

Minute	TASK / OBJECTIVE	
195c/2020	<p><b>Appraisal</b> – The outcome was positive and will follow with the creation of a working party to enable decisions to be made without having to wait for a full Parish Council meeting. It was formalised that the Parish Clerk, Gillian Thomson will be line manager. The format of my report will now include a column for target dates. It was suggested that more work could be forwarded to my role and therefore take the pressure off Cllrs. time. A resume of my monthly report will be included in Trio.</p> <p><b>St Endellion Cemetery</b> – The cost of a semi-circular bench will be in the region of £150.00, without assembly, Phil Burnard to provide an estimate for this.</p> <p><b>Parkonomy v Just Park</b> – From information gleaned from Parkonomy (at present): Merchant ID = 5% service charge, 20p/transaction, all fees quoted exclusive of VAT. No charge made for setting up or changing listings, tariffs or opening times. No charge for viewing back office data.</p> <p>Just Park: Merchant ID = 3%, 20p/transaction, monthly management fee £20.00. Fees waived for setting up, back office access and integration with Alliance Parking (they are already affiliated to Alliance Parking). Having contacted Kevin MacManus, Alliance Parking, he is in favour of Just Park over Parkonomy.</p> <p>There is another alternative which would be Flowbird. No service charge, 8p/transaction. No fees for setting up and integration with Alliance Parking.</p> <p><b>Roscarrock WC Water meter</b> – A request for a repair/replacement meter has been submitted to South West Water. However, there are delays in getting work done due to the Covid 19 situation.</p> <p><b>Little Hill &amp; Roscarrock Hill Interpretation Boards</b> – Quotes from two companies, with several designs and costs have been obtained. Appendix 1 &amp; 2 (at the end of report)</p> <p><b>Footpaths</b> – Having regularly walked around the village and the closest footpaths I decided to make a start on walking those less frequented. Starting in Port Gaverne to Tregaverne (Priority – Gold 537/3/1). It was walkable, however, at Port Gaverne there is no signage to show where to go. The stile at Brooklands Farm is in good conition. But, there no access for dogs. I had to lift my medium sized pooch over the stile. Tricky at best. At Tregaverne the approach to the farm has no signage to indicate where to go. Although, it's fairly obvious which direction to follow. There's no signage from the road side on Port Gaverne Hill to show that there's any footpath at all. There should also be a crossing further along the road (towards the Treore turning) in order to gain access to a Bronze</p>	<p>January 2021</p> <p>On advice from Parish Councillors</p> <p>Early 2021</p> <p>Early 2021</p> <p>Ongoing</p>

