

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 10th June 2019 at 1, Swift Way, Bowerhill, Melksham at 7.35 p.m.

Present: Cllrs. Richard Wood (Council Chair), John Glover (Council Vice-Chair), Alan Baines, Paul Taylor and Stuart Wood.
Officers: Teresa Strange (Clerk) and Jo Eccleston (Parish Officer).

Housekeeping & Announcements: Cllr. Wood welcomed all to the meeting and explained the evacuation procedure in the event of a fire.

065/19 **Apologies:** Cllr. Paul Carter had sent apologies as he was on holiday; this was accepted.

066/19 **Not Present:** Cllr. Terry Chivers.

067/19 **Election of Chair of Asset Management Committee:** Cllr. Wood invited nominations for the Chair of the Asset Management Committee for 2019/20. Cllr. Baines proposed, seconded by Cllr. Wood that Cllr. John Glover was elected as Chair of the Asset Management Committee. **Resolved:** *The Council unanimously resolved that Cllr. Glover be Chair of the Asset Management Committee for 2019/20.*

Cllr. Glover took the Chair.

068/19 **Election of Vice-Chair of Asset Management Committee:** It was noted that Cllr. Carter had been the Vice-Chair for 2018/19, but that he had not indicated prior to going on holiday if he wished to re-stand for this role. It was felt that as it was not necessary to have a Vice-Chair for this meeting, that the election of this position should wait until Cllr. Carter had returned from his holiday to allow him the opportunity to put himself forward should he wish to do so. **Resolved:** *The election of Vice-Chair of the Asset Management Committee to be deferred to a future meeting.*

069/19 **Terms of Reference:** The Terms of Reference for the Asset Management Committee which were approved at the Annual Council meeting on 13th May, 2019 were noted.

070/19 **Declarations of Interest:** The Clerk declared an interest in agenda item 13a as her husband is listed as an approved contractor and she is a director of his company.

071/19 **Dispensation Requests for this Meeting:** None

072/19 **Public Participation:** There were no members of the public present.

073/19 **Minutes of Previous Meetings:**

a) Minutes from Asset Committee Meetings, 11th June, 2018, 9th July, 2018 and 24th September, 2018: These were noted for context and actions carried out.

b) Matters Arising from Asset Committee Meeting 24th September, 2018:

From Min.263/18h)ii) – Public Liability Insurance for Friends of Shurnhold Fields (FOSF): The recommendation under this minute number was that “the Parish Council request that the Friends of Shurnhold Fields are added to the Town Council’s “Tidy Town” voluntary groups insurance”. A member queried whether the issues regarding the public liability insurance of this group had been resolved. The Clerk reported that in the Autumn of 2018 the Town Council Locum Clerk had informed the Parish Council that the FOSF could not be covered under the “Tidy Town” insurance, and as the group wished to get onto the Field to plant trees in commemoration of WWI before November 11th, the Parish Council insured the group under their Public Liability Insurance. However, this arrangement was under the proviso that the FOSF kept the Parish Council fully informed about any work they were undertaking and that they provided an accompanying risk assessment and a list of the volunteers participating. A Town Council member on the Joint Shurnhold Fields Working Group was adamant that the “Tidy Town” insurance would cover the FOSF as she had been instrumental in setting up this insurance policy and had stated that one of the conditions of taking out this particular insurance was so that it would cover other voluntary groups carrying out such activities. She had stated that she would clarify the situation, but to date the Parish Council had heard no more, so the FOSF were still being covered by the Parish Council’s insurance. However, both Cllr Baines and the Clerk expressed concerns that the FOSF were not always adhering to the agreement and providing risk assessments and a list of the volunteers when they were carrying out works.

Recommended: *The Parish Council write to the Friends of Shurnhold Fields informing that as they are covered under the Parish Council’s Public Liability Insurance that they must provide risk assessments and lists of volunteers undertaking the work to continue being covered, or they must arrange their own public liability insurance.*

