

ST STEPHEN-IN-BRANNEL PARISH COUNCIL

Minutes of the meeting of the Employment & Cemeteries Committee held in the Brannel Room, 22 Fore Street, St Stephen on Wednesday 11th January 2017 at 7.30pm.

Present Chairman - Cllr J Sibley
Vice-Chairman -
Mesdames Cllr Mrs Allsopp & Mrs Yates
Messer's Cllrs R Allsopp, Mills, McLening and Cllr Wonnacott MBE

In attendance Verna Hedley – Clerk, Linda Ranger – Deputy Clerk, Cllr Simpson and Simon Newland - Team Manager.

The Chairman wished everyone a happy new year and reminded all present that if they intended to participate in the meeting; they could be recorded, photographed, filmed or otherwise reported about.

E01/17 Apologies:

Apologies were received and accepted from Cllr Hallett.

E02/17 Declarations of Interest:

There were no declarations of interest or hospitality/gifts over the value of £10.

E03/17 Dispensation Requests:

There were no dispensation requests.

E04/17 Public Participation:

There were no members of the public present.

E05/17 Minutes of the previous meeting:

It was

RESOLVED that the minutes of the meeting held on Wednesday 9th November 2016 be adopted and signed as a true record.

E06/17 Matters Arising:

1. E61/16 – Due to illness work on the new workmen's hut had been delayed and a new start date was awaited.

E07/17 Work Schedule & Equipment:

Mr Newland advised that pruning had been finished in the churchyard, unfortunately, a BT wire had been cut to a nearby property. This matter was being addressed. Maintenance work was being carried out including issues with Nanpean Public Toilet. Work in the coming weeks would consist of carrying out work following the H & S risk assessment.

E08/17 Digger Hire:

An update on the hire of a mechanical digger was received. The report showed that the total spend from 1st April to date was £3,617.13 plus VAT.

E09/17 Lone Worker Policy:

RESOLVED to recommend to Full Council that the Lone Worker Policy be adopted and the main Health & Safety Policy be amended to make reference to this standalone policy.

E10/17 War Memorials:

The Clerk advised Members that there was a memorial in St Stephen Church to those who had lost their lives in the second world war. Members felt that there should still be a memorial for those who had lost their lives in conflict since then and if possible be added to the existing memorials. Members were then advised that as the two memorials were listed contact would have to be made with the relevant authorities to establish if this would be possible and the process to carry it out. Once the information had been received the matter would be brought back to the committee for further discussion.

E11/17 Training:

1. **RESOLVED** to arrange an onsite Health & Safety Course provided by Nuco Training for all staff and Members if they wished up to a maximum of 12 people.
2. **RESOLVED** That the four Sextons attend the LCAS seminar to be held at Callington Hall on the 15th February 2017.
3. **RESOLVED** That Gary Warne attend a PAT training course so that testing could be carried out in house. It was further **RESOLVED** that the Clerk be given delegated powers to arrange this training.

E12/17 Information & Answers: (for information only):

1. Nanpean Access Lease: - The Clerk advised that the lease stated that the payment was from year to year and nowhere did it state a set number of years. The Clerk further advised that because of this uncertainty Council may like to pursue the possibility of purchasing this strip of land.
2. Cllr Sibley expressed his concerns regarding car maintenance being carried out in close proximity to the cemetery.

The meeting closed at 8.30

Chairman.....

Date.....

Recommendations:

1. That the Lone Worker Policy be adopted and the main Health & Safety Policy be amended to make reference to this standalone policy.

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