

**MINUTES of the Asset Management Committee of Melksham Without Parish
Council held on Monday, 12th October 2020 at 7pm.**

**(DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH CRISIS THIS WAS A
VIRTUAL MEETING, WITH MEMBERS OF THE PUBLIC BEING ABLE TO ACCESS
THE MEETING VIA THE PUBLISHED ZOOM INVITATION, THIS MEETING WAS
DUE TO BE STREAMED LIVE STREAMED VIA YOUTUBE HOWEVER THERE WAS
A TECHNICAL ISSUE)**

Present: Councillors Richard Wood (Council Chair), John Glover (Council Vice Chair), Alan Baines and Paul Carter.

Officers: Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer)

Housekeeping & Announcements:

Councillor Glover welcomed all to the meeting

103/20 Apologies

Apologies were received from Councillor Taylor who had work commitments.

The reason for absence was accepted. Councillor Chivers was not present.

104/20 To receive Declarations of Interest

Councillor Glover declared an interest in agenda item 7a, as his grandson worked for Future of Football.

The Clerk declared an interest in agenda item 12a as her husband was on the list of approved contractors and she was a Director of his Ltd company.

105/20 Public Participation

There were no members of the public present

106/20 To note minutes of previous meetings:

Members noted the minutes of previous Asset Management Meetings in 2019/20 for background information.

107/20 Asset Register

a) To note relevant 2020/21 Budget Headings for Asset Management:

The committee noted the following budget headings:

Street furniture: £1,500
Repairs and Maintenance for Sports Field: £1,500
Contingency Reserve replacement/ renewal of council assets:
£30,000

Members considered a request to replace the existing noticeboard outside of the Pilot pub, Bowerhill with a new stand-alone board to be positioned in front of the pub. This was so that it was in a more visible location as per minute 074/19bvi from the Asset Management Committee meeting of 10th June 2019.

The Clerk explained this was a request from Councillor Shea Simonds who volunteered to put the council's notice and posters up in the noticeboard and had raised concerned that in its current position the noticeboard was not very visible.

The Clerk advised that the noticeboard was currently located on the entrance path of the Pilot pub on the right-hand side, close to the pavement. It was also half the size of the newer noticeboards that had been installed around the parish, so could not hold as much information as others. There had previously been discussions on whether a new noticeboard could be relocated outside of the Tesco shop however discussions on this had stalled more than once.

The Clerk explained that from previous discussions with the landowners of the Pilot, they were happy for a stand-alone noticeboard to be positioned on the grassed area outside of the pub, facing the Tesco car park so that it was more accessible for members of the public. A member highlighted that the proposed area now seemed to have more picnic benches and queried where the noticeboard would fit.

Council Carter explained that when looking into the noticeboard it was very difficult to see the notices as the perspex had become cloudy due to the weather. Councillor Glover advised that the whole noticeboard did not need to be replaced, as this issue could be easily rectified by replacing the perspex in the noticeboard.

Council Baines highlighted that from the report on the condition of assets, the noticeboard was in satisfactory condition so it would not need to be replaced on the grounds of deterioration, but the perspex could be replaced.

Members raised concerns that if the noticeboard was located in a stand-alone position, it could be more vulnerable to vandalism. It was felt that given that the proposed position was now no longer suitable, and the fact that the noticeboard was in a satisfactory condition it should not be replaced.

Recommendation: To not replace the noticeboard outside of the Pilot pub with a new stand-alone board, but to replace the perspex inside of the existing noticeboard.

b) To consider report on condition of Council assets, and recommend future action:

The committee reviewed the report on the condition of council assets. Councillor Glover suggested that any items which were deemed 'good' and 'satisfactory' could be left for another year and members could focus on items which had been labelled as 'poor' condition.

There was one item on the Allotment report which was rated as poor condition, which was the mower (asset 21) which no longer started up. It was queried whether the mower had been missed by the council's amenity staff. The Clerk explained that this has not been used for a long time as the parish council's contractors now cut the grass at the allotments.

Councillor Baines highlighted that the leaf blower (asset 227) was noted as unused on the report but queried this as it was a relatively new piece of equipment. The Clerk explained that the leaf blower was purchased for the Caretaker to blow the leaves off the play area safety surfacing. She advised she would discuss this with the Caretaker to make sure that there were no issues.

