

# Crowan Parish Council

## MINUTES OF THE AMENITIES COMMITTEE MEETING

### HELD IN THE PARISH ROOMS, CROWAN

### ON THURSDAY, 27<sup>th</sup> SEPTEMBER 2012 @ 7.15pm

Minutes of Council Meetings are available to view on [www.crowan.org.uk](http://www.crowan.org.uk); on the Crowan and Leedstown Notice Boards; on Nancegollan and Townshend Village Hall Notice Boards and in Praze Post Office.

Present:	Cllr. Cooke (Chairman) Cllr. Roberts	Cllr. Butcher Cllr. Ward	Cllr. Christophers
In Attendance:	Mrs Thompson (Clerk)		
Apologies:	Cllr. Henwood	Cllr. Muriel (ex officio)	

Ref. No.	Agenda Item	Action
	In the absence of the Chairman, Cllr. Cooke was elected to Chair the Meeting. <u>Chairman's Welcome and Public Forum</u> – he then welcomed those present.	
AC62/2012	<u>Members' Declarations</u> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. b. <i>Non-Pecuniary/Disclosable Interests</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must not accept any gift or hospitality with a value in excess of fifty pounds.	
AC63/2012	<u>Apologies for Absence</u> – Cllr. Henwood (family bereavement); Cllr. Jenkin was not present.	
AC64/2012	<u>Council-owned Property</u> – Minute 162a/2012 refers. a. <i>Land Registration</i> – as reported to the September Council Meeting, the Council's property has been registered with the Land Registry. Mr Dunstan reports it was not possible to register the Nancegollan Triangular Area, as the Council does not have proof of ownership. It was <b>RESOLVED</b> to deposit the Registration Certificates with Cornwall Records Office. Noted Mr Dunstan reports, in relation to Nancegollan Village Green, that the piece of land adjoining Pencarrick and No.3 is registered extending across the entrance drive to these properties. Should either property be sold in the future, a query about the rights of access could be raised. b. <i>Possessory Title FL169351</i> – Mr Dunstan had been instructed to apply for absolute title on the land adjoining the Nancegollan playing field.	Clerk
AC65/2012	<u>Street Furniture: Notice Boards</u> – Minute AC50/2012 refers. The notice boards have been installed. Members considered a proposal from Cllr. Muriel to 'rent' some advertising space on the boards, but felt that the boards were too small to warrant this. The old Crowan notice board had been donated to Leedstown Football Club.	
AC66/2012	<u>Insurance Review</u> – Minute 165d/2012 refers. Members considered the Clerk's report and recommendations. It was <b>RESOLVED</b> to take the following action in respect of the Parish Rooms and Nancegollan Changing Rooms: a. <i>Escape of Water</i> – Cllr. Cooke will ensure the pipes and tanks are insulated and/or carry out the work. He will set the heaters to the recommended minimum temperature of 4° centigrade and locate the stop valve and erect a sign to identify it and indicate the direction of off/on.	Cllr. Cooke

	<p>b. <i>Play Equipment</i> – the importance of carrying out regular H&amp;S inspections of the equipment was emphasised. The Clerk to obtain a generic sign: ‘Use at Own Risk’.</p> <p>c. <i>Revenue Protection</i> – the Clerk to seek clarification from the Insurance Brokers as to the sum insured.</p> <p>d. <i>Construction of the Buildings</i> – it was clarified the Parish Rooms is traditional construction and the Nancegollan changing rooms are a metal, shipping container. The Clerk to inform the Brokers.</p> <p>e. <i>Fire Extinguishers</i> – the Clerk to purchase a C<sup>o</sup>2 and a foam (to cover electrical equipment) extinguishers for the Parish Rooms and a C<sup>o</sup>2 extinguisher for Nancegollan.</p> <p>f. <i>Minimum Security</i> – Members felt no further action was needed.</p> <p>g. <i>Additional Cost of Working</i> – the Clerk to clarify with the Brokers if this clause has the condition relating to this expenditure not being greater than the amount saved, i.e. if the Council spends £1,000, the overall saving by spending this amount must exceed £1,000.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<b>AC67/2012</b>	<p><u>Parish Rooms, Letting Policy/Charges</u> – Minute AC43a/202 refers. Members undertook a review of the room hire charges in May 2012. The agreement with Crowan PCC had since been clarified with Mr Alastair McLeod, and is that in exchange for the Church allowing the Parish Council to connect to their water supply, without charge, and in addition allowing the Council use of the water, without paying for the water, it was agreed that:</p> <p>a. The Sunday School would have the use of the room free of charge, but would contribute £1 a week for the use of the electricity.</p> <p>b. Use of the room for Church activities would be at half price.</p> <p>c. The agreement could be terminated by either side by giving three months’ notice.</p> <p>d. If the agreement was terminated, the Parish Council at their own cost would arrange for the water connection to be disconnected from the Church supply and would make alternative arrangements.</p> <p>e. The use of the Parish Room and any charges would then need to be re-negotiated.</p> <p>The Clerk to advertise Parish Rooms for hire in <i>The Chronicle</i>.</p>	<p>Clerk</p>
<b>AC68/2012</b>	<p><u>Leedstown Play Area</u> – Minute AC51/2012 refers.</p> <p>a. <i>Additional Swings</i> – the Leedstown Playing Field Committee had made a donation of £652 towards the provision of additional swings for the older children.</p> <p>It was <b>RESOLVED</b> to obtain a quotation (from SW Play) for two junior swings, complete with frame and a separate quotation for a basketball hoop and plinth, to include fitting. The Clerk to action.</p>	<p>Clerk</p>
<b>AC69/2012</b>	<p><u>Nancegollan Playing Field</u> –</p> <p>a. <i>Fencing Posts</i> – Minute AC52a/2012 refers. TaylorMade advised the timber fence posts were installed in 2003 and extended in 2005 and came with a 12 month guarantee. Repairs were carried out in 2011 as a goodwill gesture. The Clerk will clarify with RoSPA whether fencing around the children’s play area is required.</p> <p>NOTED the damaged fence had been removed from the site.</p> <p>b. <i>Managers’ Meeting</i> – Cllr. Cooke and Henwood had met with Managers of the Football Clubs. Cllr. Cooke reported that they are all happy with the state of the pitch. Praze has provided copies of their insurance and risk assessment (see AC69g/2012 below). Cllr. Cooke will remind St Ives Mariners FC and Crowtown &amp; Crowan FC.</p>	<p>Clerk</p> <p>Cllr. Cooke</p>

