

**ST CUTHBERT (OUT) PARISH COUNCIL  
MINUTES OF THE MEETING OF THE ASSET MANAGEMENT  
COMMITTEE HELD REMOTELY ON WEDNESDAY 2<sup>ND</sup>  
SEPTEMBER 2020.**

**PRESENT:** Cllrs I Humphreys, T Mallinson, P Foster and J Reeves.

**IN ATTENDANCE:** Ms M Exton (Parish Clerk), Mrs L Pool (Deputy Parish Clerk) and Cllr M Cooke.

**01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

None were submitted.

**02. DECLARATIONS OF INTEREST**

**02.01.** There were no declarations of interest.

**02.02.** There were no requests for dispensation for disclosable pecuniary interests.

**02.03.** There were no requests for dispensation.

**03. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** Members of the public would be excluded from Items 6 and 10 by removal from remote meeting.

**04. PUBLIC QUESTION TIME**

There were no questions from the public.

**05. MINUTES OF ST CUTHBERT OUT PARISH COUNCIL ASSET MANAGEMENT COMMITTEE HELD ON WEDNESDAY 22<sup>ND</sup> JULY 2020.**

**RESOLVED:** Minutes were amended then approved. They will be signed retrospectively at the next physical meeting.

**06. ESSENTIAL TREE WORKS RESULTING FROM TREE SURVEY**

It was agreed to split the work to distribute the employment and for cost savings.

**RESOLVED:** to approve The Arborist to undertake essential tree works at Coxley Recreation Ground and Wookey Hole Allotments and for Arbortech to undertake essential tree works at Dulcote Recreation.

**RESOLVED:** St Cuthbert (Out) Parish Council confirmed that the council is responsible for all tree maintenance at Dulcote Recreation Ground.

**07. PLAY AREA EQUIPMENT REPAIRS**

The Committee agreed that they would extend the arrangement to vote electronically and set a new deadline for doing so. The Deputy Clerk would reissue the email and attachments with the new deadline.

**RESOLVED:** to maintain the agreement of the 22<sup>nd</sup> July Meeting to vote by email by Monday 7<sup>th</sup> September.

## **08. ALLOTMENT PLOT CLEARANCE: 34A & 35B**

There was discussion about the difference in costs between the contractor's fees in February and August. It was partly attributed to the long-neglected state of Plot 35B, as well as rising costs. The item also led to discussion about the potential for a handyman who would be able to complete these type of tasks without the need for seeking 3 quotes. The concept of contractors approving and then withdrawing quotes was also discussed, with a view to seeing if a process could be set up to prevent this happening in future. It was noted that the contractor had done an excellent job, completed on time.

**RESOLVED:** to approve the invoice for £315.00 for clearance of Plots 34A and 35B.

## **09. COXLEY BIN INSTALLATION**

The method used by the contractor for securing litter bins was acknowledged as good practice. It was also noted that this type of task could also be done by a handyman and that the costs for installing bins should be factored in for each bin acquired in the future. It was noted that the contractor completed the task efficiently and at short notice.

**RESOLVED:** to approve the invoice for £120.00 for installation of Broxap bin.

## **10. QUOTE FOR LEGACY WORKS COMPLETED BY WEBBS & FUNDING OPTIONS**

There was considerable discussion as to how the parish council had come to be responsible for East Horrington (closed) Churchyard around the former chapel. The Clerk had evidence from the Diocese from October 2018 that "the surrounding churchyard (apart from a small area sold off with the building in 1979) is still under the care and control of Wells St Thomas with Horrington PCC." The payment to Webbs Garden and Landscape was approved.

**RESOLVED:** To approve payment of £260.00 to Webbs Garden & Landscape for legacy works at East Horrington Churchyard and the perimeter path at the Allotments.

**RESOLVED:** To explore funding opportunities to cover costs incurred by Covid-19.

**RESOLVED:** To investigate with St Thomas's Church the reasons for SCOPC involvement and incurred costs at East Horrington (Old) Churchyard.

