

## ST CLEER PARISH COUNCIL

### AGENDA

**Please join from your computer, tablet or smartphone.**

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**NOTICE is hereby given** that a Virtual Meeting of the Parish will be held on Wednesday, June 24, 2020 at 7.15 to which members are summoned to attend



1	<b>Apologies for absence</b>	
2	<b>Members declarations</b> <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>	
3	<p><b>Allow up to 15 minutes for written public questions</b> submitted in advance (please email <a href="mailto:clerk@stdeerparishcouncil.gov.uk">clerk@stdeerparishcouncil.gov.uk</a> a minimum of 48 hours prior to the meeting)</p> <p><b>Then</b></p> <p style="text-align: center;"><small>Pre application advice for proposed Residential Development Comprising a Subsidy Scheme For 40 Dwellings (20 Affordable), Estate Roads, Open Public Spaces And Landscaping Land Pt Os 6343 Darite Cornwall Ref. No: PA20/01086/PREAPP   Validated: Tue 09 Jun 2020   Status: Awaiting decision</small></p> <p>Parish has no view on this application at this time as it is in the <b>Pre-Application Stage</b>. No comments are accepted by any party on this type of application by Cornwall, the planning Authority.</p> <p>Any comments can be fed through to Cornwall Council <b>if</b> the matter is progressed to a formal Planning Application</p> <p>Correspondence:</p> <ul style="list-style-type: none"><li>• NDP comments / parishioner comment</li><li>• Japanese Knotweed</li><li>• FA Grant</li><li>• Parking issues St Cleer</li></ul>	
4	<p><b>Minutes of Previous Parish Council meeting</b></p> <p>To receive and approve minutes of the last meeting(s)</p> <ul style="list-style-type: none"><li>• 27 May</li><li>• HR Meeting 10 June (To Note)</li><li>• FGPC Meeting 22 June 2020 (To Note)</li></ul> <p><b>Report of meetings attended on behalf of the Parish Council</b></p> <p><b>Councillor Training 15<sup>th</sup> April 2020 7.15pm</b> Cancelled to be reconvened when new Councillor appointed</p>	