The Clerk advised that the council had recently purchased 3 new laptops for the office staff and therefore the Parish Officer and Finance & Amenities Officer's computers would now need to be wiped and disposed of. There were also 2 monitors that would need to be disposed of as they were unable to be connected to the new laptops as second screens, as they had a different plug-in connection. The Clerk's computer had now moved to the spare desk in the office and was now the server which also had the finance software on. A member queried whether the computers which had been replaced could be given to councillors to use for Zoom meetings. The Clerk explained that the computers were at the end of their life and in particular the Parish Officer was having difficulty with hers in recent times.

It was identified that the outside bench on Pathfinder Way was rated as being in poor condition, however, it was noted that this seat was due to be replaced by Taylor Wimpey in the council's normal bench style.

It was noted that the seat on Falcon Way near Mitchell Drive roundabout had recently been removed by the parish council's contractors. The Clerk reported that she had received a report from a member of the public that the bench was broken and upon inspection from the Caretaker, the base had rotted away. The Clerk explained that this was one of around ten benches in Bowerhill, which had been purchased by BRAG (Bowerhill Residents Action Group) from a grant

and donated to the council. The Clerk raised some concerns that if the bench on Falcon Way had already rotted away, the rest may do so, in the near future. It was explained that this style of bench was installed into the concrete base but sat relatively low due to their short legs and were not the council's normal house style of bench. The Clerk advised that the Caretaker had reported a similar bench at Beanacre was also rotting away, although on the asset report they were all rated as satisfactory.

It was queried whether any parts of the bench could be saved to replace parts in the future, such as the slats as they were in good condition. It was explained the issue was with the base and not the slats so it was more than likely that the base would rot away on the others in the future and not the slats. Members felt that it would be prudent to keep the wooden slats for the future as they were in good condition, just in case they need to be replaced quickly on another bench in the future. It was recognised by members that this bench was very well used by members of the public therefore felt it should be replaced.

Recommendation 1: To approve the disposal of the mower as it is no longer in use (asset 21).

Recommendation 2: To approve the disposal of the Parish Officer and Finance & Amenities Officers computers and 2 monitors.

Recommendation 3: To purchase a new Dale bench with furniture anchor kit to replace the broken seat on Falcon Way, Bowerhill. To save the slats from the disposed bench to be kept as spares for future use.

c) To consider residents' requests for return of bin at BRAG picnic area:

Members considered the request from a resident to reinstate the bin at the BRAG picnic area. The Clerk reported that the resident had recently spoken to the Caretaker who directed them to the Clerk. The Clerk explained the Caretaker walked along to the picnic area with a sack truck and used a litter picker to tong the rubbish into a bin bag and made the return journey on foot, putting the litter it into his private car to dispose in the parish council's commercial waste bins at the Pavilion.

During lockdown the Allotment Warden took over the Caretaker's duties and felt uncomfortable putting this into his family car, therefore the bin was taken away. The Caretaker had previously reported that he had found the bin to be filled up with domestic rubbish which was not its intended use.

Councillor Glover explained when he had recently visited the picnic area, he didn't see much rubbish being left around the area. The Clerk explained that she had spoken to some of the BRAG volunteers who were keen for the bin to return, as they had been tidying up the rubbish and putting it by the Wiltshire Council owned bins in Brabazon Way and Locking Close. The Clerk advised that there had only been a couple of residents who had complained about the bin being removed.

Members were concerned the Caretaker was collecting the rubbish and putting it in his own car, especially in the current times of the Covid-19 pandemic.

Recommendation: To not reinstate the bin at the BRAG picnic area and reconsider this once the Covid-19 Pandemic was over.

108/20

Play Areas:

a) To consider quarterly written inspection reports on Council owned play areas:

The Committee reviewed the quarterly play area inspection which were carried out by the Caretaker.

It was highlighted in the report that at Beanacre play area the base of the benches was rotting; however, this was deemed as a low risk. It was queried whether officers could investigate if the base of the benches could be repaired.