074/19 **Asset Register:**

a) Asset Register and Insurance Register as at 31st March 2019 & 2019/20

Budget: The members reviewed the Asset Register and the Clerk explained the variances between the asset value and the insurance value. It was noted that all items were listed in categories and that any items containing asbestos were highlighted in red; this document gave explanations and the history of movements, acquisitions and disposals of the Council’s Assets as well as details of maintenance/improvements carried out. The members also noted the budget provision for 2019/20 for street furniture and assets. The Clerk reported that when she was writing the Statement of Accounts that she had identified that two assets had been missed off the Register; these related to the transfer of land for the Hornchurch Road Play Area and Shurnhold Fields, which had both been transferred to the Parish Council for the nominal sum of £1 each in the last Financial Year. It was noted that this only equated to a variance in Asset value of £2, and that both were fully insured.

b) Report on Condition of Council Assets: The members reviewed the condition of assets by geographical area. This followed an inspection by the Parish Caretaker of all assets except those in the Parish Council office which had been inspected by the Assistant Parish Officer, and those at the allotments which had been inspected by the Allotment Warden. The following gradings were given to the assets:

- Good - Unlikely to need attention in the next 5 years

- Satisfactory - May need attention in the next 2 – 3 years
- Poor - Needs attention in the next year

Items rated as Satisfactory or Poor were considered against the budget for 2019/20 as follows:

- i) **Assistant Parish Officer's Computer (Asset No.27):** The Clerk advised that as of next year Windows 7 software will no longer be supported and that the PCs will need to be upgraded to Windows 10. Only the Parish Council laptop and the Clerk's PC currently run on Windows 10, therefore the three other PCs will need to be upgraded at a cost of approximately £100 per PC. The Parish Council's IT contractor had advised that the Assistant Parish Officer's PC may be too old to support the upgraded software, and this PC was the main server for the shared drive. As a new PC, the same as recently purchased for the Clerk, cost £350, it may be more cost effective to replace this PC as a new one would already have Windows 10 installed as part of the package. **Recommended:** *When Microsoft advise that Windows 7 will no longer be supported, Windows 10 software is purchased for the Parish Officer and Finance PC, and a new PC is purchased for the Assistant Parish Officer.*
- ii) **Office Cupboards:** It was noted that three of the office cabinets had broken doors; two were in the kit room and one was in the office. However, these cupboards were in locked areas and not accessible to the public. They were rated as satisfactory as the broken doors did not prevent their use and it was felt that their potential replacement should be considered when the Parish Council move into the campus.
- iii) **Office Desk Chairs (Asset No. 32):** It was noted that a new chair had recently been purchased for the Assistant Parish Officer at a cost of £185; this was an ergonomic chair with adjustable height, lumbar support and arms, more suited to sitting at a desk and PC for extended periods of time. The chair at the finance desk had been rated as poor, as the fabric is worn and it is very uncomfortable, and the other two office chairs which were used in the office as desk chairs were satisfactory. **Recommended:** *The chair at the Finance desk to be replaced with the same model chair as recently purchased for the Assistant Parish Officer, at a cost in the region of £185.*
- iv) **Bus Shelters:** It was noted that five of the bus shelters in the parish had been rated as satisfactory. The Clerk advised that when the bus shelter in Hampton Park, next to the Police Station, was replaced by the insurance company following a road traffic collision that it cost £7,500, this did not include the erection and disposal costs. She therefore queried whether members wished to consider a rolling programme of replacement when the shelters were rated as satisfactory, due to the high costs involved. It was felt that due to the high cost involved in replacement, that where possible the shelters should be repaired and maintained to extend their lifespan.
 - Concrete Bus Shelter – Beanacre (Asset No. 81): It was noted this had an asbestos roof, so any replacement and maintenance would be costly. This had a wooden window frame which required painting. **Recommended 1:** *The window in the bus shelter to be painted and maintained by the Caretaker.*
 - Wooden Bus Shelter – Beanacre (Asset No. 90): It was noted that this also had an asbestos roof with small area of damage to the corner of the roof, this had sealed itself and did not pose a danger to the public as it was in the open air. As this was old and of wooden construction it was felt that it did not justify the caretaker's time in

maintaining this. **Recommended 2:** *Whilst this bus shelter remains safe, leave as it is and replace with a new one when necessary.*