5	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Application to be co-opted to Council – NIL</li> <li>• Wifi installation – Contract signed with BT</li> <li>• Bus shelter at Crows Nest – Contract signed with Shelter Solutions in Green</li> <li>• Virtual Platform used – HR Proposal to use Zoom rather than GoToMeeting</li> </ul>	
6	<p><b>Update from Cornwall Council</b></p>	ME
7	<p><b>Market Inn application to be a Community Asset</b></p> <p>Under the Localism Act 2011, town and parish councils and local voluntary and community organisations can nominate local land or buildings to be included in a 'list of assets of community value.' If the owner of a listed asset subsequently wishes to sell the asset, there will be a period of time during which the asset cannot be sold. This is intended to allow community groups the time to develop a proposal and raise the required capital to bid for the asset when it comes onto the open market at the end of that period. For an asset to be listed the Council must consider either that (i) its main use contributes to the social wellbeing or cultural, recreational or sporting interests of the local community – and that it is realistic to think that this use will continue or (ii) where the main use does not currently have such a community benefit but in the 'recent past' it did have and the Council considers it likely that it would be able to have such a use in the next 5 years. Certain assets are exempt from being listing as assets of community value. These are detailed in full in the regulations but include:</p> <ul style="list-style-type: none"> <li>• Residential property including gardens, outbuildings and other associated land</li> <li>• Land covered by Caravan Sites and Control of development Act 1960</li> <li>• Land used by public utilities, defined as operational land in section 263 of the Town and Country planning Act 1990</li> </ul> <p>Further information is available on our web site at <a href="http://www.cornwall.gov.uk/communityrighttobid">www.cornwall.gov.uk/communityrighttobid</a>  The full legislative details are available as below. Localism Act Chapter 3  <a href="http://www.legislation.gov.uk/ukpga/2011/20/part/5/chapter/3">http://www.legislation.gov.uk/ukpga/2011/20/part/5/chapter/3</a>  Assets of Community Value (England) Regulations 2012 <a href="http://www.legislation.gov.uk/uksi/2012/2421/contents/made">http://www.legislation.gov.uk/uksi/2012/2421/contents/made</a></p>	
8	<p><b>Management of Council Assets Risk Assessment in relation to Covid 19</b></p> <ul style="list-style-type: none"> <li>• Risk Assessment from FGPC (to follow)</li> </ul>	
9	<p><b>Post Pandemic community engagement and emergency planning – Motion Circulated</b></p>	
10	<p><b>Petanque – Motion Circulated</b></p>	
11	<p><b>NDP Progress</b></p>	DW
12	<p><b>Planning Applications since the last meeting (additional applications received prior to the meeting will be added to this list). The St Cleer NDP is to be found here:</b>  <a href="https://plansupport.services/wp-content/uploads/2019/11/st-cleer-parish-ndp-mark-2-Deposit-Draft-Corrected2-compressed.pdf">https://plansupport.services/wp-content/uploads/2019/11/st-cleer-parish-ndp-mark-2-Deposit-Draft-Corrected2-compressed.pdf</a></p> <p>Non Material Amendment for internal changes and repositioning of windows and doors and other general amendments to fenestration. Application no. PA19/03968 dated 03/07/19 relates.  Planning Application  Ash Park Higher Tremar Liskeard Cornwall PL14 5HP  Ref. No: PA20/04232   Received: Fri 22 May 2020   Validated: Wed 27 May 2020   Status: Pending Consideration</p> <p><b>Construction of implement and fodder store</b>  Planning Application  Land West Of West End Higher Tremar Liskeard Cornwall PL14 5HS  Ref. No: PA20/04231   Received: Mon 18 May 2020   Validated: Wed 03 Jun 2020   Status: Pending Consideration</p>	<p>Due to the nature of Virtual Meetings it is necessary for all Councillors to have inspected the documents on the Cornwall Portal PRIOR to the meeting</p>

	<p><b>Demolition of existing storage barn and erection of a new dwelling house</b>  Planning Application  Land East Of East Tremar Barn Tremar Cornwall PL14 5HF  Ref. No: PA20/04114   Received: Tue 19 May 2020   Validated: Wed 03 Jun 2020   Status: Pending Consideration</p> <p><b>Retention of existing porch, lounge and link corridor and continued use of annexe with a new build extension to the annexe</b>  Planning Application  Downhill Gates Darite Liskeard Cornwall PL14 5LG  Ref. No: PA20/04349   Received: Thu 28 May 2020   Validated: Thu 11 Jun 2020   Status: Pending Consideration</p> <p><b>Outline application for the redevelopment of former builders yard and owners residence to provide up to 2 dwellings.</b>  Planning Application  Beechwood View Redgate Liskeard Cornwall PL14 6RU  Ref. No: PA20/04445   Received: Mon 01 Jun 2020   Validated: Mon 15 Jun 2020   Status: Pending Consideration</p> <p><b>Construction of dwelling on site of former builders yard.</b>  Planning Application  Beechwood View Redgate Liskeard Cornwall PL14 6RU  Ref. No: PA20/04451   Received: Mon 01 Jun 2020   Validated: Mon 15 Jun 2020   Status: Pending Consideration</p> <p><b>PA20/03486 - Homefield, Tremar. 5 Day Protocol</b>  1. Agree with the recommendation  2. Agree to disagree  3. Request that the application is determined by the Planning Committee</p>	
13	<p><b>HR Meeting update</b></p> <ul style="list-style-type: none"> <li>• <b>To Adopt the New Discipline Procedure</b></li> <li>• <b>To Adopt the New Grievance Procedure</b></li> <li>• <b>To Adopt the Anti Bullying and Harassment Policy</b></li> <li>• <b>To Adopt the new HR Protocol</b></li> </ul> <p><b>Motion to restrict the meeting (non Councillors will be dismissed from the meeting at this point)</b></p> <ul style="list-style-type: none"> <li>• <b>To endorse the HSE Assessment for Home-working in relation to the Clerk and concomitant costs</b></li> <li>• Update on HR Matters</li> </ul>	

