

ST CUTHBERT (OUT) PARISH COUNCIL MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE HELD REMOTELY ON WEDNESDAY 14TH OCTOBER 2020.

PRESENT: Cllrs I Humphreys, T Mallinson, P Foster, M Mitchell & M Lunnon.

IN ATTENDANCE: Ms M Exton (Parish Clerk), Mrs L Pool (Deputy Parish Clerk), Cllr J Reeves and Cllr E Danson. Ms M Exton left the meeting after Item 8.

Cllr J Reeves and Cllr E Danson were co-opted for the duration of this meeting only. Cllr Mark Lunnon left the meeting for Item 12, which was discussed as the last item before Item 17.

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

None were submitted.

02. DECLARATIONS OF INTEREST

02.01. There was a declaration of personal interest by Cllr J Reeves in Item 6.

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, 10, 11 and 12.

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 2ND SEPTEMBER 2020.

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

06. PREFERRED CONTRACTOR

Suggested changes to relevant sections of Financial Regulations were highlighted to the Committee. These changes to be made were to section 10.3 (insert 'where possible and practical'), 11.1.d (remove some wording and insert '...or for any other reason...') and 11.1.h (insert '...when the value is above £1,000.00...') These changes are to be considered by the Finance and Scrutiny Committee.

The range of work and contractor quotes were considered. Their flexibility and skills base was also discussed. The need to have contingency options, should a contractor be unavailable or unwilling, led the committee to agree that keeping a 'preferred

contractor' list was preferable and that this list should match contractor skills to the range of anticipated works. The Financial Regulations do not allow for any single councillor or the Deputy Clerk to select a 'preferred contractor' arbitrarily. There was comment about the requirements for any contractor undertaking work on the highway.

RESOLVED: to recommend the amendments Financial Regulations section 10.3, 11.1.d and 11.1.h to the Finance and Scrutiny Committee.

RESOLVED: to accept all 5 contractors as 'preferred contractors.'

RESOLVED: to compile a list that matches potential jobs with the skills set of these 5 contractors and to investigate the requirements of Section 8 applications for highway work.

07. BUDGET

Recommendations for the 2021-22 Asset Management Committee budget were agreed as follows: Allotments Maintenance £2,400.00; Grass Maintenance £15,330.00; Grit Salt £0; Noticeboards £0; Office equipment £613.00; Phone Boxes £0; Playground equipment £8,000.00; Street Furniture £2,000.00

RESOLVED: to recommend the budget above to the Finance & Scrutiny Committee for approval.

08. RISK REGISTER AND RISK MANAGEMENT AND POLICY STATEMENT.

It was confirmed that the scheduled treatment of Japanese Knotweed in September was still to be completed. No specific date had been given for the independent inspections of the play areas. The current contractors had identified late October as their expected date.

Amendments were requested for the following entries on the Draft Risk Register: a) F3 – change date to 11/11/20; EL4 and CL1 – remove 'date to be set'; RE3 – change 'medium' to 'low'.

There was a discussion about the financial risk of contracts over-running or works that resulted in additional council expense to remedy. It was agreed that wording of works contracts and specifications should include mitigation measures for over-run, non-completion or sub-standard work following councillor inspection.

RESOLVED: to recommend approval of the amended Risk Register to Full Council with above amendments.

RESOLVED: to recommend approval of the Risk Management and Policy Statement as presented.

09. REPLACEMENT LITTER AND DOG BINS

The location and type of the four bins have been discussed at previous meetings. The purchase and delivery should follow the approval of the process of appointing a preferred contractor to install the bins. The delivery address should be considered carefully. The bin types and capacities were confirmed.

RESOLVED: to approve the purchase and installation of 3 litter and 1 dog waste bins for The Green (Easton), Palace Fields (Dulcote), West Horrington bus shelter and Sharcombe Lane, Dinder.

10. QUOTE FOR PREPARATION OF ALLOTMENT CAR PARK BANK

There was a discussion about the timeliness of rotavating and preparing the patch of land for planting. The quotes were not a like-for-like comparison and it was noted that a more comprehensive planting solution was included. It was requested that the contractor involved in plot clearance amend his quote to include one strim.

RESOLVED: to approve a strim and rotavate in early Spring by the contractor previously used for plot clearances, on the condition of approval of the proposed amendments to Financial Regulations regarding the 'preferred contractor' resolution.

11. COXLEY RECREATION GROUND GRASS-CUTTING

The optimum time for grass-cutting was discussed, as was the current usage. A final cut had been undertaken on behalf of Wells Rugby Football Club within the last 3 weeks. It was agreed that weather and growth speed were unpredictable and therefore the council needed flexibility for grass-cutting. The quotes were considered. A regular cutting routine would be required from March to October 2021 which would overlap with current grass-cutting annual contract of July 2020-July 2021.

RESOLVED: to inform the chosen contractor that we require 2 to 3 cuts at the quoted price of £55 per cut on an ad-hoc basis over the winter.

12. WATER WORKS AND FENCE EXTENSION AT THE ALLOTMENTS

The delay in completion of the water works and fence extension was discussed. It was noted that, although priced separately, these works were included in the tender as a package of works and their completion was stated as 29th February 2020. It was noted that there were extraordinary circumstances earlier in the summer but there had been opportunities subsequently.

RESOLVED: to set a new deadline for completion of 4 weeks from the date of this meeting, after which the contract will be terminated. This date is Sunday 15th November 2020.

RESOLVED: the Committee will arrange the closure of the allotments to ensure Covid-19 security measures to facilitate completion. The contractor is requested to advise the Asset Management Committee and Deputy Clerk of the date in reasonable time.

13. RETROSPECTIVE REMOVAL OF A DAMAGED BIN IN DINDER

The Committee were presented with an invoice for the removal of the damaged and dangerous dog bin at Sharcombe Lane, Dinder.

RESOLVED: to approve the invoice retrospectively that removed the doamaged dog bin.

14. UPDATE ON TREE WORKS AT COXLEY, CULCOTE, THE ALLOTMENTS AND EASTON.

The report was noted.

15. UPDATE ON TREE-PLANTING PROJECT AT EASTON JUBILEE PLAYING FIELD.

The area for planting had been marked out. Some paintwork had faded since and it was hoped that it could be re-applied. Removing turf was scheduled for Sunday 18th October and planting scheduled for the third week in November.

16. CREATING ADDITIONAL PLOTS AT WOOKEY HOLE ALLOTMENTS.

There was a discussion about the balance between meeting the demand for allotments of residents in the parish, against the cost of creating new plots or subdividing existing larger plots. Demand currently did not warrant the expense. It was noted that council's statutory requirements to meet a given number of requests for allotments may arise in the future with more housing in the parish having smaller gardens. Sharing plots was discussed but this could create ambiguities. However it was recognised that this may happen on an unofficial basis.

17. DATE AND VENUE OF NEXT MEETING

Remotely on Wednesday 25TH November 2020 at 7pm.