

# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

## MINUTES OF THE MEETING OF THE PROPERTY AND PREMISES MAINTENANCE COMMITTEE HELD ON Monday 9<sup>th</sup> September 2019 at 7.00 pm

**PRESENT:** Cllr Vicki Hewer (Chairman), Cllr Morley-Blackwell, Cllr Andrew Wellman, Cllr Hulcup, Mr White, Mr Barter, Mr Rayner and Mrs C Crompton (Clerk)

|                             |   | Minutes   |
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| 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.                          | <b>Resolution<br/>Action<br/>Action</b>   | Cllr Hewer proposed, Mr Rayner seconded and it was unanimously <b>RESOLVED</b> to confirm the minutes of the PPMC meeting on 1 <sup>st</sup> July 2019 as a true and accurate reflection of the meeting <ul style="list-style-type: none"> <li>Clerk to amend 7.2 as it should not say the raised bed and Sycamore lower limb to Lime</li> <li>Cllr Hewer to sign amended copy</li> </ul>   |
| 5.                          | <b>5.1<br/>Action<br/>5.2<br/>Action<br/>Action</b>   | The Committee received the Action Point Update from 1 <sup>st</sup> July 2019 <ul style="list-style-type: none"> <li>We need advice on the recently pruned lime in the Churchyard</li> <li>Clerk to add this onto the Tree Inspection survey</li> <li>The Committee reviewed the PPMC budget to date</li> <li>Mary will be ordering the Christmas tree lights soon</li> <li>Clerk to reimburse the cost of the new tea room tables to Current Account from KGV</li> </ul>   |
| 6.                          | <b>6.1<br/>6.2<br/>Action<br/>6.3<br/>6.4<br/>Resolution<br/>Action<br/>Action<br/>6.5<br/>Action</b> | <b>Cemetery and Churchyard</b> <ul style="list-style-type: none"> <li>The compost bays in Cemetery and Churchyard have both been emptied in the last few months by McCrackens.</li> <li>Clerk has asked The Farmington Trust about ownership within the Churchyard as it is shown on our maps. They do not believe they are responsible for the fallen wall.</li> <li>Mary to check Land Registry to see if there is any information on the wall ownership</li> <li>The Committee considered the request to share the cost of reducing and shaping the two Laurel trees by the Boiler House. It was established that the work on the Laurels is cosmetic only and is not dangerous or causing damage.</li> <li>The Clerk advised that although there is a budget for tree maintenance this year, work on the Laurels should be held back until we have conducted the Tree Survey, fully understand the true cost of work needed and have undertaken any urgent or necessary recommended work.</li> <li>Cllr Hulcup proposed, Cllr Hewer seconded and it was <b>RESOLVED</b> by a majority to accept the lower quote and the offer from the neighbouring resident to share the cost</li> <li>Clerk to advise Central Trees to go ahead at a cost of £950 plus VAT</li> <li>Clerk to thank the neighbour for their offer and notify them once the work has been completed</li> <li>Mr White informed the committee that all the Churchyard lamps need cleaning as the glass is very dirty and reducing the impact of the light</li> <li>Mary to ask Skanska for advice on cleaning these specialist lights or see if a local electrician or window cleaners can help</li> </ul> |
| 7.                          | <b>7.1<br/>7.2<br/>Resolution<br/>Action.<br/>7.3<br/>Action</b>                                      | <b>Town</b> <ul style="list-style-type: none"> <li>We have not had a response from Highways about the second positioning of bike racks in the Market Place. They want to see the location before agreeing to the additional racks as they will be on a stretch of pavement. The Committee considered the initial racks proposed.</li> <li>Cllr Morley-Blackwell proposed, Cllr Hulcup seconded and it was unanimously <b>RESOLVED</b> to purchase the 5-stand bike rack discussed at a cost of £71.80 plus vat</li> <li>Clerk to check with Highways to see if we need a street works license and then process the order.</li> <li>The Committee received an update on Tommy One's plinth and Tommy Two's refurbishment. Mr Barter has looked at the initial Tommy One. It has been agreed to leave it in its current patina state and situate it in the Cemetery on a concrete plinth or paving slab covered lightly with soil.</li> <li>Cllr Hulcup and Mr Barter will site Tommy One in a suitable location in the Cemetery</li> </ul>   |