The general surface by the mixed swings at Beanacre needed to be repaired, however it was noted that the RoSPA reports were due in any day. This would determine how big the issue was and whether this was something the Caretaker could do, or if the council needed a contractor to repair.

The Clerk reported that she had received a request from a resident to replace the backboard on the basketball court at Bowerhill Sports Field, as it was damaged and needed replacing.

It had been highlighted in the report that the linkage on the toddler swing at Shaw Play Area was close to its limit. Members wished for the caretaker to replace this.

Recommendation 1: To approach the bench manufacturer to see if the base of the benches at Beanacre (and across Bowerhill) were able to be repaired.

Recommendation 2: Officers to obtain a quote for a replacement backboard for the basketball court at the Bowerhill Sports Field.

Recommendation 3: The Caretaker to be asked to replace the linkage on the toddler swing at Shaw Play Area.

b) To consider RoSPA independent annual reports:

The RoSPA reports had not yet been received, this item was deferred to a future meeting.

c) To consider resident's request for fencing surrounding MUGA (multi use games area) at Hornchurch Road Public Open Space:

Members reviewed the correspondence received from a resident requesting fencing to be installed around the MUGA at Hornchurch Road Public Open Space. One of the issues that was highlighted by the resident was that the area became very wet due to bad drainage, which made it very difficult to retrieve balls, especially in the winter. It was felt that if fencing were to be put around the MUGA, it would make it a facility that could be used all year round.

It was noted when the Parish Council had originally installed the MUGA they had looked at putting fencing around at the same time, however there was opposition from some residents who felt it would create more noise.

Members felt now the MUGA had been installed for several years they had a better understanding of the issues with regards to not having a fence around the MUGA. It was felt that installing a fence would be essential for the effective use of the MUGA. Members also understood that the council may need planning permission to install the fence. Members felt there needed to be some investigations carried out to find out what the fence and installation costs would be. There would also need to be consideration as to where the money for this would come from.

Recommendation: Officers to research an estimate for the provision of a MUGA fence around the Hornchurch Road MUGA, to present to the Full Council for their approval in principle to proceed.

d) To approve quotation for signage for new play areas

The Clerk had received a quote of £345 + VAT from Kennet Sign & Display for signage for the new play areas in Pathfinder Place and Bowood View which were due to come on stream shortly. It was explained that each play area would have two entrance gates and each gate would need 4 signs each, which made a total of 16 signs.

Recommendation: The council accept Kennet Sign & Display's quote of £345 + VAT for 16 signs for the new play areas on Pathfinder Place and Bowood View.

e) To agree names of new play areas (located at Pathfinder Place & Bowood view)

The Clerk explained two new play areas from the new housing developments in Pathfinder Place, Bowerhill and Bowood View, Berryfield were due to come on stream later this year, therefore the council would need to decide on a name for each of them.

Councillor Baines queried whether there were any unused street names that had been put forward for either of these developments. He suggested if this was the case, the unused names could be used to name the new play areas in these developments.

Councillor Carter suggested the Pathfinder Place play area could be named after Flt Lt Davey, who was a volunteer who had supported the ATC in Bowerhill for around 25 years.

Councillor Wood proposed the new play area in Berryfield could be named Whitworth Play Area, to commemorate a former Wilts & Berks Canal engineer.

The Clerk reminded councillors that the other play areas in the parish were named after their location as it was easier to locate them e.g. Beanacre and Shaw etc. It was acknowledged that it would be difficult to do this for the new play area on Semington Road, as there was already a play area in Berryfield. Councillor Glover highlighted that the Wilts & Berks canal would eventually go through the existing play area. He queried whether once the new play area came on stream the existing one could be closed, therefore the new one could be called Berryfield. The Clerk advised that the reason the council refurbished the existing play area was because they wished to create a viable play area for the children of Berryfield to use. It was also highlighted that once the canal goes through the play area it would have to be replaced as part of the new development. Members opposed the idea of closing the existing play area once the new play area came on stream, as it was felt due to the increasing population in the area there should be two play areas in Berryfield.