192g/2020	<p>priority footpath 537/11/1 to Trewethart Farm. I couldn't find any access. The adjoining field has stock fencing around the perimeter. So, even gaining entry wouldn't have meant access to the path.</p> <p><b>Public Conveniences</b> – Cormac's cleaning schedule has been reduced to once per day from 18/11/20. All WC blocks were in good condition throughout the month, apart from small issues mentioned below:</p> <ul style="list-style-type: none"> <li>• <b>Roscarrock</b> – Small area of graffiti engraved into interior cubicle door frame. It's now been filled in and not visible.</li> <li>• <b>New Road</b> – Door catch on the disabled toilet damaged. Phil Burnard repaired it.</li> </ul> <p><b>Cash Collections</b> – None have been carried out during the lockdown and quiet period.</p> <p><b>Play Area</b> – Rhino Play Equipment have provided quotes for a replacement swing. Having met with Phil Burnard to discuss the works required before a replacement swing can be installed, I suggest that a member of the successful company is invited to a site meeting to ensure all aspects of the groundworks are discussed. Either steel (£6,236.00) or timber (£4,976.00). These quotes apply until January and are constricted to certain criteria: Supply &amp; install the following once you've removed the existing swing &amp; left the area clear. Based on direct vehicle access to the work area &amp; unrestricted working times. All spoil left on site only &amp; not removed. Based on a grass install. Based on there being no foundations left to break through. All fully concreted in &amp; to BSEN1176. Sizes are approximate. Includes steel temporary Heras site fencing for public safety for the installation. <b>Photo of timber swing provided (Photo 1)</b>. Rhino Play would be able to send a representative for a site meeting, if necessary. Phil Burnard has been asked to provide a quote/estimate for the removal etc. of the damaged swing. A quote has been requested from Dragon Play.</p> <p><b>Fencing</b> – Some extra wire mesh has been added to the new gate and fencing at the dog walking field, to prevent small dogs from escaping!</p> <p><b>Grass cutting &amp; verges</b> - Tuesday 3rd November: Main car park, playing field, cemetery, footpath from Port Isaac to sewage works up the valley, roadside verges to main road (last cut in April), Trelights verges.</p>	<p>Early 2021</p> <p>Ongoing</p>
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	<p>Wednesday 11th November: Port Gaverne valley and spur to Trewetha, The main 2nd cut, benches around village, footpaths from Trelights to top of Port Isaac.</p> <p>Thursday 26th November: carry out 2nd weed spray to all streets in Port Isaac and kerbs in the car park.</p> <p><b>Port Isaac Community Farmers Market</b> – The organisers of the market have created a ‘virtual’ Christmas market, in order to bring the market to Port Isaac. Forms for orders are available from the Co-op.</p> <p><b>War memorial</b> – The memorial is Grade II listed and the addition of the missing names will be done once, so it’s important to do it correctly. In order to put a request for funding to the War Memorial Trust it’s necessary to establish ownership. And to ascertain that the Parish Council has complete ownership several sources have been traced. An old quote from Drew’s memorials (Bodmin) ‘a new plaque in bronze would be approx. £4,144 inc fitting and VAT’ (February 2019). There are other variables to consider. If the company who provided Drews with this price is still able to make it. If Drews can fit it and whether Drews are a company that The War Memorial Trust consider to be a company in their ‘best conservation practice’, should a grant be offered. Reference is made in a Parish Council Meeting Minutes (11/3/19 <b>64/2019</b>) ‘Cllr Raynor explained the PCC were willing to fund the project’. However, this needs to be verified. I’ve contacted Cornwall Council’s Conservation Department.</p> <p><b>Roscarrock WCs Refurbishment</b> – Two companies specialising in Public Toilet installation have been contacted and I’m waiting for their responses regarding updating the WCs, including requesting for contactless payment methods. Hi Tec Washroom Solutions Ltd (Hi Tec carried out refurbishments at Tintagel and Boscastle) and Healthmatic. While researching through previous Parish Council Minutes the lease for Roscarrock is mentioned (12/11/18 <b>254/2018</b>) clause 13.1 has St Endellion Parish Council responsible for interior repairs and 13.7 Cornwall Council responsible for external repairs.</p> <p><b>Main car park</b> – At the entrance to the overflow car park area the reinforcing material under the aggregate is breaking up. Julian Harris of Terry Harris &amp; Sons suggest £250+VAT to remove the defective section and replace with new cells and re chipping. I’m awaiting a date for when the work can commence.</p>	<p>Ongoing</p> <p>Awaiting date from Terry Harris &amp; Sons</p> <p>Early 2021</p>
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<p><b>Water Station, Little Hill</b> – Parish Council Meeting Minutes (9/12/19 <b>254/2019</b>) '£1,200 had been donated from the Port Isaac Co-op. The company involved in the manufacture is Our Only World. But there has been no update from them.</p> <p><b>Welcome Banner</b> – Caroline Cleave and myself are corresponding via email regarding the Welcome banner and I'm hoping for a costing soon.</p> <p><b>Pentus Wall</b> – The necessary repair work has been completed by John McDonnel. I believe that John will be putting in an invoice for £80.00 for the work as it didn't take as long as he had a first thought.</p>	
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Timber swing as supplied by Rhino Play (photo 1)

## Appendix 1.

## Quotation



Make the right impression

27 October 2020 Our Ref: 62401- / SF Your Ref: <None>

Item Qty Unit Price Price Description

- 01 Wall mounted interpretation panel 915 wide by 450 high (36" x 18") 1 £474.50 £474.50 with 50mm deep returns providing hidden fixing to internal angled mounts. Full colour graphic display with hard clear protective coating. Supplied and fitted to wall in Rosscarrock Hill
- 02 Post mounted lectern interpretation panel 915mm wide by 450mm high (36" x 18") with 50mm deep returns. Full colour graphic display with hard clear protective coating. Concreted into position in Fore Street site replacing existing.
- 03 Please note, the above quotes assume that print ready finished artwork will be provided from yourselves. If artwork setting out is required by Parc Signs Studio please allow for the following estimated costs, items 04 and 04a.
- 04 Initial Design proposals following discussion with yourselves and you 1 £150.00 £150.00 to provide copy and images required - 3 to 4 hours studio time including setting design proposal and submitting full colour visual. Includes two amendments but not entire re-working.
- 04A Further edits / amends to be charged at the studio rate £40 per hour. 0 £0.00 £0.00

This quote is valid for 30 days. Any deviation from the above specification and price would need written confirmation and acceptance before undertaking any of the work. Please note that all prices do not include VAT which will be charged at the current rate.

