

# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

## MINUTES OF THE MEETING OF THE PROPERTY AND PREMISES MAINTENANCE COMMITTEE HELD ON Monday 5<sup>th</sup> November 2018 at 7.00 pm

**PRESENT:** Cllr Vicki Hewer (Chairman), Cllr Andrew Wellman, Cllr Hulcup, Mr Rayner, Mr White, Mr Barter (arrived at 19.35) and Mrs C Crompton (Clerk)

1.	No apologies were received
2.	Mr Rayner declared an interest in the allotments
3.	There were no public questions
<b>MATTERS FOR DECISION</b>	
4.	Cllr Hewer proposed, Cllr Andrew Wellman seconded and it was unanimously <b>RESOLVED</b> to confirm the minutes of the PPMC meeting on 10 <sup>th</sup> September 2018 as a true and accurate reflection of the meeting.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to amend the following points and then the minutes will be signed. Amend 12.3 to Guggle Lane and at 12.2 replace bus shelter to canopy.</li> </ul>
5.	<p>Reports and Updates</p> <p>The Committee received the Action Point Update from 10<sup>th</sup> September 2018</p>
5.1	<ul style="list-style-type: none"> <li>• The committee thought a good central location for fruit trees would be by the zip wire</li> </ul>
5.2	<ul style="list-style-type: none"> <li>• The committee discussed the options suggested for a new surface by the Multi Use area. It was agreed to try rolling and preparing the ground before paying for an alternative.</li> </ul>
5.3	<ul style="list-style-type: none"> <li>• Cllr Andrew Wellman has been doing some minor repairs to the goal posts which have been really well used. Some cable ties are needed for the posts.</li> </ul>
5.4	<ul style="list-style-type: none"> <li>• The Committee received the quarterly Town and Cemetery Inspection and thanked Mary for her comprehensive report and amount of detail in it</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Mary to contact path man regards Churchyard path again</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Mary to make a note that the notice boards are to be cleaned in the Spring</li> </ul>
5.5	<ul style="list-style-type: none"> <li>• There is some remaining tree damage in Cemetery which needs to be dealt with</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to add this to tree inspection report</li> </ul>
5.6	<ul style="list-style-type: none"> <li>• Some grit bins were not filled</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Mary to contact GCC about filling the bins that were missed</li> </ul>
6.	<b>Cemetery and Churchyard</b>
6.1	<ul style="list-style-type: none"> <li>• Central Trees have been instructed to go ahead with the work on the Churchyard Lime as advised by the Tree Officer. The Farmington Trust are kindly covering the cost.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to inform Central Trees of invoicing details</li> </ul>
7.	<b>Town</b>
7.1	<ul style="list-style-type: none"> <li>• The Emergency Group Meeting will be on Tuesday 20<sup>th</sup> November at 12.45 with Cllr Hewer, Cllr Hulcup, Mary and Cat</li> </ul>
7.2	<ul style="list-style-type: none"> <li>• The Committee considered that fruit trees by the new zip wire would be a suitable and central location.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Committee to add £500 onto the budget discussions for next year for fruit trees</li> </ul>
7.3	<ul style="list-style-type: none"> <li>• The group agreed the next Winter Planning Meeting is on Monday 3<sup>rd</sup> December</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to communicate the meeting to all the people in that group</li> </ul>
7.4	<ul style="list-style-type: none"> <li>• The Committee considered the cost of new grit bins at £72.99 plus vat each as suggested by Winter Planning Group. Four locations have been suggested and Clerk has discussed these with GCC. They have agreed to the new bins at Meadow Lane, top of Farmington Road and Back Lane / Guggle Lane corner. They are still considering the one at the traffic lights as this is on the Strategic Network</li> </ul>
<b>Resolution</b>	<ul style="list-style-type: none"> <li>• Cllr Hulcup proposed, Cllr Hewer seconded and it was unanimously <b>RESOLVED</b> to order 3 black or green grit bin from Gritbins.net for the above locations.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to order these and liaise with Highways once they are in place to be filled</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to add traffic light grit bin onto Highways list for further discussion</li> </ul>
7.5	<ul style="list-style-type: none"> <li>• The Committee discussed feedback about the new pedestrian crossing in the Market Place. Although residents are now aware it is there, people unfamiliar with it need some warning. The Committee suggested lines on the road or coloured tarmac to mark it out.</li> </ul>
7.6	<ul style="list-style-type: none"> <li>• Residents are also asking for a dropped kerb onto the Market Place. The Clerk explained that Highways did not put one on that side as they considered it unsafe to encourage people to step into traffic that flows both ways at that point.</li> </ul>