After a discussion from members on what to call each of the new play areas, it was felt that as Whitworth was one of the names that had been put forward as a street name for the Bowood View development, but was unfortunately not used, the new play area should be called 'Whitworth Play Area'. Councillor Glover advised that Flt Lt Davies background history should be explored before the council name the new play area on the Pathfinder Place development after him. Councillor Baines also advised that the family of Flt Lt Davey would also need to be consulted before the name was used to make sure they were happy. It was also suggested that the new play area should also include Flt Lt Davey Christian name.

Recommendation 1: To name the new play area in the Bowood View development 'Whitworth Play Area'.

Recommendation 2: To explore the possibility for the new play area on the Pathfinder Place development to be named after Flt Lt Davey.

f) To consider update on algae cleaning on play area surfaces

The Clerk had received a quote of £2,233.00 from Ministry of Play to clean the play area safety surfacing. Ministry of Play were the contractors who had undertaken the algae cleaning on all the play area safety surfaces last year. It was noted that this price was also based on the council supplying the water.

Councillor Baines advised that there were two parts to the quotation that had been provided, one to clean the play area safety surfacing and another to clean the MUGAs (Multi use games area). The cost to clean the MUGAs would be an additional £2,012.00. It had been recommended within the quote that the safety surfacing on play areas should be cleaned twice a year, in late autumn to clear away fallen leaf and to ensure the surface porosity is adequate for the winter months and again in spring to ensure the surface is clean for the high use in the summer period. It had also been recommended that MUGAs only needed an annual clean and Councillor Baines suggested this could be done in the spring to get them ready for the summer use. This could therefore be considered for the 2021/22 budget.

The Clerk advised there was £1,380 in the budget this year for safety surfacing cleaning and explained this was originally commissioned to get the surfacing ready for the winter, so that in bad weather the surface was still porous rather than water sitting on top and freezing which lessened the longevity of the surface.

Councillor Glover advised that if the council were to clean the safety surfacing twice a year, as recommended by the contractor, there would only be the need for one clean in the 2020/21 financial year, as the other would fall into the next financial year. This would mean the safety surface clean in spring could be put into the budget for 2021/22.

As there was only £1,380 in the budget the rest of the funds for this would need to come from a reserve. A discussion took place between members as to which reserve the additional funds could come from, it was noted that there was £30,000 in the contingency of replacement of asset reserve, and £40,734 in the general contingency reserve. It was acknowledged that some of the funds received from Sandridge Solar farm could be used, as it would mean this fund would be used around the parish.

Recommendation: The council to accept the quote of £2,233.00 from Ministry of Play to Cobra clean the safety surfacing on all play areas in the parish in late autumn, to come from the play area safety surfacing

budget heading. The £853.00 shortfall to come from the Sandridge Solar Farm Community Funding reserve.

109/20

QEI Diamond Jubilee Sports Field & Pavilion

a) To consider requests and feedback following meeting with Future of Football (8th October)

Councillors Wood and Carter attended the virtual meeting with Future of Football on Thursday 8th October following their requests for a refreshment hut, storage unit and blanket bookings. Also in attendance were the Clerk and the Finance & Amenities Officer.

It was noted Future of Football were currently storing their items in changing room 1 as currently no kit room was available, as the council were currently using it as their archive room. In normal circumstances other football organisations would need the changing rooms for their matches, so the equipment would not be able to be stored in the changing room.

At the meeting it was explained by Future of Football that as they had developed, they needed more space so they could store their items and wished to have a small storage unit. It had been suggested the storage unit could go into the car park, so that it did not take up room on the sports field. There had been concerns raised at the taking up of a car parking space, consequently it had been suggested that the commercial waste bins could be relocated to a different position which would enable the storage unit to go where the bins were currently located.

Future of Football also wished to have a refreshment hut, as they were currently setting up a mini stall on the veranda. It was explained that doing this each week was very time consuming for them and their original idea was to use the pavilion kitchen, however this was currently being used by office staff. Discussions had previously taken place with the organisation suggesting the hut could be located near the defibrillator, as this was near an electricity supply. This meant there could be potential for an external socket that the hut could plug into. It was explained that all the cost of both the storage unit and refreshment hut would be covered by the organisation.

