

**St Cleer Parish Council**

**Minutes of the Parish Council Annual General Meeting on 29<sup>th</sup> July 2020, held virtually**

Penelope Andrews, Councillor			In Attendance
Martin Brunt, Councillor			In Attendance
Sue Harbord, Councillor		Chair of Council	In Attendance
Suzanne Horsfield, Councillor			In Attendance from 20.03h
Jon Prinn, Councillor			In Attendance
Clive Sargeant, Councillor			In Attendance
Brian Seage, Councillor			Apology Accepted
		Vacancy	
Brian Smith, Councillor			In Attendance
Tony Turton, Councillor			In Attendance
Chris Ullman, Councillor			Apology Accepted
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			In Attendance
Members of the Public			3
<b>Item</b>	<b>Apologies for Absence</b>		
1	As above		
2	<p><b>Members declarations</b></p> <ul style="list-style-type: none"> <li>a. Disclosable pecuniary interests</li> <li>b. Non-registerable interests</li> <li>c. Declarations of gifts</li> <li>d. Applications for dispensation</li> </ul> <p>NIL</p>		
3	<p><b>Matters Arising</b></p> <p><b>WC in St Cleer Village</b> There is an undertaking to review this matter at all meetings. There being no material change to the RA; The WC will remain closed.</p> <p><b>NDP Status Decision</b> This is now set to go to referendum by vote, but all elections are postponed by Covid legislation until May 2021. Given this the NDP will be given due weight by planning in the interim</p>		
4	<p><b>Policies and Procedures to adopt</b></p> <p><b>Critical Incident Review</b> It was proposed that this policy be adopted by AW and seconded by DW; Motion carried.</p>		

### Managing attendance at meetings

Prompted by the guidance in relation to virtual meetings; It was proposed that this policy be adopted by PA and seconded by JP; Motion carried.

### Communications Strategy

It was proposed that this policy be adopted by PA and seconded by BSm; Motion carried.

### Anti-Social Behaviour Policy

It was proposed that this policy be adopted by AW and seconded by BSm; Motion carried.

### Wifi Policy

This policy was sent to Community Engagement for review in September

## 5 Update from Estates

### Remembrance Sunday Motion

JP indicated he was willing to lead on this matter. The Clerk be asked under DA to update the RA and apply for a road closure (small charge applies) Proposed by SH and seconded by PA. Motion carried.

### Pavilion Maintenance Motion

Appoint a Chartered Surveyor to provide a costed Pre-planned Maintenance Plan for the Pavilion (quote requested)  
Quote for repairs (requested) and authorisation with delegated authority to the Clerk to take forward  
Quote for a step being installed and to be returned for authorisation (Parish or Estates)  
Quote for oil inlet cage insertion and to be returned for authorisation (Parish or Estates)  
Ask support from Carnival Committee to sort material being held on their behalf and or arrange for onward storage  
Hire of Skip £287 (single quote for 6-yard skip, may be less once quoted formally) and authorisation with delegated authority to the Clerk to take forward  
Determine paint colour choice for the windows (Brown as per or red to match doors)

Proposed by BSm and seconded by DW. Motion carried.

### Equipment Inspection Motion

To appoint RoSPA to undertake St Cleer assessment on a 3-year basis as follows:

Site Name and Address (postcode or detailed map / directions required)	Annual Inspection Play Non-commercial £68.50 Commercial £68.50	Checklist £30	Access Assessment £35	Annual Inspection Water / Pond £68.50	Annual Inspection Playing Field £68.50	Appointment with the Inspector (accompanied inspection) £42	Tick for Automatic (inspect each year until further notice)
ST CLEER PAVILION PL14 6EE GYM	✓	✓	✓	—	✓	—	✓
HORIZON PLAY PARK R/O MEMORIAL HALL NEW LANE, ST CLEER.	✓	✓	✓	—	—	—	✓
	137	60	70		68.50		£335.50

\*Annual Inspection (Play) fee is for up to 5 items of play equipment. Additional items over 5 will be charged at £3.50 per extra item  
N.B. All prices are subject to VAT.

Proposed by CS and seconded by BSm. Motion carried.