- Concrete Bus Shelter – Shaw Hill (Asset No. 153): This had been rated as satisfactory as it had undergone repairs last year by J H Jones to brace a large crack in the side and to remove invasive vegetation. However, at the moment it was okay. **Recommended 3:** *As this bus shelter is currently okay, its condition to be monitored.*
- Concrete Bus Shelter – Shaw By Church (Asset No. 154): This had been rated as satisfactory as that Caretaker had reported that it was beginning to look as though it may need some maintenance. **Recommended 4:** *As this bus shelter is currently okay, its condition to be monitored.*
- Wooden Bus Shelter – Sandridge (Asset No. 143): This had been rated as satisfactory, but there was a slight lean on the outside support column, and requires inspection by a builder. **Recommended 5:** *The Parish Council seek advice and a quote from one of its approved contractors for its repair.*

v) **Bin – Berryfield Play Area (Asset No. 194):** This had been rated as poor as it is an old inherited bin from Wiltshire Council and the base is rusting away. It was noted that a new bin and Parish Council plaque, in a “fire expire” design, the same as recently installed in other areas of the parish, would cost approximately £440, with an additional cost for it to be concreted in and the old one disposed of. **Recommended:** *The bin in the play area to be replaced with a fire expire bin (as per the style now installed in the parish)*

vi) **Noticeboards:**

- On Outside of Village Hall - Shaw (Asset No. 158): This was rated as satisfactory as it is wooden and getting old, and may need future repairs or replacement. **Recommended 1:** *To leave and monitor for the present time.*
- On Outside of the Pilot Pub – Bowerhill (Asset No. 111): This was rated as satisfactory. A member felt that this noticeboard was in the wrong location and that it needed to be moved to a more prominent position where it would be more visible. It was noted that the Pilot was now being run by the landowners who also owned the land that Tesco was on. They were happy with the noticeboard being moved to an alternative location, and the member was discussing this with them. **Recommended 2:** *To leave until the outcome of the negotiations to relocate it are known.*
- In the Town – Outside of the Library (Asset No. 178) and the Town Hall: It was noted that the noticeboard outside of the library was a metal frame, not similar to any of the other noticeboards in the parish, which leaked. The Parish Council shared half of the old wooden noticeboard on the side of the Town Hall which was in a poor condition. It was felt that neither of these should be replaced as once the Campus was built the Parish Council would then have a notice board in the foyer, and thus one in the Town.

vii) **Seats:**

- Bench- by Bus Shelter on A365 Shaw (Asset No. 162): This had been rated as poor and it was noted that it had been repaired on numerous occasions. The caretaker was unsure how much more

repair work could be carried out on it. It was noted that a new recycled bench cost £350 plus installation costs and disposal costs of the old one. **Recommended 1:** *This bench to be replaced with the Parish Council's standardised recycled bench at a cost of approximately £350, plus installation and disposal costs.*

- **Bench – Opposite Sandridge Lane (Asset No. 142):** This was rated as satisfactory as it requires rubbing down and oiling. It was noted that this will take the Caretaker a day to do. **Recommended 2:** *The Caretaker to maintain by rubbing down and oiling.*
- **Bench – Pathfinder Way (Asset No.125):** This had been rated as satisfactory and it was noted that the Developer of Pathfinder Place, Taylor Wimpey, were happy to replace this as part of their works and had asked what sort of bench the Parish Council required. The Clerk advised that she would respond to give the details of the Parish Council's standard model which was a recycled bench.
- **Bench – Spa Road (Asset No. 136):** This had been rated as satisfactory, and as with the bench in Sandridge needed rubbing down and oiling. **Recommended 3:** *The Caretaker to maintain by rubbing down and oiling.*

viii) SID (Speed Indicator Devices): The Clerk reported that the Town Council Caretaker had advised that the SID was not working; he had worked his way through the operator's manual and did not think that it was the batteries which were the issue. He had suggested that the internal working mechanism was sent to Germany (as this was the location of the only company that made and maintained this particular make of SID) to see if it could be repaired. It was noted that this had already been done once, and as the device had not been working properly for some time the Parish Council had made provision for its replacement within the budget. It had been estimated that a replacement SID would cost in the region of £1,000; the Parish Council had put £250 in the budget, with the idea that as this is a shared device both Atworth Parish Council and the Town Council would match this amount and that the Area Board would also be asked to contribute a quarter of the cost. The Town Council were interested to hear the thoughts of this committee on how to proceed. **Recommended:** *The Parish Council seek funding and quotes for the replacement of the SID. A more up to date SID which gives a positive message or a smiley face if drivers are not speeding, and which records data for enforcement purposes to be investigated.*

c) BRAG (Bowerhill Residents Action Group) request for Additional Bin at Bowerhill: BRAG had requested an additional bin to be located between Tesco on Falcon Way and Brabazon Way, from the "one off" bin fund from Wiltshire Council. It was noted that whilst Wiltshire Council had this pot of funding, they were looking for some financial contribution towards this from Parish Councils. It had previously been recommended under Min.496/18b)v) to offer to contribute £50 per bin towards the cost of replacement under this Wiltshire Council initiative. **Recommended:** *The Parish Council add a new bin for this area to their request for new bins from the "one off" funding from Wiltshire Council.*