**St Cleer Parish Council**  
**Post Pandemic community engagement and emergency planning arrangements**

<b>Date of Document:</b>	<b>11/06/2020</b>
<b>Committee / Sub Committee the motion is intended for:</b>	<b>Parish</b>
<b>Date of that Meeting:</b>	<b>24/06/2020</b>
<b>Proposer:</b>	<b>Sue Harbord</b>
<b>Seconder:</b>	Penelope Andrews
<b>Situation:</b> All community buildings have been closed due to government restrictions. When they re-open they will need to be to be Covid secure.	
<b>Background:</b> The Clerk has been working on a plan and risk assessment for the Pavilion, other community buildings will have to do the same and would benefit from the dissemination of knowledge The Parish has received a £400 grant for equipment needed for the Parish emergency plan; in this way the halls will be involved in the development of the spending plan for this budget and a common knowledge base developed There is a will to develop the Red Cross Reserves teams across the Parish for civil contingency; linked to these organisations and their infrastructure	
<b>Assessment:</b> The Emergency Planning / Community Engagement group should invite a representative from each of the Parish Community Buildings and Churches to a meeting in order to mutually share and assist with developing a safe reopening strategies and risk assessments in the Parish.  This meeting would be an excellent opportunity to encourage the involvement of the community buildings and Churches in the emergency plan. To assess what these organisations may require to fulfill their roll in an emergency situation as defined under Community Emergency Arrangements (ie space blankets, torches etc) and encourage registration with the Red Cross Volunteers.	
<b>Proposed Motion:</b>  To invite organisations including, but not limited to Darite, Common Moor, St Cleer Memorial Hall, Open Doors, Cleerway and St Cleer Church to a virtual Emergency Planning / Community Engagement group meeting. To support the community with an action plan agreed in line with the development of the Community Emergency Plan	
<b>Date received:</b>	
<b>Action taken or motion rejected (under SO9h):</b>	
<b>Signature of Clerk / Officer receiving the motion:</b>	

**St Cleer Parish Council  
Petanque implementation**

<b>Date of Document:</b>	<b>3.6.20</b>
<b>Committee / Sub Committee the motion is intended for:</b>	<b>Parish</b>
<b>Date of that Meeting:</b>	<b>24.6.20</b>
<b>Proposer:</b>	<b>SxH</b>
<b>Seconder:</b>	
<b>3<sup>rd</sup> and 4<sup>th</sup> Signatories if required under Standing Order</b>	

<p><b>Situation:</b></p> <p>Parish has been approached to have the Petanque pitch installed imminently as it would prove a safe sport in the current situation</p>
<p><b>Background:</b></p> <p>A significant time ago Parish agreed that a Petanque pitch could be placed to the left of the sports field car park where the scalplings are sited.</p>
<p><b>Assessment:</b></p> <ol style="list-style-type: none"> <li>1. Petanque England have assessed this as acceptable albeit restricted <a href="https://www.petanque-england.uk/wp-content/uploads/2020/05/PE-COVID-19-Update-12.5.20.pdf">https://www.petanque-england.uk/wp-content/uploads/2020/05/PE-COVID-19-Update-12.5.20.pdf</a></li> <li>2. The electors are prepared to move the scalplings and roll them into the car park using a risk assessment and method statement (appended)</li> <li>3. A request of £50 is made in relation to some 6mm surface dressing required; it may be that a further request for a mechanical roller be forthcoming should it not be possible to borrow both a roller and 4x4/quad to tow it</li> </ol>
<p><b>Proposed Motion:</b></p> <ol style="list-style-type: none"> <li>1. To endorse the RAMS</li> <li>2. To agree the £50 requested (potentially treated as a S137 grant)</li> <li>3. To agree the cost of the roller hire should local means not be identified</li> </ol>
<p><b>Date received:</b></p>