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<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to add it onto Highways list to see if a dropped kerb could go onto the toilet side instead?</li> </ul>												
<b>8.</b>	<b>Meadows and Play Areas</b>												
<b>8.1</b>	<ul style="list-style-type: none"> <li>The Committee received an update on the KGV play area. The fencing will be done this week and the contractor is currently seeding parts before the wet pour is done. The Committee felt that turfing is needed rather than seeding as this will take time to bed down. There was a discussion as to whether turf would take at this time of year.</li> </ul>												
<b>8.2</b>	<ul style="list-style-type: none"> <li>The Play Area group has not met to discuss this aspect yet. The view from PPMC is that turfing is needed very quickly.</li> </ul>												
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to liaise with Cllr Rigby to agree the next steps before the work is finished. The contractors have levelled a section and just seeded it rather than turfing. This could go on November's Town Council meeting for authorisation.</li> </ul>												
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to check out some turfing prices before this date for discussion.</li> </ul>												
<b>Action</b>	<ul style="list-style-type: none"> <li>Play Area committee will agree the official opening details</li> </ul>												
<b>8.3</b>	<ul style="list-style-type: none"> <li>The Committee considered the updated water meadow letter for circulation</li> </ul>												
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to finalise the letter which will be circulated at the beginning of January and add it into the February meeting for discussion.</li> </ul>												
<b>Action</b>	<ul style="list-style-type: none"> <li>Mary to distribute the letter to relevant neighbours and collate the responses for the February meeting.</li> </ul>												
<b>9.</b>	<b>Allotments</b>												
<b>9.1</b>	<ul style="list-style-type: none"> <li>The Committee received an allotment update from Mary. The allotments are looking very tidy on the whole this autumn after what must have been quite a challenging summer. The letters sent to 3 tenants about untidy plots have brought very positive results in two out of three cases. At the time of writing all tenancies have been renewed and we have not been notified about anyone wanting to retire from their plot. The majority of tenants have paid their fees, and gentle reminders have been sent to those outstanding. There is no sign of the memorial bench yet and we still have the key to the small shed and will need to make a decision on this soon. The waiting list has 8 people on it at the moment.</li> </ul>												
<b>9.2</b>	<ul style="list-style-type: none"> <li>Cllr Hulcup has switched the water meter off and the reading was 7 cubic metres. This is lower than the amount at which the Committee would be charging.</li> </ul>												
<b>10.</b>	<b>Finance</b>												
<b>10.1</b>	<ul style="list-style-type: none"> <li>Items to be included in the 2019 -2020 budget were discussed</li> </ul>												
<b>10.2</b>	<ul style="list-style-type: none"> <li>The Council needs to be checking trees on their property on a regular basis. Need to show that we have had the trees inspected annually as a minimum. The first step is to identify what we own or have responsibility for managing.</li> </ul>												
<b>Action</b>	<ul style="list-style-type: none"> <li>Mary to detail all the trees using the mapping system. This is to include any trees managed by GCC on land that we maintain for them.</li> </ul>												
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to ask Tree Officer if he can recommend a contractor who will do an independent annual inspection for the Town Council.</li> </ul>												
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to add into the budget discussions, an amount for an annual inspection in the first instance and circa £2,200 for maintenance based on previous work.</li> </ul>												
<b>10.3</b>	<ul style="list-style-type: none"> <li>A replacement bus stop canopy was discussed. The Clerk advised that only three people have requested a replacement. It was agreed to submit £4k for a replacement bus canopy and see what the Council thought.</li> </ul>												
<b>Resolution</b>	<ul style="list-style-type: none"> <li>Cllr Hewer proposed, Cllr Hulcup seconded and it was unanimously <b>RESOLVED</b> to authorise all the bills provided:</li> </ul>												
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to process the payments</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 25%;">Bibury</td> <td style="width: 40%;">Invoice 8341 (cost split with KGV)</td> <td style="width: 25%;">Weedkilling and dead tree removal (£275</td> <td style="width: 10%; text-align: right;">£501.04</td> </tr> <tr> <td>Greenfield</td> <td>43911</td> <td>Ward Road matting</td> <td style="text-align: right;">£372.00</td> </tr> <tr> <td>CDC</td> <td>4123647X</td> <td>New dog bin</td> <td style="text-align: right;">£252.00</td> </tr> </table>	Bibury	Invoice 8341 (cost split with KGV)	Weedkilling and dead tree removal (£275	£501.04	Greenfield	43911	Ward Road matting	£372.00	CDC	4123647X	New dog bin	£252.00
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<b>ITEMS FOR INFORMATION</b>													
<b>11.</b>	<b>Items for Future</b> - Water Meadow, budget items agreed, play area and allotment review												
	Date and time of next Meeting – Monday 11 <sup>th</sup> February 2019 at 7pm												

There being no other business the meeting closed at 9.15 pm