There had also been a request to have blanket bookings at the weekend, it had been noted that this would mean that no other organisation would be able to hire the youth facilities out. It was explained it would be much more effective for Future of Football as they could switch back to the pavilion pitches if their away team venue was unavailable.

Councillor Glover explained he did not have an issue with the storage unit and whilst he did not have any objections with the proposal for a refreshment hut, he wished to know more information about what type of

hut was required. He stated that it would need to be something that at the very least met with health and safety requirements. He felt the electricity supply to the hut would need to be paid for by Future of Football and the easiest way of doing this would be to fit a separate metre, that was either in the pavilion building so that the meter could be read at any time or in the refreshment hut. With regards to blanket bookings Councillor Glover felt it would be in the council's best interest to accept this proposal as this would be a confirmed booking for regular use of the facilities.

Officers raised some concerns with the blanket booking suggestion, as there had been comments made by Future of Football, that if an away venue was unavailable, they could switch the match back to the Pavilion pitches. The Clerk had highlighted that if this was due to the pitch being unplayable because of the weather conditions it may not be suitable for the matches to be switched to the pavilion pitches. Councillor Glover advised that the blanket booking would need to be on the proviso that they were subject to the normal constraints of other football users. It was acknowledged that if officers were unable to determine if pitches were playable or not, they could ask JH Jones to inspect the pitches, in order to make a decision, which would overcome this problem. The Clerk queried what an appropriate charge would be for the blanket bookings.

Councillor Baines explained security would need to be a consideration, especially with the refreshment hut and therefore it would need to be vandal resistant. There was also a question on where the refreshment hut would go, to stop the loss of car parking spaces and to accommodate the electricity supply. He felt blanket bookings were a good idea, but understood this would mean the council would be unable to accommodate some organisations who had previously booked on an ad hoc basis. He highlighted that the council were looking to promote maximum use of the facility and by accepting a blanket booking this would cover more of the cost of providing the facilities.

The Clerk explained herself and the Finance & Amenities Officer did have some concerns with regards to the refreshment hut and the hiring out to other users. She explained Future of Football had suggested the hut could also be available to other organisations for use, however, although this was a nice gesture it also raised concerns regarding who the responsibility of the hut fell to, if it was hired out to other users. Councillor Glover advised that as the hut would be owned by Future of Football it would be their responsibility for the insurance of the hut, hiring it out and paying for the electricity. The liability of them hiring this facility out would need to be on them and not the parish council.

The Clerk explained there had been discussions on where the hut could go and one suggestion was around the side of the building, where the defib was, as this was also near the switch room where the electricity

source was located. This would also help to stop people congregating around the changing room areas, whilst buying refreshments.

Councillor Glover explained he did have concerns with an external socket on the side of the building as this would suggest a visible lead, which was a health and safety hazard, therefore, there would need to be an underground lead.

Councillor Baines specified the hut should be freestanding so that, should there be any problems with the hut it would be away from the building.

After a robust discussion by members on these proposals', members were happy with the proposals that Future of Football had put forward in principle but subject to detailed plans for the refreshment hut and storage unit.

Recommendation: The council agree in principle to the proposals put forward by Future of Football, subject to detailed plans for the refreshment hut and storage unit.

Future of Football to put together a detailed proposal on what they would require for their blanket bookings, in order for the council to determine an appropriate charge.

b) To consider update following concerns raised with football clubs re Covid-19 risk assessment measures:

The Clerk reported officers had written to all football hirers of the facility, regarding adhering to the Pavilion's Covid-19 risk assessment and had also received the backing from the Chippenham & District league. She reported that it seems that clubs had improved. The guidance from the FA was still that changing rooms should be closed and only opened for the use of the toilet. There had been a request received from AFC Melksham wishing for a maximum of 5 people to be allowed in the changing rooms, however, as per the advice from the FA, this was not allowed. The Clerk advised that players should be turning up to the facility already changed in kit and after the match should be leaving in their kit. There was a second request to provide a temporary changing area, such as a wooden beach hut, however, members felt this was not suitable.

The Clerk advised the Caretaker was no longer doing the flush down on a Monday, as it could not be guaranteed that the showers had not been used after weekend matches, despite their use currently being prohibited.