075/19 **Play Areas:**

- a) ROSPA (Royal Society for the Prevention of Accidents) Guidance on “Accidents in Children’s Playgrounds”:** The members noted this guidance and that the Parish Council carried out all the processes and procedures with regard to maintenance and inspection by a ROSPA qualified person, as recommended by ROSPA, to “take reasonable care to ensure their playgrounds are safe and avoid accidents they could reasonably have foreseen would happen”.
- b) Quarterly Written Reports on Council Owned Play Areas:** The members noted these reports of the quarterly written inspections carried out in April 2019. Any issues raised were low risk as the Caretaker inspects all the play areas on a weekly basis, there is an ongoing maintenance regime and any issues identified as a medium or high risk are addressed straight away. The Clerk advised the following:
- Hornchurch Road: The tarmac surfacing on the perimeter and path on the MUGA (Multi Use Games Area) was showing signs of cracking. This was not a safety issue, but from the perspective of managing this as an asset will need addressing.
 - Berryfield: There had been some serious issues with pigeon droppings on one of the benches in the play area, which were so bad that it was rendered unusable. The Parish Caretaker had been cleaning the bench, but each week that he returned it was as bad as before he had cleaned it. There are two benches in the play area; one is under a tree but unaffected by droppings with the problem bench not sited under anything. The Caretaker thought that they may be roosting on the bench so had attached plastic cables ties to the back of the bench as he does with the cross bars on swing sets. He had reported that this appeared to be working and that the situation was improved. One of the benches in the play area was a new recycled one as per the parish Council’s standard model and the other was an older metal frame with wooden slats; in due course this would require repair or replacement.
 - Phone Boxes (adopted by Parish Council and maintained by CAWS (Community Action Whitley Shaw)): It was noted that the phone box in Top Lane (West Hill), Whitley, had recently been refurbished and was now a lending library. The phone box in Shaw opposite the school, was due to be refurbished by CAWS and was going to be an information point, but it was a new style and in good order. A ward member for Berryfield reported that the glass in the phone box there was broken. The Clerk advised that this had not been available for adoption as presumably it was still used to make calls, but that the officers could report this onto BT.
 - Kestrel Court: Some of the safety surfacing under the junior swing had been scuffed away. This wear and tear to be monitored.
 - Beanacre: It was noted that there was the beginning of some rot at the base of one of the benches and some shrinkage of the general safety surfacing. The future replacement of the safety surfacing had been looked at by the Finance Committee, with provision being put in the budget and the situation to be monitored.
 - Shaw: It was noted that the entrance to the pedestrian gate had been recorded as a low trip hazard. This area was always getting worn and filling with water. Contractors had laid some concrete, but the area still gets worn around the concrete and the Caretaker fills this to address the

issue. This is a temporary measure until any proposed improvement of the facilities have been agreed as there is the possibility that the play area could be extended and thus the location of this gate may move. It was noted that improvements to the play area at Shaw would be considered under a separate agenda item.

- c) **Incident at Hornchurch Road Play Area:** It was noted that a child had cut their face on the pedestrian gate at Hornchurch Road on the 29th April. The parent had initially contacted the Parish Council to inform about this incident, but then later wished modifications to be made to the gate, and wished to see an accident report. As the incident had been reported to the Parish Council retrospectively, the accident report also had to be completed retrospectively using the information given by the parent. The Clerk had discussed the issue with ROSPA, who advised that no further action was appropriate. The members noted the accident report, along with photo's of the gate, the quarterly report and the Annual Inspection report carried out by ROSPA. This information had also been given to the parent who wanted to make their own representation to ROSPA, but to date the parish council had received no further correspondence or communication from them.

