

**St Cleer Parish Council**

**Minutes of the Meeting of the Estates Committee on 17<sup>th</sup> July 2019, held at Council Sports Pavilion, Hockings House, St Cleer.**

Penelope Andrews		
Kelvin Buckley, Councillor	Estates Committee	Apology accepted
Sue Harbord, Councillor	Chair of Council	
Suzanne Horsfield, Councillor	Estates Committee	In attendance
Peter Lockley, Councillor		
Jon Prinn	Vice Chair of Estates	In attendance
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		0

	<p><b>Appointment of Chair for the committee</b></p> <p>The Clerk asked for any nominations for the Chair of this committee and AW nominated JP. JP indicated that he was willing and his nomination was seconded by SxH; Motion Carried and JP assumed responsibility for the meeting</p> <p>Nominations for vice chair were solicited but no one was willing to be nominated.</p>	
1	<p><b>Apologies for Absence</b></p> <p>Apologies were received and accepted as above.</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 8<sup>th</sup> May were agreed as accurate and AW, seconded by SxH proposed that they were accepted as an accurate record.</p> <p>This was agreed unanimously by those present at the meeting of the 8.5.19</p>											
	<p><b>Matters Arising</b></p> <p><b>PITCH IMPROVEMENT PROGRAMME (SANDOW COMMISSIONED TO VERTIDRAIN AND FERTILIZE)</b></p> <p>Sadow had attended but was unable to vertidrain due to the hard nature of the terrain; 2 pitches were fertilised. Ongoing</p> <p><b>WC REFIT (ONGOING)</b></p> <p>Ongoing and of a suitable standard but progress very slow</p> <p><b>SANI BINS (INSTALLED)</b></p> <p>In situ, duty of care paperwork received. Matter closed</p> <p><b>SKATE PARK</b></p> <p>The exigent decommissioning was noted, alongside the forbearance of the electors and a clear social media and word of mouth ‘campaign’ for replacement. Survey responses brisk; 59 to date; 80% in favour of replacement and 40% opting for Concrete replacement; opinions included installing lighting at the new site. A small number of very interested users had approached Parish to offer opinion and support and would be attending Parish on 24.7.19.</p> <p>The paper was acknowledged and no questions posed. JP took the Motions 1 by 1 and each, in turn, were agreed:</p> <p><b>Proposed Motion 1</b></p> <p>To confirm that Parish wishes to progress development of a new skate park</p> <p><b>Proposed Motion 2 - Should #1 be affirmative</b></p> <p>That councillors are asked on the basis of evidence available to them to vote, by proportional representation if necessary, for:</p> <table data-bbox="228 1547 1406 1821"> <tr> <td data-bbox="228 1547 606 1637"><b>A</b> Concrete Park</td> <td data-bbox="606 1547 1406 1637">Long life, median cost, environmental impact, no maintenance</td> </tr> <tr> <td colspan="2" data-bbox="228 1637 1406 1659">OR</td> </tr> <tr> <td data-bbox="228 1659 606 1749"><b>B</b> Metal or Wood Park</td> <td data-bbox="606 1659 1406 1749">Short Life, least up-front cost, potentially lower environmental impact, inspection and maintenance regime required</td> </tr> <tr> <td colspan="2" data-bbox="228 1749 1406 1771">OR</td> </tr> <tr> <td data-bbox="228 1771 606 1821"><b>C</b> Composite Park</td> <td data-bbox="606 1771 1406 1821">25 Year life, high up-front cost, sustainable, inspection and maintenance regime required</td> </tr> </table> <p><b>Proposed Motion 3 - Should #1 be affirmative</b></p> <p>If the proposal is for works of repair and maintenance to an existing hard surface including the replacement of surfacing materials on a like for like basis then this would not require permission. If the proposal were for extensive regrading of, this is may constitute an engineering operation which may require planning permission. That clarification on this matter be progressed and if required applied for by the Clerk under delegated authority to both Cornwall and Fields in Trust</p>	<b>A</b> Concrete Park	Long life, median cost, environmental impact, no maintenance	OR		<b>B</b> Metal or Wood Park	Short Life, least up-front cost, potentially lower environmental impact, inspection and maintenance regime required	OR		<b>C</b> Composite Park	25 Year life, high up-front cost, sustainable, inspection and maintenance regime required	
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	<p><b>Proposed Motion 4</b> - Should #1 be affirmative</p> <p>That an individual(s) be given delegated authority to apply for grant funding to meet the shortfall in finance; this to address any groundwork requirement issues raised by the contractor chosen (and may require resurfacing)</p> <p><b>Proposed Motion 5</b> - Should #1 be affirmative</p> <p>That the clerk be given delegated authority to invite the appropriate 2 suppliers identified (to be named at the meeting) to make presentations to the Parish to enable community engagement in:</p> <ul style="list-style-type: none"> <li>• Provider choice</li> <li>• Design choice</li> </ul> <p><b>Proposed Motion 6</b> - Should #1 be affirmative</p> <p>That 2 Councillors be delegated authority to work with the Clerk on community engagement outlined in (4 and 5) above</p> <p>It was noted that if Proposal #1 was not progressed a plan would need to be developed to manage community expectations.</p> <p>JP proposed that the paper and motions be sent to Parish, seconded by TT and carried</p>	
5	<p><b>Service Level Agreement with the Football Teams</b> – Circulated</p> <p>Committee had the opportunity to consider the paper prior to the meeting and there was an issue raised about overlap of users which was directed to the Parish meeting 24.7.19. The matters raised by the YFC were addressed and adjustments made to the document. With these adjustments the paper was proposed for Parish by AW and seconded by SxH and carried.</p>	
	<p><b>Horizon Annual Inspection</b> – Circulated</p> <p>The inspection was noted; no issues identified of risk; report to go to caretaker and Parish to be advised if there is any noted deterioration.</p>	
6	<p><b>MUGA – FA proposal</b> – Circulated</p> <p>An email received from the FA was discussed in depth, the clerk asked the meeting to note that there may be a burden on Clerk hours with this matter, should a councillor not drive this forward. It was proposed that</p> <ol style="list-style-type: none"> <li>1. The matter be pursued</li> <li>2. That 2 councillors (one from Estates) be nominated to drive forward the proposal/opportunity with the delegated authority of Parish.</li> </ol> <p>Proposed JP and seconded SxH, motion carried.</p>	
7	<p><b>Millennium Garden</b></p> <p>CS raised his concerns about the state of the Millennium Garden and specifically the gravel path. It was agreed that the Garden was in need of attention but that it was not as high priority as other areas of Parish. It was mooted that Clearway Church or Cormac could be approached to take this matter forward.</p>	
	<p><b>Allotments</b></p> <p>CS raised his concerns that there had been encroachment onto the lane, which was in fact owned by the Parish. It was proposed by JP and seconded by TT that:</p>	