Recommendation:

1. The Council do not approve the request for a temporary beach hut

changing area.

2. The Council do not allow the changing rooms to be used for teams to change into their kit, other than for access to the toilet, one user at a time.

c) To consider quote for cutting back hedges (to deter rabbits and prevent lost balls):

The Clerk had received a quote of £525.00 from JH Jones to cut back the hedges around the sports field to deter rabbits and help prevent lost balls. The Clerk explained this seemed the only option available. It had been suggested by JH Jones that by cutting the hedges right back now that the nesting season was over, would give the rabbits nowhere to hide and hopefully encourage them to move elsewhere and therefore stop the rabbit holes on the field. It was noted that some dumpy bags of top soil had been deposited around the field so that holes could be filled in, last minute before matches.

A complaint had been received by Staverton United that they had lost around 20 match balls in hedges, in the last couple of months and the hope was this would be a solution to stop this from happening.

Councillor Carter queried what hedges would be cut back. The Clerk advised that this would be clarified before the next full council meeting, however her understanding was that the quote was for the hedges along the western and southern sides of the field. It was noted that on the western side of the field there was a public right of way which was being encroached by the hedges.

Recommendation: To approve the quote from JH Jones of £525.00 to cut back the hedges on the Western and Southern side of the field.

d) To Consider erecting netting to prevent lost balls in hedges:

The Clerk explained she had received a request from Staverton United to erect some netting by the goal areas to stop their balls from getting lost in the hedges, similar, to the one on Semington football pitch.

Members felt the netting like the one at Semington football pitch was quite a high structure and would be incredibly expensive. It was felt by the committee, as they had already accepted the quotation to cut the hedges back, this should help mitigate the problem and therefore did not approve this request.

Recommendation: The council do not purchase netting for the sports field to stop footballs from getting lost in the hedges.

e) To note recent maintenance issues with Pavilion building:

Members noted the pavilion maintenance issues. The Clerk explained there had been some maintenance issues with the Pavilion building, such as the water tank potentially having a water leak. The Caretaker had reported to the Clerk that there was water by the pump room door, however, it had been raining so there was a suspicion that the water may have gone underneath the door, as this had happened before at the pavilion office. This issue had been highlighted to Aquasafe during one of their monthly visits, however they could not see any sign of a leak, so it had been suggested that this should be monitored.

The water heaters were currently at their maximum burning hours, when the contractor came out in February to service them the burning hours were reset. Just before lockdown the maximum burning hours warning lights had appeared on the water heaters again and upon contacting the contractor it was discovered that there was an issue with the circuit board, however, no quote has been received to fix this issue. The Clerk explained that as use of the showers was currently prohibited under Covid regulations, this was not a pressing issue to address.

There had also been an issue with the Mosquito anti-loitering device, as it did not seem to be coming on at 11pm. Officers had asked the contractor to have a look at this and the time clock had been replaced. Following the visit, the Clerk had received a call from a member of the public on a Saturday to say there was a noise coming from the pavilion, which was found to be the Mosquito. The contractor came out straight away to disable it and found that there was a fault with the relay switch. The contractor subsequently returned the following Monday to replace with another time clock. The contractors explained to the Clerk that they use the same clock model on a regular basis and have never had a problem before. The electrical contractor had also visited to adjust the out of focus CCTV camera and replaced some lights and motion sensors that had been broken.

110/20

Allotments

a) To receive report on waiting list

The Committee reviewed the allotment report and noted there were currently 9 vacant plots and 10 people currently on the waiting list. The Allotment Warden was currently in the process of contacting prospective tenants to arrange a time for them to view the vacant plots. There had been a turnover in the last few weeks with the issuing of rental invoices for the new allotment year commencing 1st October.

b) To note delegated decision made by Clerk relating to letting of plots and permissions given for greenhouses/shed

The Clerk had approved one shed request, plot 3A at Berryfield.

c) To consider advice received on Bonfires during Covid and subsequent advice to tenants

The Clerk reported officers were advising allotment tenants to avoid having bonfires wherever possible, as Covid-19 was a respiratory virus and more people were at home. This had received a complaint from a tenant, asking for bonfires to be reinstated. The council had also received complaints from local residents, of bonfires being lit.