076/19 **QEII Diamond Jubilee Sports Field & Pavilion:**

- a) **Update from Potential Purchaser of part of the Sports Field:** The Clerk reported that the business who had shown interest in potentially buying a small area of the Sports Field had withdrawn their offer of purchase as they are not proceeding with their previous plans.
- b) **Report on Pitch Bookings and Usage for next Season (Commencing September 2019):** It was noted that the plan for next season was to keep three pitches, but to not mark up the pitch nearest to the road, as this is the wettest area in bad weather, and to relocate this pitch outside of the pavilion, so that spectators could stand under the covered area to watch games and allow the other pitch time to recover and undertake remedial works. To date two teams have confirmed that they wish to return next season for the Sunday League, and there has been an enquiry from a team about playing on a Saturday. There has also been interest from a youth team who are looking for a 7x7 and 9x9 pitch. If a 7x7 and 9x9 pitch are required then these would need to be located outside of the pavilion building, so this would mean that the third pitch could not be moved. It was queried whether the pitches could withstand the wear and tear of being played on consecutive days and whether the cleaner would be able to clean the changing rooms between the sessions. The Clerk advised that the contract cleaner was one individual and when asked had concerns that she would not be able to commit to cleaning every Saturday, if she was away on holiday, etc.
Recommended: *The Parish Council accept the bookings should they all arise and seek the advice of J H Jones with regard to pitch wear and tear. The cleaning of the changing rooms to be managed accordingly dependent of bookings and schedule of matches.*
- c) **Pavilion Cleaning Regime:** The Clerk advised that the following cleaning regime was carried out at the Pavilion:
- Contract cleaner cleans the changing rooms on a Friday, dependent on their use the previous Sunday.
 - Contract cleaner cleans the office ad-hoc when required, with office staff members emptying the bins, etc, when she has not been in.

- Contract cleaner carries out an annual deep clean of the changing rooms in the summer when they are not in use by the football teams.
- The Water Safety contractor carries out a monthly Legionella assessment and check, and an annual deep clean where the water tank is emptied and chlorinated. Again, this takes place in the summer months when the showers are not in use.
- The Window Cleaning contractor cleans the windows, gutters and skylights twice a year in Spring and Autumn.
- The caretaker sweeps up any mud from the verandah as part of his weekly checks of the Pavilion on a Monday.

d) Future Action re Pavilion Doors: It was noted that there were areas of paint peeling off the pavilion doors, which made the building look unkempt. As the doors are galvanised they will require a specialised undercoat so that the top coat will effectively adhere; the lack of undercoat was believed to be the reason why the paint was now flaking off. The Parish Caretaker had advised that in order to still carry out his weekly checks and duties, to properly rub down, prime and paint the doors, within the 17hrs he worked per week, would take him a working day per process per door. The Clerk had asked someone who undertook mobile car spraying if they would be able to do this and if so if they could give a quote for the work. **Recommended:** *The Parish Caretaker is not asked to paint the Pavilion doors and quotes are sought from a contractor to carry out this work.*

e) Issues with Overflowing Water Tank: The Clerk reported that there have been issues on and off with the overflow of the water tank, which appears to be worse when there have been two home matches on a Sunday when all four changing rooms and showers are being used at the same time. As the tank gets completely emptied, when it is refilling the ball cock gets stuck and the tank just continues to fill. The Caretaker thought that he had resolved the issues by reversing a washer in the valve, however, this had not worked. Aquasafe, the Parish Council's water hygiene contractor, had sourced a specialist replacement valve at a cost of £580 plus VAT, which excluded any installation/fitting costs. Although this valve was expensive, it was noted that a lot of water was being wasted from the existing valve not working properly and the Pavilion was on a water meter. Additionally, in the winter months the overflowing water was freezing and causing a slip hazard. Aquasafe had advised that this valve could be fitted when the tank was emptied for its annual clean and chlorination. The Clerk advised that the tank was mounted on a chipboard plinth and that as this kept getting wet it now had fungus growing on the board; there were also concerns that the strength of the chip board was being compromised by being wet much of the time and that when full the tank was extremely heavy. It was queried whether it was appropriate to replace this plinth with something more robust when the tank was emptied. **Recommended 1:** *The Parish Council replace the valve when the annual clean and chlorination is carried out on the water tank. 2. Quotes for the replacement of the chipboard plinth with a more suitable material to be sought.*