## 6 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: <https://plansupport.services/wp-content/uploads/2019/11/st-cleer-parish-ndp-mark-2-Deposit-Draft-Corrected2-compressed.pdf>

### Construction of first floor extension and associated internal alterations

Planning Application

Minions House Minions Liskeard Cornwall PL14 5LF

Ref. No: PA20/04007 | Received: Thu 14 May 2020 | Validated: Tue 30 Jun 2020 | Status: Pending Consideration

Parish were neutral on this application (which was on the border with Linkinghorn). So, proposed by DW and seconded by AW. Motion Carried

### Extension to existing cafe

Planning Application

Siblyback Water Sports Common Moor Liskeard Cornwall PL14 6ER

Ref. No: PA20/05124 | Received: Mon 22 Jun 2020 | Validated: Mon 13 Jul 2020 | Status: Pending Consideration

It was proposed by DW to support this application, seconded by JP. Motion Carried

**Proposed store for equipment and maintenance machinery**

Planning Application

Horizon Poultry Farm Tremar Liskeard Cornwall PL14 6EA

Ref. No: PA20/05331 | Received: Mon 29 Jun 2020 | Validated: Thu 16 Jul 2020 | Status: Pending Consideration

It was proposed by JP to support this application, seconded by CS. Motion Carried

**Application** PA20/05397  
**Proposal** Construction of new detached garage  
**Location** Merrymeet Vineyard Merrymeet Liskeard Cornwall  
**Applicant** Mr Mark Thomas  
**Grid Ref** 229223 / 67381

It was proposed by DW to support this application, seconded by CS. Motion Carried

**Application** PA20/05861  
**Proposal** Proposed extensions on north and west elevations and alterations  
**Location** Crylla Farmhouse Siblyback Lake Common Moor Liskeard  
**Applicant** Mr And Mrs A Tapper  
**Grid Ref** /

It was proposed by CS to support this application, seconded by DW. Motion Carried

**RESTRICTED ITEM**

Proposal for Restriction related to Contractual Matters was raised by SH and Seconded by JP. Motion Carried

Contractual Matters

**SLA**

Plymouth Argyll Trust had arranged and publicized soccer schools without full liaison with the members of the football SLA; providing a conflict and additional pressure on the pitches. The 2 main members of the SLA were in agreement that this was not tenable and supported the decision of the Clerk to defer permission to hire pending Parish. Following discussion, a proposal that Argyll may join the SLA **as a youth team** within the Youth FC banner and essentially work with them over soccer schools, but that without access to WCs, provision of summer schools was not appropriate. AW proposed and this was seconded by TT. Motion Carried

**Website**

Following discussion, and with input by the members of the Council who had attended presentations by the main companies, it was proposed by AW to support and delegate authority to the Clerk to commission Vision ICT, seconded by BSm. Motion Carried

**St Cleer Parish Council  
Remembrance Sunday**

<b>Date of Document:</b>	20.7.20
<b>Committee / Sub Committee the motion is intended for:</b>	Parish
<b>Date of that Meeting:</b>	July 2020
<b>Proposer:</b>	Estates
<b>Seconder:</b>	

**Situation:**

The RBL in St Cleer has folded and in 2019 Parish was asked to take on arranging the remembrance service

**Background:**

This is an annual event in St Cleer

**Assessment:**

A Councillor needs to take forward the arrangements for the ceremony; the Clerk has templates for Road Closure Application and event management

Planned Road Closure Training for SxH, JP, and JR was cancelled due to Covid 19

**Proposed Motion:**

A councillor takes on the day to day arrangements for the event

The Clerk be asked under DA to update the RA and apply for a road closure (small charge applies)

**St Cleer Parish Council  
Website**

<b>Date of Document:</b>	<b>20.7.20</b>
<b>Committee / Sub Committee the motion is intended for:</b>	<b>Parish</b>
<b>Date of that Meeting:</b>	<b>July 2020</b>
<b>Proposer:</b>	<b>Community Engagement</b>

**Situation:**  
We have long planned an update to the website; it has no security certificate and from 1.9.20 will not meet the accessibility standards for government websites

**Background:**  
New features to include:

- Policies and procedures
- Pictures from the competition
- Information about the Gym, pitches and Horizon
- Link to Face Book (which will enable live streaming on Zoom)
- News feature
- Councillors info
- A more intuitive and up to date theme

**Assessment:**

<b>System</b>	<b>Build</b>	<b>Annu</b>	<b>Hourly rate</b>	<b>Commentary</b>
Wordpress	£ 900	£ 240	£ 50	Initial reply; somewhat flat feel to communication with the company
UKLC	£ 1,550	£ 855	£ 35	Initial reply
Wordpress	£ 2,000	£ 612		Initial reply; followed up diligently; lots of add ons
	£10,000			I declined
				Declined St Cleer PC
Awaited (from October)				
	£3-4K			Generic quote as busy
ipages	£ 2,099	£ 437		
CMS	£ 1,820	£ 745		700 PC accounts. Discounts offered for 2-3 year SLAs (Up to 20%)
Awaited (recent request)				
TEEC	£ 1,198	£ 240	£ 28	Work with over 50 Parishes; <a href="https://greenham.gov.uk/">https://greenham.gov.uk/</a>
Awaited (recent request)				
Bespoke	£2.1 - £2.45K			No apparent PC experience Very simple uploading and content changing
Awaited (recent request)				No apparent PC experience
?	£ 4,100	£ 480		No apparent PC experience

