

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PROPERTY AND PREMISES MAINTENANCE COMMITTEE HELD ON Monday 5th February 2018 at 7.00 pm

PRESENT: Cllr Vicki Hewer (Chairman), Cllr Hulcup (Vice Chair) Cllr Alan Wellman, Cllr Andrew Wellman, Cllr Rayner, Cllr Morley Blackwell, Mr White, Mr Barter and Mrs C Crompton (Clerk).

		Minutes
1.		No apologies were received
2.		Cllr Rayner declared an interest in the allotments
3.		There were no public questions
MATTERS FOR DECISION		
4.	Resolution	Cllr Andrew Wellman proposed, Cllr Alan Wellman seconded and it was unanimously RESOLVED that the minutes from the PPMC meeting on 6 th November 2017 were a true and accurate reflection of the meeting and duly signed.
5.	5.1	The Action Point Update from 6 th November 2017 was discussed <ul style="list-style-type: none"> The PCC will be drawing up the plans for the safety rail and completing the Faculty forms, The Diocese has confirmed it is the responsibility of the PCC and not the Town Councils who will be responsible for ongoing maintenance only
6.	6.1	Cemetery and Churchyard <ul style="list-style-type: none"> Councillors discussed the tree work in the Cemetery, Churchyard and KGV following quotes received
	6.2	<ul style="list-style-type: none"> There are a lot of branches to clear now following snow damage and this is a big job
	6.3	<ul style="list-style-type: none"> Cllr Hewer proposed, Cllr Andrew Wellman seconded and it was unanimously RESOLVED to engage Central Services to do the Cemetery and Churchyard trees as quoted at £380 and £60 plus vat
	Action	<ul style="list-style-type: none"> Clerk to instruct Central Trees to do the work and clear any additional fallen branches in the Cemetery
	6.4	<ul style="list-style-type: none"> Councillors have been approached by a resident who has offered financial support toward the cost of Churchyard tree work on specific trees
	6.5	<ul style="list-style-type: none"> There is an issue with wires running through the trees as well
	Action	<ul style="list-style-type: none"> Mary to contact SSE to see if they will deal with these
	6.6	<ul style="list-style-type: none"> Central Trees have quoted for the Churchyard tree work on 5 trees but some is cosmetic only and would not be undertaken by the council at this point. However, some necessary work has also been identified.
	Resolution	<ul style="list-style-type: none"> Cllr Alan Wellman proposed and Cllr Rayner seconded and it was unanimously RESOLVED that the Town Council pay for the dead and decaying work and the resident can cover the cosmetic bits if happy to do so
	Action	<ul style="list-style-type: none"> Clerk to ask Richard Handy to split the quote and share this with the resident at Church Farm
7.		Town
	7.1	<ul style="list-style-type: none"> Councillors considered uses for litter pick competition money of £500 and discussed various options. It should be used for items that will enhance their environment.
	Resolution	<ul style="list-style-type: none"> Cllr Hewer proposed, Cllr Rayner seconded and it was unanimously RESOLVED to put the money to the play area for benches or recycling bins
	7.2	<ul style="list-style-type: none"> Councillors considered the date and planning for next Town Litter Pick
	Action	<ul style="list-style-type: none"> Clerk to ask the Fosse Lions and Cllr Brady if they want to be involved again. Clerk, Tim and Cllr Hewer are all willing to be involved and a date needs to be set
	Action	<ul style="list-style-type: none"> Clerk to add it onto February Town Council meeting for a date and volunteers
	7.3	<ul style="list-style-type: none"> Councillors received letter about next steps for Emergency Plan from CDC
	Action	<ul style="list-style-type: none"> Mary to respond and say we don't have a plan but need help to formulate one
	Action	<ul style="list-style-type: none"> Clerk to set a date for the Winter Planning Group
	7.4	<ul style="list-style-type: none"> Update on the bus stop, canopy and seat was received
	7.5	<ul style="list-style-type: none"> CDC's contractors should have fixed the guttering and roof quickly after it was hit
	Action	<ul style="list-style-type: none"> Clerk to speak to Andrew Dike again as this needs to be fixed urgently
	7.6	<ul style="list-style-type: none"> The Committee want to replace the canopy that was damaged on their building
	Action	<ul style="list-style-type: none"> Mary to investigate alternative canopies for the bus stop
	Action	<ul style="list-style-type: none"> Clerk to speak to CDC about whether they will replace it
	7.7	<ul style="list-style-type: none"> The Market Place beds and herb garden were discussed.