	<p>1. A surveyor be asked to attend and assess the apparent Parish site against the deeds 2. Should there have been ingress to produce a report for Parish upon which it may take action.</p> <p>Motion Carried. The clerk indicated that she was very behind in dealing with the Allotments due to the pressures of work</p> <p>The Edgar Oscar Memorial Trophy (sponsored by Parish) and awarded at the Allotments AGM would potentially need a prize giver. It was noted that JP needed to contact the Allotment Assoc to meet and greet / make any arrangements</p>				
	<p><b>Dog Fouling – Circulated</b></p> <p>The use of the Enforcement Officer role was discussed. It was agreed that this was an issue for the parish and AW proposed the following motion, seconded by JP The motion was carried.</p> <p><b>Proposed Motion:</b> To ask the community via social media to identify where there are specific sites of fouling within the Parish are To task the care taker to attend these sites in high vis clothing To install a recycled bottle dispenser (See pink picture) using 2L plastic bottles and laminate labels on them, fixed with cable ties; Provide and replenish the dispenser with biodegradable poo bags On the way to that pedestrian area and away from it spray paint the appended message with a stencil and biodegradable paint in a prominent colour (Pink / Orange) (see enforcement picture) (The Stencil Warehouse has been asked to quote)</p> <p><b>Pilot cost</b> Paint; cable ties; stencil, poo bags and Caretaker time £50 in funds</p>				
	<p><b>Work plan update</b></p> <p>Budget; the Estates Budget was stretched; The Caretaker has refurbished the Darite Bus Shelter and is now moving to the Common Moor shelter. The Skate Park matter has impeded the wider work plan as discussed at the meeting</p>				
	<p><b>Report to Estates on Caretaker Assessments</b></p> <p><b>Monthly Checklist</b></p> <p>The Clerk reported 100% compliance with the Checklist and that the caretaker was settling well into the new role</p> <p><b>Councillor Audit report</b> This was to be undertaken post meeting</p>				
10	<p><b>Receipts and Payments (see below)</b></p> <p>None</p>				
	<b>PAYEE</b>	<b>REASON</b>	<b>GROSS</b>	<b>VAT</b>	<b>NET</b>

At the end of the meeting CS resigned from this committee and passed his Pavilion key to JP.