Recommendation: Officers continue to advise allotment holders to avoid having bonfires wherever possible.

d) To consider advice received from National Allotment Association during Covid

Members reviewed the guidance from the National Allotment Association on Covid-19 measures. Members felt as there were no taps at the water troughs there would be no touch points to contaminate the surfaces.

Recommendation: The Council take no further action.

111/20

To consider Tree Inspection Report and agree future action

Members reviewed the recent tree inspection report. The Clerk advised there was £750 in the budget for the tree inspection and work. It was advised that the tree inspection report for the parish council was £695. The Clerk reported that there were no issues classed as “urgent” that required immediate attention.

Councillor Glover advised that the only work that would need to be done straightaway were any urgent issues, as this required immediate action. Any items listed as high priority would need to be done in 6 months, medium priority within 12 months and low within 24 months, therefore any works required could be done in the next financial year to keep within this year’s budget. The Clerk advised any action rated high would just fit into the next financial year and would need to be done in April to fit within the 6-month time frame.

The Clerk advised any trees on the Shaw Playing Field were managed by the Shaw Hall Management Committee. When the council were carrying out tree works last time any trees at Shaw that needed actioning were included in the works order and invoiced back to the Shaw Hall Management Committee. Last year the volunteers at Shaw had removed some of the ivy off the trees.

The Shurnhold Fields tree report was also conducted at the same time at a cost of £400, this was to survey and map them all. The cost of this coming out of the open space maintenance contribution held by the parish council for the project. The Clerk advised that at a recent Shurnhold Fields meeting Councillor Carter had suggested the Friends on Shurnhold Fields could do most of the tree works themselves. Councillor Carter explained that the only tree works that need to be conducted by a contractor at Shurnhold Fields was on J7 the Field Maple as it needed felling and J17 White Willow as it needed pollarding, therefore the remaining would be undertaken by the Friends.

The public open space at Hornchurch Road is owned by Wiltshire Council, however, the trees located around the MUGA and play area were inspected, as there was potential for these to cause damage to someone on parish council owned land.

The apple trees at Briansfield Allotments require pruning back which the Caretaker was happy to do, as he had previously undertaken a pruning course. The Clerk advised that the Caretaker was also happy to show the outdoor education students from Melksham Oak how to prune back the trees, however due to the current pandemic the children were unable to leave the school grounds.

The Clerk advised the last time the council sought quotations to carry out works on trees it was for all items that were classed as high and medium priority. Councillor Carter suggested in order to accurately budget for these works the council would need to obtain some quotes.

Councillor Glover stated that in order to get quotes to undertake the works required on the high and medium priority trees, the council would need confirmation from other stakeholders on what works they were going to undertake so that the rest could be included in the contract.

Recommendation: Officers confirm with other stakeholders what tree works they were happy to do themselves. Officers to obtain quotes for the remaining works required on medium and high priority issues and bring back to council for approval.

112/20

Telephone Kiosks:

a) To consider quarterly inspection reports on existing kiosks:

The Clerk advised that this seemed to have been omitted from the Caretakers quarterly inspection's so this item would need to be deferred to a future meeting.

b) To receive feedback from residents and consider adopting Telephone Kiosk at Woodrow Road:

The Clerk explained she had advertised for residents' views on the removal of the telephone kiosk on Woodrow Road on social media, due to the short timescale. BT regularly review the usage of their payphones and remove kiosks that have reduced usage following a public consultation. Residents had replied to say that there were no reasons why the phone kiosk could not be removed, such as poor mobile connection in the area. The Clerk had also sought views on the possibility of the parish council adopting it for future community use and had reported that some residents suggested using it for a community access defibrillator or a lending library like the one on Top Lane Whitley. One resident had come forward to say that if it were to be refurbished as a lending library, they would be happy to do the work inside.

The Clerk explained she had told residents on social media that if this was to be refurbished into a lending library the parish council would be looking for someone to run it. There had been a few problems with people leaving boxes of books at the kiosk lending library in Whitley.

The committee were not keen to adopt the phone box as it was felt there was not sufficient population to warrant the need for any alternative use.

