


**St Cleer Parish Council**

**Minutes of the Meeting of the Estates Committee on 9<sup>th</sup> October 2019, held at Council Sports Pavilion, Hockings House, St Cleer.**

Penelope Andrews		
Sue Harbord, Councillor	Chair of Council	In Attendance for item 6 only
Suzanne Horsfield, Councillor	Estates Committee	In attendance
Jon Prinn	Chair of Estates	In attendance
Clive Sargeant, Councillor		In attendance
Martin Shead, Councillor		
Brian Smith, Councillor		
Tony Turton, Councillor	Vice Chair of Estates	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 Chair asked for any nominations for the Vice Chair of this committee and AW nominated TT. TT indicated that he was willing and his nomination was seconded by SxH; Motion Carried</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>SxH dedared an interest in the Allotment Motion as it pertained to the Cooperative Plot and it's site only.</p> <p>Item 6 was dealt with immediately to enable SH to manage her time</p>	
3	<p><b>Minutes of Previous meeting</b></p> <p>The minutes of the 17<sup>th</sup> July were agreed as accurate and JP, seconded by AW proposed that they were accepted as an accurate record.</p> <p>This was agreed unanimously by those present at the meeting of the 17.7.19</p>	

4	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Pitch Improvement Programme – Costs as supported by Parish in relation to the Kubota / purchase of additional equipment needs to be adjusted on the EMR – this will be done before Fred 2</li> <li>• Benches / Grit Bins - ordered</li> <li>• WC refit – completed – Invoice in hand and will need to be discussed with contractor</li> <li>• Car Park Foliage – letter sent</li> <li>• Dog Fouling / littering / fly tipping – update on work undertaken</li> </ul>	
5	<p><b>Allotments</b></p> <p>JP updated the meeting on the visit undertaken which was overwhelmingly positive. An issues paper, contract and procedure with letters had been circulated and were discussed.</p> <p><b>Proposed Motion:</b></p> <ol style="list-style-type: none"> <li>1 That the appended NALC based agreement be put to the Allotment Association for Consultation and Feedback and that should that be positive that it be implemented across all allotments from 1<sup>st</sup> April 2020</li> <li>2 That St Cleer joins the National Allotment Society to access information and guidance on national practice to inform Parish Management - Local authorities - £55 + VAT per year</li> <li>3 That the appended letters for compliance be adopted with immediate effect</li> <li>4 All new tenants be subject to the Agreement with immediate effect (No contract has been issued since March 2018 whilst a number of plots let)</li> <li>5 Payment terms are shifted to non-invoiced Standing Orders – with the current invoice being sent en bloc with arrangements only for bank transfer or cash paid to the caretaker by arrangement</li> <li>6 That the appended Procedure document be put to the Allotment Association for consultation and feedback and should that be positive implemented immediately</li> <li>7 That Specific attention is paid to the change in the letting arrangements which allow residents living with 3 miles of St Cleer take up plots; this matter needs a specific resolution at Parish (3 miles is notional)</li> <li>8 That one plot be allocated to a co-operative of individuals and that whilst this approached each be asked to pay £10 per annum (inclusive of water) and support given to them developing terms for working a single plot. That the plot to be used is plot 25</li> <li>9 A further separate plan for the Allotments is being developed and the Allotment Association and parish are asked to note this.</li> </ol>  <p>SxH left the room whilst item 8 was discussed; AW proposed and JP seconded it's adoption and the motion carried. SxH was invited back into the meeting Item 1-7 was proposed by SxH and seconded by TT and the motion carried.</p> <p>An amended motion for those items which must be ratified at Parish will go to the next meeting</p>	
6	<p><b>Skate Park Funding Application Plan</b></p> <p>ITT to be tabled ASAP at Parish and then opened on the Contracts Portal and to those that have already given quotes. This would be a priority once the Precept had been agreed.</p> <p>SH stated once the specification was in hand, she was able to apply to grants but not before</p> <p>Several smaller funds noted recently which may be approached</p>	
7	<p><b>MUGA / Cornwall / Funding</b></p> <p>Watching brief being kept on the report which will indicate if this matter can be supported by Cornwall FA; in the interim NFA</p>	
8	<p><b>Equality Impact Assessments</b></p> <ul style="list-style-type: none"> <li>• Allotments</li> <li>• Millennium Garden</li> <li>• Access to Outdoor Gym</li> <li>• Access to football touchlines</li> </ul>	

- Access to Pavilion

Assessments undertaken and action required in terms of more in depth report / recommendations to be taken forward.

SxH indicated that Clearway Church were happy to help the community by undertaking some work at the Millennium Garden

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### Rewilding on bus shelters

#### Assessment:

We could provide solution by adapting the roofs of our bus shelters to have meadow grass turf which will promote pollinators such as Bees and other insects. The grass and flowers also provide a contribution to the reduction of CO2 in our air space. This solution will be relatively maintenance free, and self-sufficient.

We currently have 8 shelters across the parish.

Estimated cost per shelter would be between £130 - £150 for turf. Plus, fitting time/cost of our in-house staff.

Total cost £1200, plus fitting costs



There would be some small ongoing costs of upkeep such as weeding, which could be looked at by an ad-hoc basis. Prices estimate based on pricing from [www.turfonline.co.uk](http://www.turfonline.co.uk)

#### Proposed Motion:

1. Estates committee agree with this idea and we give authority for the clerk, and/or a councillor to seek a firm quote for the above work.
2. If 1 is successful then and once firm quote is sourced - The estates committee recommend we progress this motion to full council for approval.