## **11. SECURITY AT THE ALLOTMENTS**

It was agreed that installing a pedestrian gate at the Allotments was not viable, given the number of people likely to use it and the funds spent on the allotments recently for a small number of residents. A pedestrian gate would also require locking. To encourage tenants to lock the gate, it was agreed that 2 signs would be purchased.

**RESOLVED:** to take no further action regarding a pedestrian gate.

**RESOLVED:** to purchase two signs for both sides of the vehicular gate

## **12. ENCOURAGING MORE INSECT-FRIENDLY SPACES**

It was presented that there is an opportunity for the Parish Council to support insect corridors by designating parts of play areas / open spaces as insect corridors and that, over time, this could become an programme involving residents and the farming community. It would need a change of mindset for residents to accept wilded areas,

rather than the maintained and tidier open spaces in the parish. The Committee acknowledged they were sympathetic to the but also agreed that the Insect-Friendly Spaces should be discussed further in the Environmental Working Group, who will then bring concrete recommendations back to the Asset Management Committee for further discussion.

**RESOLVED:** to refer the proposal to the Environmental Working Group.

### **13. BENEFITS RATES FOR ALLOTMENT TENANTS**

it was noted that residents within the parish already received a discount on their rents. It was also agreed that the cost of administering a rent determined by benefits would be immensely time-consuming. Tenants who claimed benefits could possibly apply to charities and/or GP services for financial assistance and Brittaines Charity was mentioned as a local example.

**RESOLVED:** the rent structure for allotment tenants would remain the same.

### **14. MISSING/DAMAGED BINS AND PROPOSED NEW BINS**

A report was offered that updated the committee on missing, damaged and proposed new bins. The West Horrington litter bin was identified as a priority due to its use by parents collecting from the school. It was stressed that SCOPC were considering a replacement bin, rather than a new installation and that Highways should be approached, with this in mind, to waive the licence if SCOPC were to purchase a replacement. The bins identified in the resolution were spread across 3 wards, with the 4<sup>th</sup> ward having had a new bin installed recently.

**RESOLVED:** the acquisition of bins at Palace Fields, The Green in Easton and at West Horrington would be pursued.

### **15. COXLEY RECREATION GROUND – SHIPPING CONTAINER.**

The Committee was updated on the arrangements with Wells Rugby Football Club and informed that Wells RFC were not going to be using Coxley Recreation Ground in 2020-21. Removal of Wells RFC equipment was agreed, with the exception of the shipping container, which the committee felt would incur high costs for removal where a lock-up facility would be useful to the Parish Council Therefore it would be mooted that SCOPC offer to purchase the container. It was also noted that the old Coxley Playing Field Committee applied to SCOPC for funding for the flood lights. When the old playing field committee resigned en masse the ownership of the flood lights reverted to SCOPC. It was uncertain whether the current grass-cutting arrangements would continue, for how long, and whether SCOPC would have to regain maintenance of pitch, pitchside and leat bank. Quotes for this maintenance would be sought as a contingency arrangement.

**RESOLVED:** Councillors would negotiate with Wells Rugby Club regarding the purchase of the container and agreed a level of funds available.

**RESOLVED:** Quotes for 2 grass cuttings of pitch and surrounding area in September and October would be sought in the event that the current grass-cutting regime did not continue.

**16. FEEDBACK ON EASTON PLAY EQUIPMENT.**

It was agreed that wooden play equipment replacement should be a priority across the parish and that new equipment could be purchased incrementally in the coming years for all four parish play areas.

**17. TO CONSIDER PRIORITIES FOR 2021-22 BUDGET**

Proposed budgets were discussed and an initial figure agreed for allotments maintenance, grass maintenance, grit salt, notice boards, office equipment, phone boxes, play area equipment, street furniture and The Triangle. There was discussion about the benefits of a handyman role and it was agreed that a full discussion would feature on the agenda for the next meeting. A breakdown of the residency of all allotment holders was also provided.

**18. DATE AND VENUE OF NEXT MEETING**

Remotely on Wednesday 14<sup>th</sup> October 2020 at 7pm.