Recommendation: The Council do not adopt the Telephone Kiosk at Woodrow Road and have no objections to the removal of the payphone.

113/20

Berryfield Village Hall:

To consider any new queries raised regarding the planning application for the new village hall:

The Clerk reported she had received a list of proposed planning conditions for the new village hall. She explained there were some concerns with a couple of the conditions. One of the conditions of concern were the use of the hall to be restricted to between 8am and 10pm, however it was noted that the existing hall operated between those hours. It was explained this could be difficult especially if people needed to be packed up and out of the building by 10pm. Following a discussion with the architect, it had been suggested that maybe the hall could be open later on a Friday and Saturday, so it enabled time for clearing up and closed earlier on a Sunday as a compromise.

Another cause for concern was the condition that 'live music or any amplified sound shall not be audible at the boundary or any inhabited premises in the vicinity of the site'. The Clerk advised that this condition would be difficult and suggested that perhaps there could be a time restriction for this.

The Clerk explained she had looked into the conditions of hire for Shaw Village Hall, but there did not seem to be any specified times. The only condition that she could find relating to noise was 'At all times the Noise Level must not be excessive nor create a nuisance to the public or the neighbourhood. Particular attention should be paid to noise level when leaving after 10 pm. It would be appreciated if no bad language were used in the hall, playing field or car park'. It had been suggested that the council could investigate the conditions imposed by other community centres located near housing.

Members agreed it would be restrictive to close the new Village Hall at 10pm on a Friday and Saturday especially and felt that the condition regarding music threatened the ability to run the hall effectively.

Recommendation: The council investigate the conditions that have been imposed on other community venues that are located near housing.

114/20

Approved contractors and suppliers

a) To consider current list of approved contractors and suppliers

The current list of approved contractors and suppliers was reviewed by the committee. It was acknowledged that the council had received good service from all contractors and suppliers. The Clerk advised members that there had been difficulty to arrange for the contractor who serviced the boiler and water heaters. It was queried whether there was an alternative person the council could call on if they were unable to arrange for the contractor to visit. The Clerk advised that due to the water heaters warranty, it had to be someone who was a commercial plumber. She explained that this contractor was the only one in the South West who could service the pavilion equipment but would go back to the manufacturer to see if there was an alternative person.

Councillor Carter queried whether the council wrote a letter to the contractors confirming that they were staying on the list for another year. The Clerk advised that the council did not as there was no contract with these suppliers and was just a review by the council. She explained the council needed an approved list of contractors so that officers could call on someone from the list without unnecessary delay. Councillor Carter queried whether, due to the great service received from the contractors there was a way of acknowledging the council's appreciation towards them for what they did, especially as most of them go above and beyond for the council. Councillor Glover felt that there was no need for a letter, as the contractors are on the approved list and are called upon which shows that the council are happy with their work.

Recommendation: The council continue with the current list of contractors and suppliers.

115/20 To consider adding “what3words” location information to signage at Amenity sites

The Clerk enquired whether members wished to add the ‘what3words’ location information onto their signage at all of their amenity sites. She explained that in an emergency if someone were unable to describe their location, they could scan the QR code via the ‘what3words’ app which would give them three unique words. They would then be able to give these words to the emergency service who would be able to locate them.

It was noted that all the amenity signage had the postcode of their locations on. It was felt that moving forward with any new signage the ‘what3words’ QR code along with the location postcode should be added. If any existing signage needed replacing on any of the existing amenity locations the QR code should be added.

Recommendation: Any new Amenity signage purchased in the future should include both the location postcode, the ‘what3words’ QR code and the “3 words”.

116/20 To consider budget requests for Asset Management in 2021/22

The Clerk explained in the Financial Regulations it stated the various committees will give the Finance Committee a steer as to what should be considered for the budget.

Recommendation: The following items to be put forward for consideration by the Finance Committee for the budget:

1. Tree works on high and medium risk trees
2. Play area safety surfacing cleaning
3. MUGA safety surfacing clean for spring 2021
4. Fencing for the Hornchurch Road MUGA

Meeting closed at 9.26pm

Chairman, 26th October 2020