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<p>Action Action 7.8</p> <p>Action Action Action Action Action 7.9</p>	<ul style="list-style-type: none"> • Cllr Rayner to obtain stock of rosemary, chives and mint and plant these • Councillors are going to organise some compost between them • Committee considered a small garden and hanging basket competition. It was agreed that a hanging basket competition would be more universally appealing than a garden one. The committee agreed the first Saturday in August, the 4th, as the competition date. • Cllr Andrew Wellman to look at the electronic logging of the competition • Cllr Morley Blackwell to speak to friend about judging • Cllr Alan Wellman to speak to garden centres about prizes • Clerk to add it onto Facebook and Parish Magazine once more details are available • Mary to see if there are any prize cups in the loft that could be used • The Committee discussed the Bio-digester machine and agreed that although it sounds like a good recycling idea we do not have enough information or costings yet
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>Action 8.4</p> <p>Action 8.5</p> <p>8.6</p> <p>Action</p>	<p>Meadows and Play Areas</p> <ul style="list-style-type: none"> • Tim Barter spoke about the Water Meadow and playing field boundaries. • If you want to establish the boundaries, you could write a letter to all neighbours and ask them to share what information they have on this matter. Many owners have access across the river and so we can ask them what terms they have in their deeds. We can explain that we are doing a bit of research and want to know how we manage our land better. The freehold should say something about their ownership. The legal boundaries are clear on the conveyance and shows a change as you go down the river as it was linked to the previous farming activities on it. In some places we don't have responsibility at all. This research should include management of land, river, walls and bridges. The ideal is to have a well-defined statement that helps identify the next steps for everyone. • Clerk and Tim to review any information we hold in the office • We have only had one quote for the boundary fence repair at play area • Clerk needs to get more quotes • Committee considered concerns raised about the old roller on the playing field. Steve has offered to look at it to see if its viable and then potentially store it safely • There is a lump in the same area that needs breaking up • Cllr Hulcup and Cllr Andrew Wellman to break up the ground when the weather improves
<p>9.</p> <p>9.1</p> <p>9.2#</p> <p>9.3</p> <p>Action</p>	<p>Allotments</p> <ul style="list-style-type: none"> • The Committee received an allotment update from Mary: We are 5 months into the Allotment year. All allotment fees were in by the end of November. Three plots were handed back. Two plots have been re-allocated with enthusiastic tenants. One tenant has moved over onto a larger plot and another tenant will be moving onto 18A in the spring. There are currently 7 people on the waiting list although in reality only a couple of those are in a position to take on an allotment at this time. • The bench to commemorate Joan Smyth is being ordered (by the family) although it is likely to be the summer before it will be installed. We have requested that this be mounted onto some slabs (like the new cemetery bench) to aid mowing around it and to reduce rotting. The keys to her 6x4 shed are in our possession. Most of the contents have been cleared, there are a few items that could be used by allotment tenants (rods, netting and a spade and fork) but some further clearing is likely to be necessary before it can be used. If it is to be used by tenants a combination padlock will need to be purchased. In summary, things are looking fairly settled there at the moment. • Committee considered charges for 2018 – 2019 and agreed no increase in fees this year • Mary to communicate this to allotment holders
<p>10.</p>	<p>Finance</p> <ul style="list-style-type: none"> • The committee received spend versus budget update
ITEMS FOR INFORMATION	
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>Items for Future Meetings</p> <ul style="list-style-type: none"> • Riparian Rights communication • Hanging Basket competition
Date and time of next Meeting – Monday 14 th May 2018 at 7pm	

There being no other business the meeting closed at 9.00 pm