**Proposed Motion:**  
That the CMS (700 Parishes) and TEEC (50 Parishes) system quotes be pursued by Community Engagement with the Clerk given DA to progress purchase and transfer of all data to meet the September deadline using identified EMR funds

**St Cleer Parish Council  
Pavilion Maintenance regime**

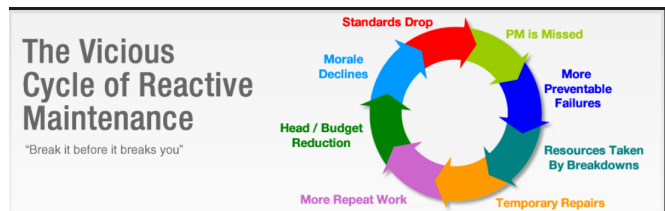
<b>Date of Document:</b>	22.7.20
<b>Committee / Sub Committee the motion is intended for:</b>	Parish
<b>Date of that Meeting:</b>	July 2020
<b>Proposer:</b>	
<b>Seconded:</b>	

**Situation:**

The 'ref's' door is insecure due to deterioration  
 A soffit needs to be replaced / repaired and shows water ingress  
 Wall needs repair due to wear and tear related to a gate  
 All windows need repainting / sanding  
 All doors need repainting and some need carpentry repair due to wear and tear carried out  
 A metal guard placed over the oil inlet to prevent antisocial behaviour  
 A significant amount of material needs to be disposed of (doors, tyres, half empty paint cans)  
 Material from the Carnival Committee needs to be assessed for keeping or disposal (since the container has been given to the football team)  
 The door from the kitchen presents as a trip hazard as the door has a raised foot and a long drop on the exterior

**Background:**

Pre-planned preventative maintenance at the Pavilion is a new initiative which needs to be assessed and factored into future budgets



The second stage of lockdown work for the caretaker needs to be put in place

**Assessment:**

Reactionary Maintenance needs to be addressed, rubbish cleared and painting undertaken  
 A pre planned maintenance plan needs to be drawn up and costed professionally, presented to Parish and approved prior to it being put into the EMR / Future budget arrangements

**Proposed Motion:**

To:  
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 Determine paint colour choice for the windows (Brown as per or red to match doors)



**St Cleer Parish Council  
Annual Equipment Inspections**

<b>Date of Document:</b>	22.7.20
<b>Committee / Sub Committee the motion is intended for:</b>	Parish
<b>Date of that Meeting:</b>	July 2020
<b>Proposer:</b>	
<b>Seconder:</b>	

**Situation:**

St Cleer is required to have an external annual assessment of their play and gym equipment (plus skate park)

The Play Company have been used for a number of years and in the matter of the skate park the RoSPA assessment provided a perceptible quality difference with little increase in price. They were also able to be more reactive and able to provide more frequent assessments which St Cleer found very useful.

**Background:**

It is timely to consider a change of inspector and the Insurance Company are open on provider

**Assessment:**

RoSPA offer a more holistic assessment and will provide a new monthly checklist for all equipment as well as an assessment of any safety hazards on the wider Sports Field. More they provide assessments in relation to access a matter that Estates are keen to progress

The Checklist and access assessment will only be required in year 1; meaning that in future years RoSPA will be cheaper than the previous provider

**Proposed Motion:**

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**St Cleer Parish Council  
Anti-Social Behaviour Policy**

<b>Date of Document:</b>	22.7.20
<b>Committee / Sub Committee the motion is intended for:</b>	Parish
<b>Date of that Meeting:</b>	July 2020
<b>Proposer:</b>	
<b>Seconder:</b>	

<b>Situation:</b>  Recent Anti Social Behaviour issues at the Pavilion and a divergence of opinion in management arose
<b>Background:</b>  If St Cleer has had a policy in relation to ASB it was lost in 2018; none currently exists
<b>Assessment:</b>  Application of consistent policy in this matter is essential to prevent ASB in St Cleer
<b>Proposed Motion:</b>  To adopt the ASB Policy