergency Planning Grant			100