	<p>He advised the Clubs will provide volunteers to repaint the changing rooms at the end of the season, if the Council will supply the materials. Members <b>AGREED</b> to this proposal.</p> <p>An agreement has been reached that if the pitch is likely to be damaged during a football match (e.g. through heavy rain), Cllrs. Cooke and Henwood will take the decision to cancel the match.</p> <p>c. <i>Amenity Area</i> – Cllr. Cooke confirmed that the area behind the children’s play equipment had been cleared. The Clerk to speak to Mr Heather to remind him that he was going to trim this regularly.</p> <p>d. <i>Junior Tower, Nancegollan</i> – Cllr. Cooke confirmed the repairs have been carried out.</p> <p>e. <i>Nancegollan Basket Ball Hoop and Backing Fence</i> – it was <b>RESOLVED</b> to add this to our insurance policy.</p> <p>f. <i>Litter Bin</i> – both CC and Cormac Solutions deny that they are responsible for the removal of the litter bin. No further action.</p> <p>g. <i>Praze FC</i> – Cllr. Henwood had assessed the Club’s insurance certificate and reported it is in order. The Clerk to provide him with a copy of their risk assessment for checking.</p> <p>h. <i>Changing Rooms</i> – Cllr. Cooke said repairs are needed to the shower area, to prevent the water coming out onto the floor. Cllr. Ward to action.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk / Cllr. Henwood</p> <p>Cllr. Ward</p>
<p><b>AC70/2012</b></p>	<p><u>The Plan / Play Area, Praze</u> –</p> <p>a. <i>Praze Public Conveniences</i> – Minute AC53a/2012 refers. Cllr. Cooke reported the promised meeting with CC had not been held. It appears that CC has made no final decision on the future of the WCs. There had been no further response from Ms Aisha Blake, CC, regarding what refurbishment is planned and what the timescale is for this. The Clerk to remind County Cllr. Jenkin that a meeting is needed urgently</p> <p>b. <i>Christmas Lights</i> – Minute AC53b/2012 refers. In the absence of Cllr. Henwood there was no update, regarding the work necessary to make the site safe. Cllr. Roberts reported that liaison between the Council and the Lights Committee is needed. The Clerk to speak to Cllr. Henwood</p> <p>c. <i>MUGA</i> – Minute 53c/2012 refers. In the absence of Cllr. Henwood there was no update, regarding repairs to the gates, to make them safe when closing.</p> <p>The Clerk to request that the two bins by the MUGA are emptied regularly.</p> <p>d. <i>Subsidence</i> – Minute 164a/2012 refers. Members considered the report from Mr Mark Jacob, SW Water that the CCTV survey did not find a problem and they are of the opinion that it is not their pipework which is causing the subsidence. If the Council excavate the area and it is then proved to be the fault of SW Water, they will reimburse the costs.</p> <p>The underground manhole cover, found during the operation, had been raised to surface level. When this work was undertaken, an unused surface water pipe was unearthed, which might be the cause of the subsidence.</p> <p>Members then considered the whole of The Plan surface. The Clerk to liaise with Mr Heather and Cllr. Henwood about the possibility of digging an exploratory hole to investigate the cause of the subsidence.</p> <p>There is still the damage, caused by the fair, which needs to be repaired.</p> <p>Members felt the number of trees on the site is too many. The Clerk to take the advice of Cllr. Jenkin about which trees should be removed and/or reduced in size.</p>	<p>Clerk</p> <p>Cllr. Henwood</p> <p>Clerk</p> <p>Cllr. Henwood</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>



<b>AC77/2012</b>	<p><u>Review of Amenities Contracts</u> – Minute AC60/2012 refers.</p> <p>a. <i>Contract No.1</i> – Leedstown / Nancegollan Playing Fields. Members felt the cutting of the playing fields is much improved. It was <b>RESOLVED</b> to advise the Contractor his probationary period had been successful. A new style contact to be introduced from April 2013.</p>	Clerk
<b>AC78/2012</b>	<p><u>Quotations</u> –</p> <p>a. <i>Parish Rooms Cleaning</i> – Minute AC56/2012 refers. Members received a quotation for cleaning the Rooms twice a year. Members felt this was too high. Cllr. Roberts will obtain a quotation and Cllr. Ward will provide the Clerk with an alternative firm.</p> <p>Until the future of the Praze WCs is known, Members cannot consider a suggestion from the Full Council (Minute 111a/2012 refers) to combine this function with cleaning Praze WCs and Nancegollan changing rooms.</p> <p>b. <i>Praze WCs</i> – a quotation for cleaning had been obtained, but until the position with the WCs is known, no further action can be taken.</p>	Cllr. Roberts Cllr. Ward

Signature: ..... (Cllr. Cooke)  
Chairman

Date: 11<sup>th</sup> October 2012