Under normal circumstances delivery is approximately 15 - 20 working days from date of order unless by special arrangement. Artwork studio time is currently 5 - 7 working days lead time, manufacture a further 5 - 10 working

**Parc Signs Ltd**  
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Vat no 133 2221 24

days lead time from artwork approval

Please note where no approved account facilities are in place a 50% deposit is due on placement of the order, with the balance due on completion. Quotes and orders are governed by Parc Signs usual trading terms, a copy of which is available on request, unless previously agreed in writing.

Yours sincerely,  
Simon Farnell  
Senior Estimator

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## Appendix 2

Steve Carreck & Alison Sherrell · GRAPHIC WORDS · 1 Mill Cottages · Peter Tavy · Tavistock · Devon · PL19 9NS · UK  
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16<sup>th</sup> November 2020

# Outline estimate for St Endellion

## interpretation boards

### **a. Design, Lay out and Artwork:**

Based on content supplied by St Endellion Parish Council, (text and images), we will design and lay out two information panels as required.

The panels will be either at the custom size of 915mm x 450mm, or at standard A1 size (841mm x 594mm).

We have extensive experience of designing interpretation panels based on materials supplied by our clients. We would use a hierarchical approach to the lay out of the panel, to ensure suitability for a wide age range and varied audience. We would also make strong use of graphic elements to engage audience attention.

One panel would be designed for mounting on a lectern-style frame, (ensuring they are - accessible to all users, including children and wheel-chair users); the second for wall mounting.

We would work closely with the Parish Council to ensure that any standard corporate identity elements – colours, typefaces, logos etc. – are included as required.

Finalisation of the information content proposed for the panel would be agreed with the Parish Council.

QR code links to other online sources of further relevant information could also be included if required.

To include -

- preparation of panel design options, submit ideas as PDF files, and revision as required
- using information content supplied, we would lay out text and graphic content, (editing images as required), create the sketch map and submit PDF draft proofs to St Endellion Parish Council for checking and comments
- amend and revise as required and supply further PDF proofs
- supply a final proof and prepare pre-press artwork for the fabrication process.

Our usual practice is to set a price per panel in advance, based on an hourly rate of £20 and with reference to similar previous projects. We would not, therefore, anticipate any increase on the costs shown below.

Design , lay out and artwork for two panels £ 420.00

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**b. Panel fabrication and lectern mounting frame:**



We produce interpretation panels manufactured in a wide range of materials, depending on where they are to be located and displayed, and the anticipated risk of vandalism or other damage. We also seek to ensure that our panels are weather- and fade-resistant.

**“primaDura” display panel:**

The “primaDura” panels offer a 10 year warranted resistance to UV and exterior weather conditions, and highly abrasion- and scratch resistant coating offering durability and anti graffiti protection.

Custom-sized primaDura panels, 915mm x 450mm  
each £145.00 x 2 £ 290.00

A1 (841 x 594mm) prima Dura panels  
each £150 x 2 £ 300.00 **Frame and Mounting for above:**



**(a) Metal frame and stand:**

Lectern-style mounting frames can be modified for “surface mounting”, if required. “Surface mounted” frames (as opposed to those where the legs are buried in the ground) would cost approximately £90.00 more than those quoted below.



Custom-sized (915 x 450mm) twin leg lectern frame, with 5mm aluminium backing tray support: £ 480.00 A1 (841 x 594mm) twin leg lectern frame, with 5mm aluminium backing tray support: £ 520.00



**(b) Wooden frame and stand:**

Custom-sized (915 x 450mm) twin leg oak lectern frame, with marine plywood backing board, on 95mm x 95mm oak posts

£ 580.00 A1 (841 x 594mm) twin leg lectern frame, with 5mm aluminium backing tray support: £ 405.00