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| <p>7.4</p> <p><b>Action</b></p> <p><b>Resolution</b></p> <p><b>Action</b></p> <p>7.5</p> <p><b>Action</b></p> <p>7.6</p> <p><b>Action</b></p> <p>7.5</p> <p>7.6</p> <p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p> <p>7.7</p> <p>7.8</p> <p><b>Action</b></p> | <ul style="list-style-type: none"> <li>Tommy Two is to be sited on the War Memorial which is the curtilage of a listed monument</li> <li>Clerk to check with the Conservation Department at Cotswold District Council if we need special permission to place Tommy Two on the War Memorial grass. Cllr Andrew Wellman proposed, Mr Barter seconded and it was unanimously <b>RESOLVED</b> to seek Conservation Officer's advice in the first instance</li> <li>Clerk to liaise with Mary and Handyman to install the base once this is confirmed</li> <li>Cllr Hewer gave an update regards the recent waste survey that Gloucester County Council conducted on 250 houses in each community, every quarter last year.</li> <li>Cllr Hewer will communicate the results of the survey once the report is out</li> <li>Winter Planning - The Town Council has limited responsibilities to deal with heavy snow but can help co-ordinate local efforts by reporting empty grit bins and liaising with the Snow Plough Operator and Snow Warden. During 2018 – 2019 the Council were well organised with Winter planning and communication. The 2019 – 2020 Winter Planning Group will need to meet soon and review plans.</li> <li>Clerk to add to September's Town Council meeting to gather volunteers and then organise a meeting to review the plans.</li> <li>The Committee considered information on conducting a Tree Survey on the trees in the Parish which are our responsibility. We need to agree specifications in order to engage a consultant to do an independent survey. Once the survey has been done we can gather quotations for the work involved. Mr Barter explained that we need to be clear on how many trees are involved, have a detailed map of locations and if possible, identify them.</li> <li>The Committee agreed the following specification: that the survey is being done principally for safety and to ensure longevity of the trees. The Committee want to be clear on any defects identified, any tree diseases to be identified, what work needs to be done imminently and asked that work is categorised depending on urgency. The Committee would like advice on what is required to enable the Council to keep the trees in safe condition as all of the Council's trees are in public areas.</li> <li>Clerk and Mary are meeting to count the trees on all land that is both owned or the responsibility of the Town Council</li> <li>Clerk assisted by Mr Barter will draw up the Council's full specification</li> <li>Clerk to approach the five companies recommended and ask for a quotation to survey all the trees identified</li> <li>Clerk to try and ensure the Tree Survey is completed by November meeting</li> <li>Cllr Hewer gave information on the field by the traffic lights which will be surveyed next year and might be marked as a wild flower meadow</li> <li>There has been a report of Ash Die Back on a tree which is not on Council land. The Clerk has tried to establish who owns the land and asked the Tree Warden to visit. The Tree Warden said the tree should be left as nothing practical can be done. Mr Barter explained that current advice is that if you leave Ash trees too long in this condition, they become very brittle and can be more difficult to clear away so it is more effective to cut them earlier. The tree is not on our land so we are unable to action anything.</li> <li>Mary to try and establish ownership so we can enable the neighbour to communicate directly with the landowner.</li> </ul> <p><b>8. Meadows and Play Areas</b></p> <p>8.1</p> <ul style="list-style-type: none"> <li>The Committee received an update on the zip wire and proposed platform surround information from RoSPA. The Committee discussed the options available. The manufacturer does not supply any type of barriers or netting around their platforms. We have liaised with both the manufacturer and RoSPA.</li> </ul> <p>8.2</p> <p><b>Resolution</b></p> <ul style="list-style-type: none"> <li>Cllr Hewer proposed, Cllr Hulcup seconded and it was unanimously <b>RESOLVED</b> not to install a platform surround at the moment. Although the manufacturer has said that certain surrounds would not invalidate the warranty, RoSPA stated there were issues with adding height and trap hazards.</li> </ul> <p>8.3</p> <ul style="list-style-type: none"> <li>The Committee considered the quotes from Greenfields to repair or replace the Ward Road swing matting as recommended by RoSPA on the annual safety report.</li> </ul> <p>8.4</p> <ul style="list-style-type: none"> <li>The issue is considered low risk and it was agreed to leave it for now as there is a project</li> </ul> |
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| <p><b>Resolution</b><br/><b>Action</b></p> <p><b>8.5</b></p> <p><b>Action</b></p> <p><b>8.6</b></p> <p><b>Resolution</b></p> | <p>group gathering to redo the whole site. Cllr Hewer proposed, Cllr Morley-Blackwell seconded and it was unanimously <b>RESOLVED</b> to hold the work for now.</p> <ul style="list-style-type: none"> <li>• Mary to install a sign at Ward Road to say that we are looking for volunteers for the project group</li> <li>• The Committee considered the follow up letter to residents regards an update on the Water Meadow</li> <li>• Clerk to amend the following points: 1) Third dot down should refer to walls, hedges and fences, 2) for consistency call the area the Water Meadow throughout the letter, 3) amend the date of the consultation, 4) Clerk to sign on behalf of the Council</li> <li>• Cllr Andrew Wellman proposed, Cllr Morley-Blackwell seconded and it was unanimously <b>RESOLVED</b> to distribute the letter and agree the consultation date in November</li> </ul>  |
| <p><b>9.</b></p> <p><b>9.1</b></p> <p><b>Action</b></p> <p><b>9.2</b></p> <p><b>Action</b></p>                               | <p><b>Allotments</b></p> <ul style="list-style-type: none"> <li>• The Committee received an allotment update from the Administration Assistant. We are reaching the end of the allotment year and there is plenty of produce being harvested at the moment. We are ready to send the annual renewal letter in mid- September in order to receive payments by the end of October. One allotment changed hands this summer. There has been a flurry of interest recently with 3 new people added to the waiting list. The donated shed's use is still undecided. There are a few items in there which need to be cleared. We have the key but there hasn't been a decision as to who should have access. There is plenty of room in the large shed for tenants to store their tools and equipment.</li> <li>• Mr Rayner to liaise with Office about the key for the shed</li> <li>• Cllr Hulcup checked the water meter in order to take a reading but it is not working.</li> <li>• Cllr Hulcup has spoken to a plumber and is now dealing with the original company to see if we can get it replaced.</li> </ul> |
| <p><b>10.</b></p> <p><b>10.1</b></p>   | <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• There are no outstanding bills to be authorised for the committee's work</li> </ul>   |
| <p><b>ITEMS FOR INFORMATION</b></p>  |  |
| <p><b>11.</b></p> <p><b>11.</b></p> <p><b>Action</b></p>   | <p><b>Items for Future Meetings</b></p> <ul style="list-style-type: none"> <li>• Tree Survey update, Water Meadow consultation and Winter Planning update, lights in Churchyard, Grounds contract maintenance around the Westwoods,</li> <li>• Clerk to add these to the November meeting</li> </ul>   |
| <p>Date and time of next Meeting – Monday 4<sup>th</sup> November 2019 at 7pm</p>  |  |

There being no other business the meeting closed at 21.20 pm