f) Quotation for Replacing Fire Alarm Control Standby Batteries: The members noted the report from Radcliffe Fire following the six-monthly inspection carried out on 7th May 2019. There were two recommendations made; to replace the main fire alarm panel standby batteries, which had surpassed the manufacturers recommended life span of 3 years, and under new British Standards it is now advised that all manual call points are fitted with protective plastic covers to prevent false alarms. It was felt that the manual call points in the office were not at risk of being falsely set off, and that to date none of the football teams had ever

set the alarms off. This alarm did not call the fire service, rather the Clerk as the named contact point. **Recommended 1:** *The Parish Council instruct Radcliffe Fire to replace the 2x 12v 21ah standby batteries at a cost of £92 exc. VAT. 2. Plastic protective covers are not fitted to the manual call points, but this is reviewed when the Parish Council move to the Campus and the lounge area may be hired out.*

- g) Action for Planted Areas & Pond:** The Clerk reported that there were a lot of weeds at the entrance to the pavilion in the area of shrubs and the pond. Members felt this created a good wildlife habitat, and so did not want to take any action to clear this. **Recommendation:** *No further action is taken to deal with the weeds at the entrance to the pavilion in the areas of shrub and the pond.*

077/19 **Allotments:**

- a) Current Waiting List:** Members noted the Allotment report and that there are three vacant plots. There are currently three people on the waiting list who are waiting to be shown around the plots by the Allotment Warden. The Allotment Warden had advised that he was keeping an eye on one plot where the plot holders had begun cultivation but it is now becoming overgrown, and the two vacant plots are overgrown. There are 12 tenants who do not live in the parish and therefore pay double the rent.
- b) Letting of Overgrown Plots for Free:** It was previously resolved under Min.256/17b) that two overgrown plots (6A & 7A) on the Berryfield site could be let free of charge for two allotment years (2017/18 & 2018/19), as they had been vacant for a long time and had become overgrown, with weeds impeding the plots of other tenants. A quote had been sought to clear the plots, but was considered too expensive, and more cost effective to let for free under the proviso that anyone taking them on would clear all the overgrown brambles and vegetation. **Recommended:** *The Parish Council commence charging for Berryfield plots 6A & 7A from 1st October 2019 (Allotment year 2019/20) the standard rate for a 5 perch plot dependent upon residency.*
- c) Delegated Decisions made by the Clerk:** It was noted that under her delegated powers the Clerk had approved the erection of a greenhouse on Briansfield plot 8. One tenant had erected a greenhouse without permission and the Assistant Parish Officer was chasing the tenant to provide details so that it could either be approved retrospectively or taken down if not permitted.
- d) Update re Storage Container:** It was noted that Wessex Water had done an excellent job of laying hardcore to provide a base for the proposed storage container. They had done this for free following the works that they carried out to install new sewage pipes, and accessing their site works via the allotments. An application had been submitted for pre-app advice to establish whether planning permission was required to erect a storage container. The Clerk advised that she had chased this today as she had not heard any further from Wiltshire Council's Planning Department. **Recommended:** *The Parish Council send a formal letter of thanks to Wessex Water for carrying out the groundwork for the storage container.*
- e) Water Supply:** It was noted that the water pipes at the allotments had frozen during the period of snow and cold weather in March, and when they thawed this had caused a water leak. The water had been turned off until the Caretaker could repair the leak as the allotments are on a water meter. To prevent a recurrence of this it had been suggested that the water to the allotments was turned off every year during the winter months, as tenants would not need to water their plots

during this period. **Recommended:** *The water to the allotments is turned off from November to March, weather dependent.*