**ST CLEER PARISH COUNCIL**

**RAMS for volunteer scalping movement and rolling of the St Cleer Sports Pavilion Car Park**

Date	TBC
Worker	Volunteers interested in supporting Petanque
<b>Details of item to be maintained</b>	
Name	Car Park
Location	Sports Pavilion
Reason	To create space for the Petanque pitch installation
Weather (if outdoor)	NA
<b>Risk Assessment and Management (Continue overleaf as necessary)</b>	
Risks identified (Hazards such as PPE, heights or cutting, electricity or need for PPE / Cones etc)	Manual Handling Use of Machinery and tools
Actions taken to manage / mitigate the risks (Address each issue identified above – do not proceed if risks cannot be managed or mitigated)	The Caretaker to attend at the start of the proceeding and to ensure that all involved are competent to undertake the task; assess the appropriateness of the equipment and its fitness to use The Caretaker to oversee lifting and handling and ensure that individuals comply with appropriate practices or are advised that their method they are working is not endorsed by Parish and will therefore be outside of any Parish Liability The Caretaker to remain on site during proceedings and to intervene on request or if he considers health and safety is being compromised Competent person to drive towing mechanism to be demonstrated by qualification, licence or experience and agreed in advance of the event Roller to be used by a competent person as demonstrated by qualification, licence, experience and agreed in advance of the event
Tools required (Do not use inappropriate tools or 'make do')	Wheelbarrows                      Shovels Rakes                                      Roller Towing mechanisms
Are tools in good working order (Check every time)	Subject to assessment on the day
<b>Survey Undertaken (Continue overleaf as necessary)</b>	
Competence to carry out the task (Do not carry out any task you consider yourself to need training or support to carry out)	Subject to assessment on the day
Process to be followed (List how you are going to undertake the task)	Safe lifting technique to transfer scalpings to wheelbarrows Safe lifting technique used to employ wheelbarrow Scalpings sited in area of need Safe technique for raking / levelling/ transfer Once an area is completed and safe to roll, by evidence of clear access and all volunteers at a safe distance, rolling to be undertaken by named person Mindfulness for the need to intervene should tiredness, hunger, perceived lack of time compromise techniques Clear undertaking that should the caretaker require immediate stop that this is complied with
Issues or Subsequent risks identified (Hitches that happened whilst proceeding and how these were addressed or process halted)	To be completed by Caretaker on the day
Plan completed	
Any incident? (Accident book to be completed? Learning to be undertaken? Public or publicity issue?)	
Signed off (Work to be signed off by worker as completed)	
Countersigned (Work to be signed off as satisfactory by line manager or appointed other)	

**St Cleer Parish Council**  
**Management of Council Assets Risk Assessment in relation to Covid 19**

<b>Date of Document:</b>	<b>3.6.20</b>
<b>Committee / Sub Committee the motion is intended for:</b>	<b>Parish</b>
<b>Date of that Meeting:</b>	<b>24.6.20</b>
<b>Situation:</b> Parish has to manage reopening of its assets in keeping with government guidelines	
<b>Background:</b> Many assets have been closed and are being managed by government guidance. Guidance in relation to Toilets is locally dictated	
<b>Assessment:</b> Cleaning and level of use need to be balanced in exercising the Parishes liability to users and duty of care to staff. Each parish is required to assess risk related to its own circumstances	
<b>Proposed Motion:</b> <ol style="list-style-type: none"> <li>1. To accept the risk assessment presented below and the separate RA pertaining to the WCs</li> <li>2. Delegated authority to be given to the Clerk change the risk assessment by government guidelines (e.g. gym, play)</li> <li>3. To keep the pavilion and the public toilets closed until such time as risks can be mitigated / duty of care managed – delegated authority to Estates Committee or return to Parish (dependent on risk / timing of meetings)</li> <li>4. To authorize new legionella testing at the Toilets and Pavilion given the recommendations from Cornwall</li> </ol>	