Motion discussed, Proposed JP, seconded AW and carried

JP

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### Reforestation Scheme for St Cleer

The agenda pertaining to an opportunity to manage land, as discussed at Parish, was noted. Reply awaited from local elector who mooted the idea initially.

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### Work plan update

1 Cleer Parish Council - Estates Workplan - 2019-2020

Item	RAG Status		
<b>Management of the Council's property and lands:</b>			
The Sports field and all outdoor equipment			
<ul style="list-style-type: none"> <li>• Kubota sold</li> <li>• Due Diligence Audit</li> </ul>			
PIP Pitch implementation plan			
<ul style="list-style-type: none"> <li>• Vertidrainning 2</li> <li>• Trees</li> </ul>			
Specification and Consultation on the MUGA refurbishment			
Skatepark Renovation			
<ul style="list-style-type: none"> <li>• Grants</li> <li>• ITT</li> </ul>			
The Pavilion			
<ul style="list-style-type: none"> <li>• W&amp;A</li> <li>• Needs Electric testing</li> <li>• New display cabinets</li> <li>• Pavilion Flooring and Kitchen</li> <li>• Recycling - Quote at £14 per collection (£400per annum)</li> </ul>			
CCTV upgrade across estate			
The Toilets and Car Park		Community Benches	
<ul style="list-style-type: none"> <li>• Refurbished / Signage improvement 10.10.19</li> </ul>		<ul style="list-style-type: none"> <li>• November 2019 all new plastic benches being installed</li> </ul>	
The Millennium Garden		Community Noticeboards	
<ul style="list-style-type: none"> <li>• Stones</li> <li>• Brambles</li> <li>• Paint fence and gate</li> <li>• Remove benches to the Pavilion</li> </ul>		<ul style="list-style-type: none"> <li>• Need renewals and additional noticeboards</li> </ul>	
The Allotments		Footpaths as agreed with Cornwall Council	
<ul style="list-style-type: none"> <li>• New Plan being developed</li> <li>• Allotments Water pipe to be extended</li> <li>• Allotments fence repair</li> <li>• Access</li> </ul>		<ul style="list-style-type: none"> <li>• Annual summary requested</li> </ul>	
Land at Trethevy Quoit		<b>Other responsibilities</b>	
<ul style="list-style-type: none"> <li>• Boulders to prevent ingress need to be augmented</li> <li>• Notice boards waterlogged</li> </ul>		Monitor and commissioner of all reactionary maintenance including quarterly receipt of the following inspection programmes:	Agenda item for all Estates Meetings
The Horizon Playground - inspected annually and cleaned monthly		<ul style="list-style-type: none"> <li>• Legionella - Agree fee</li> <li>• Horizon Play park safety</li> </ul>	Pre audit by rote
Bus Shelters		To ensure that an adequate risk assessment is updated annually which accurately reflects both the health and safety needs of the Parish as well as the wider risks of operation of a small council.	Committee
<ul style="list-style-type: none"> <li>• 2 refurbished and all cleaned</li> <li>• 2 would benefit from seating</li> </ul>		To conduct an annual appraisal of all health and safety and legislative requirements as they relate to the Estate (best practice guidelines and with due regard to standing orders and financial regulations) and ensure that the Council meets all of its responsibility in this regard	Committee
Grit bins		Updated asset register reviewed annually in January (ensure that it reflects the full estate of the Council) Send to FGPC 13.2.20	Committee
<ul style="list-style-type: none"> <li>• All inspected by SH and RJ in April</li> <li>• 2 renewals November 19</li> </ul>			

Pursuant to the matter of recycling it was proposed to take to Parish that a contract be entered into for the removal of mixed recycling as above, Proposed AW, seconded JP and carried

### Budget requirements

As above – those items marked as High risk (red) will be put in the budget requirement for the precept in 2020

### Water testing

The screenshot shows a shopping cart with two items:

Item	Unit Price Before VAT	Quantity	Subtotal
Legionella test on Showers <small>Test Kit for Laboratory analysis of water sample from Showers for legionella bacteria</small>	£44.50	3	£133.50
Water Quality Test on Drinking Water Unit <small>Drinking Water Unit - Water Quality Test Kit (post-flush). A Laboratory analysis of a Drinking Water Unit to check it is fit to drink.</small>	£25.00	1	£25.00

Below the items is a 'Delivery' section with a postcode input field (PL14 8EE) and a summary table:

Delivery Option - STANDARD £5.00	Subtotal (Excl. Tax):	£158.50
	Subtotal (Incl. Tax):	£190.20
	Shipping & Handling (Delivery Option - - STANDARD)	£5.00
	Grand Total Excl. Tax:	£162.67
	Tax:	£32.53
	Grand Total Incl. Tax:	£195.20

Since this was cost effective and required it was proposed by JP and seconded by AW that this matter be progressed under delegated authority to the Clerk. Carried

### Electrics survey

Remains outstanding; contractor chased; looking at alternatives

### SWW meter readings

All 3 meters now read; toilets very over estimated, allotments very under estimated and correction invoice of £130 received; Pavilion balanced.  
All are now on DD schedules with Unity Bank

### Report to Estates on Caretaker Assessments (Defer pending audit)

- Monthly Checklist
- Councillor Audit report

At the end of the meeting Councillors conducted Due Diligence Audits as follows:

- Legionella
- First Aid
- Horizon Play Park
- Outdoor Gym