078/19 **Shaw Village Hall & Playing Field:**

- a) **Update on Plans to Improve Recreation facilities at Playing Fields:** The Clerk gave some background information on this project. It had previously been agreed that to make improvements to the Shaw recreational facilities at the Playing Fields that a Joint Recreational Improvement Committee should be established with two representatives from the Parish Council, Shaw Village Hall Committee and CAWS (Community Action Whitley Shaw) respectively. The first meeting to discuss proposals and the way forward was held on 13th September 2016 (Min.143/16), and this was based on the feedback from community engagement, including the ideas and views of children from the school as well as residents. After the initial few committee meetings, and some site meetings with manufacturers last summer to establish some indicative costs, the project had stalled. It was understood that indicative quotes had been received, but the Parish Council had not had sight of these. Members noted correspondence from the Chairman of Shaw Village Hall and felt that it would only be feasible to move the project forward with all three organisations working together and in agreement with any proposals. **Recommended 1:** *A formal meeting is held with the representatives from each organisation to discuss moving the project forward. 2. The meeting to be after 22nd June, when CAWS have their Summer Fayre, as they may not have the capacity for additional meetings before this date.*
- b) **Damage to Car Park Wall:** It was noted that someone had managed to knock part of the car park wall down. The Secretary of Shaw Village Hall had sent correspondence stating that subject to the Hall Committee approval and the agreement of the Parish Council, they wished to replace the damaged wall capping with coping stones. The Parish Council had no objections to this, and noted that the Hall Committee were doing a good job maintaining the Parish Council's asset by repairing this.

079/19 **Adopted Telephone Kiosks:** As the Parish Council had adopted these for CAWS to maintain, and the Parish Caretaker carries out inspections, they had already been considered under Min.075/19b) – Quarterly written reports.

080/19 **Shurnhold Fields:**

- a) **Request from Friends of Shurnhold Fields (FOSF) regarding undertaking works at the Fields:** Members noted an indicative plan from FOSF with regard to changes to the entrance gates including the provision of 2 height restricted barriers, the creation of a car park using compacted road chippings, the planting of a wildflower meadow and the watering of the tree saplings planted last November. Also supplied was a quote from a contractor for indicative costs to undertake some of these works. As there were so many requests a joint meeting has now been arranged of the Joint Shurnhold Fields Working Party, with the three representatives from both the Parish Council and the Town Council and the FOSF for the 27th June. It was noted that the FOSF had applied for a grant from the Town Council for wildflower seeds for the wildflower meadow, and had asked if the Town Council caretaker could water the saplings with their water bowser. As there was a cost implication to the caretaker carrying out watering, the Town Council had queried whether this had been agreed. Member's raised queries over the proposal, such as the planned barrier for a car park and who would be

responsible for opening and closing this. It was acknowledged that the FOSF were enthusiastic and working hard to enhance the fields, but it was felt that the requests were somewhat piecemeal and that a better way forward was to meet and agree proposals between all involved parties in a joint meeting.

Recommended: Any requests from FOSF should be supported by the minutes of the FOSF meetings, and formally made to the Joint Shurnhold Fields Working Party, who have delegated powers from both Councils to make decisions.

080/19 **Approved Contractors & Suppliers:**

- a) Current List of Approved Contractors & Suppliers:** This was noted, and that some contractors had a contract for services with the Parish Council for annual services and others were contractors with an approved day or hourly rate should their services be required.
- b) Review of Current Contracts:**
- i) Grasscutting and Bin Emptying:** This was carried out by J H Jones & Sons and it was felt that the grass cutting is a good as it has ever been and councillors had received comments from residents to this effect. It was noted that their second three-year contract expires in March 2020. The Clerk advised that the grasscutting contract needed to be considered before the existing contract expired so that any new contract was in place ready for the 1st April. She advised that the cost of grass cutting per year was under the £10,000 threshold which required tenders being sought. **Recommended 1:** *The Parish Council send a letter of thanks to J H Jones for the excellent grasscutting service carried out in the parish. 2. A quote is sought from J H Jones to renew the contract for a further 3 years.*
 - ii) Photocopier:** It was noted that the maintenance contract was with Condor, who had supplied the photocopier.
 - iii) Phone System:** This was an internet system provided by Sirus.
 - iv) Roundabout Maintenance:** It was noted that the Parish Council were still paying Simon White to maintain the ex-Carson Tyres roundabout on the A350, as they were waiting for the completed application forms from Bewleys Funeral Directors who had agreed to take on the sponsorship of this roundabout. It was acknowledged that he was doing an excellent job and the roundabout looked very smart.
 - v) Defibrillators:** The contract was with the Community Heartbeat Trust.
 - vi) Trade Waste:** The contract was with Grist Environmental
 - vii) Electrician:** It was noted that Kan Connections still carry out the electrical maintenance requirements of the CCTV and Mosquito at the Pavilion, but due to the workload and other commitments of Kan Connections, any other electrical requirements and PAT testing were now carried out by WRILEC.

Meeting closed at 9.50pm

Chairman, 24th June, 2019