Council Assets management in relation to COVID 19								
No	Risk	Outcome of risk	Risk	X	Prob	Total	RAG	Mitigation
1	Allotments use by tenants	Contracting or spreading Covid 19	3	x	1	4		Individual management; being outside is now government endorsed; individuals are responsible for their own protection
2	Outdoor Gym use by electors	Contracting or spreading Covid 19	5	X	5	25		Prohibited by Government at this time
3	Horizon use by electors	Contracting or spreading Covid 19	5	X	5	25		Prohibited by Government at this time
4	Pavilion use by electors	Contracting or spreading Covid 19	5	X	5	25		Prohibited by Government at this time
5	Public toilet use by electors	Contracting or spreading Covid 19	5	X	5	25		Remain closed until cleaning regimen is in keeping with risk (many public toilets are on hourly cleaning regimes)  Mindfulness of young people using this as a place to be (previous antisocial behaviour) and the risk of transmission indoors without social distancing to smoke
6	Bus Shelter use by electors	Contracting or spreading Covid 19	3	X	3	9		Individual management; being outside is now government endorsed; individuals are responsible for their own protection  Public are advised in general NOT to use busses
7	Bench use by electors	Contracting or spreading Covid 19	3	x	3	9		Individual management; being outside is now government endorsed; individuals are responsible for their own protection

**St Cleer Parish Council**

**HR Motion**

<b>Date of Document:</b>	<b>9.6.20</b>
<b>Committee / Sub Committee the motion is intended for:</b>	<b>Parish</b>
<b>Date of that Meeting:</b>	<b>24.6.20</b>
<b>Proposer:</b>	<b>HR</b>
<b>Seconder:</b>	
<b>Situation:</b> HR works with the NALC policies and these have been updated; HR is using these policies at this time	
<b>Background:</b> 33% of Clerks changing jobs in England year on year do so as a result of bullying and harassment; This has a potential cost implication to employers when the Clerk has tenure. St Cleer is no different to other parishes, and has managed this situation in recent years The Council has a duty of care to risk assess and mitigate any issue that pertains to staff The HR committee has the delegated authority to manage these matters; Parish has the responsibility to create the policy and procedural framework. The HR Committee have benefited from NALCs LTN 22 Para 11 ‘... So a Councillor has no inherent authority to instruct staff in their duties. Individual Councillors must not involve themselves in the day to day running of the Council, unless they have the delegated authority to do so.’	
<b>Assessment:</b> The HR Committee was requested to examine some matters of late which has highlighted the need to update the St Cleer Procedure Manual; given revisions by NALC post Ledbury Given that HR matters are not, under the LGA, to be shared other than on a need to know basis details for this assessment are limited.	
<b>Proposed Motion:</b> <ol style="list-style-type: none"><li>1. To adopt unchanged the NALC policies:<ol style="list-style-type: none"><li>I. Grievance</li><li>II. Discipline</li><li>III. Anti Bullying and Harassment</li></ol></li><li>2. To adopt the HR Protocol which acts as a decision tree for the HR Group</li><li>3. To note and endorse the fact that there is a risk assessment and action plan in place to mitigate any situation of bullying and harassment in St Cleer (More detail is prohibited by GDPR)</li><li>4. To note and endorse the fact that given the risk assessment action has been taken by/with the HR committee under the Code of Conduct (2) (More detail is prohibited by GDPR)</li><li>5. To note and endorse the fact that the HR committee has advised an individual (More detail is prohibited by GDPR) that they will only respond to allegations from them from this date that are:<ol style="list-style-type: none"><li>I. Properly researched</li><li>II. Evidenced</li><li>III. Accurate and devoid of subjective opinion</li><li>IV. Co-signed by at least one other Councillor</li></ol></li></ol>	
<b>Date received:</b>	
<b>Action taken or motion rejected (under SO9h):</b>	
<b>Signature of Clerk / Officer receiving the motion:</b>	