

# **ST CUTHBERT (OUT) PARISH COUNCIL MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE HELD AT COXLEY MEMORIAL HALL ON WEDNESDAY 9<sup>TH</sup> AUGUST 2023 AT 7.00PM**

**PRESENT:** Cllr M Cooke; Cllr I Humphreys; Cllr J Reeves; Cllr J Zorab.

**IN ATTENDANCE:** Mrs L Pool (Deputy Parish Clerk); Cllr J Joseph

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

**RESOLVED:** to approve the reasons for Cllr Mitchell's absence.

## **02. DECLARATIONS OF INTEREST**

**02.01.** There was one declarations of **PERSONAL** interest in Item 7 from Cllr Reeves.

**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**

Items 6 and 8 required the exclusion of the press and public for reasons of commercial sensitivity.

**RESOLVED:** to exclude any members of the press and public from Items 6 and 8.

## **04. PUBLIC QUESTION TIME**

There were no residents present.

## **05. MINUTES OF ASSET MANAGEMENT COMMITTEE HELD ON WEDNESDAY 28<sup>TH</sup> JUNE 2023.**

To confirm and sign as a correct record the Minutes of the Asset Management Committee held on Wednesday 28<sup>th</sup> June 2023 (attached). The Deputy Clerk noted the word changes on Items 9 & 11 to reflect more specific budget identification. It is advisable for the Deputy Clerk to have budget information available for all Asset Management meetings.

**RESOLVED:** the Minutes of the Asset Management Committee held on Wednesday 28<sup>th</sup> June 2023 were approved.

## **06. POLSHAM & WOOKEY HOLE BUS SHELTERS**

**Polsham:** Cllr Joseph explained more about the mural proposal and costs. Concerns about the mural being graffiti-ed were aired, but it was noted that Glastonbury's many murals had not been damaged. It was clear to all that there was considerable engagement and interest from Polsham residents which should be supported and the benefits of a cultural feature and its prominence were noted. The equity of spending funds equally around all wards was pointed out and the overall expense of the project was a concern. Therefore it was decided to split the project into two: structural work and the mural itself, dependent on the Finance & Scrutiny Committee's

approval. Cllr Joseph was able to report that the artist was prepared to do the consultation with residents and 'mock-up' of the mural free of charge. The committee appreciated this and agreed to go ahead and facilitate the resident engagement via Brian Livings & Cllr Joseph. The fascia sign and painting would not be carried out.

**RESOLVED:** To proceed with the structural work to include repair to brickwork, attaching of hasps, installation of a bench and rendering of the inside walls. Total cost would be £1000

**RESOLVED:** To request that Finance & Scrutiny include a £900 budget for the mural painting itself under a budget sub-heading and approval was then sought from Full Council.

**Wookey Hole:** it was agreed that the basic works of roof repair, painting (inside & out) and treating the weatherboards were the most essential. The roofing quote and specification from Stocker Roofing was accepted. The cost for these 3 items was £1000. To include the re-shaping of damaged steps would be an additional £180.00 but would take the costs over the allocated budget. Residents involved in the bench creation would need to be forewarned that the benches may need removing whilst repairs take place.

**RESOLVED:** to proceed with the presented quotes for roof repairs, treatment of the weatherboards and painting inside and out. Total cost would be £1000

## **07. PORTALOO, COXLEY RECREATION GROUND**

The Committee recognised how the portaloos had been appreciated on social media and noted its use and good maintenance. It was mooted that although Wells City Football Club had not wanted to contribute to the facility, club members were still using the facility but overall it was confirmed that it was a valued facility by all users and the Council would be unwise to treat any users differently. The location was discussed, as was the pending multi-user path works and the possibility that other playing fields may request the same facility. It was thought by most councillors that such facilities would be well received, useful and a good example of precept spending, should other villages request a portaloos.

**RESOLVED:** to renew the hire arrangements with Eagle Plant for a further 6 months, and to relocate the portaloos to within the play area when groundworks start for the multi-user path.

**RESOLVED:** to request that Full Council consider the hire of portaloos at all play areas, and that Finance & Scrutiny Committee consider allocating funds for portaloos hire at Easton, Dulcote & Dinder, year-round or through summer months.

## **08. ALLOTMENTS**

Plot surveys & update: It was noted that, overall, the inspection routine was having a positive impact on the standards and monitoring of the site but was extremely onerous on clerking time and disproportionate to the income from the sites. The Committee were updated on latest or pending tenancies on plots of concern. The Deputy Clerk was given permission to explore the merits and organisation of an Allotment Association run by tenants, and report back.

OAP Concessionary rates: Cllr Humphries drew attention to the minuted point of 28th June that agreed to cancel the concessionary rate as long as the Council was

contractually able to do so and timing was suitable. The Deputy Clerk informed the Committee that the invoices for 2023-24 were already being prepared, so the change would have to be in effect from 01<sup>st</sup> October 2024.

Roadside erosion: it was raised that the condition of the road edge was a Highways responsibility. The Council agreed to monitor the condition and report back in Spring 2024.

Tree-pruning on individual plots: it was agreed that it was unacceptable for individual tenants to avoid taking responsibility for trees and that the Council should not incur additional expense to prune overgrown trees on plots. It was also stressed that the Tenancy Agreement should include a reference to trees being maintained at no more than 10ft in height.

Rats: it was considered wise for there to be a sign posted on the notice board when any pest control was taking place.

**RESOLVED:** to cancel the OAP concessionary rate at the earliest opportunity.

**RESOLVED:** to amend the Tenancy Agreement to include a clause on maintenance of trees on individual plots to no more than 10ft in height.

## **09. PLAY EQUIPMENT REPAIRS & MAINTENANCE**

A concern was raised about duplicated installation quotes and whether these had already been paid. The Deputy Clerk was to double-check before proceeding. Purchasing of parts was approved but installation costs to be checked. The public event on The Green is not taking place, so the Committee felt it was more affordable to revert back to the option of filling the hole with sand. The durability of foamex or composite signs was discussed, but it was agreed to proceed with the purchase of 5 signs. It was also agreed that the Deputy Clerk was authorised to proceed with ad-hoc repairs including purchasing of parts and installation costs between Asset Management meetings, providing the Committee were kept informed by email and that installation charges were appropriate to the works, eg for multiple repairs at one site. It was noted that emergency works, rather than routine repairs, could be approved by the Parish Clerk.

**RESOLVED:** to proceed with purchase of seesaw seat, seesaw cuffs x2, replacement bung and replacement bolts. Total cost: £233.38, including delivery

**RESOLVED:** to proceed with purchase of 5 signs - 'No Dogs: Children's Play Area'

**RESOLVED:** to double-check the installation charges have not been already paid and that they are commensurate with the works to be done.

**RESOLVED:** to authorise the Deputy Clerk to process ad-hoc repairs up to £100, on the condition that AMC were informed by email as these orders were placed.

## **10. SID BRACKETS**

The purchase of new brackets for the Speed Indicator Device (SID) was approved.

**RESOLVED:** to purchase 2 bracket sets for the Council's SID.

## **11. BIODIVERSITY DUTY**

The Committee reviewed the input so far for the outdoor areas looked after by the Asset management Committee. They agreed that the Environmental Working Group input would be valuable and developing the document would be a focus for a new

Assistant Clerk. Adding Biodiversity Duty themes, sites and actions could become another Parish Online layer.

**RESOLVED:** To recommend the document so far and agree it was a work in progress.

## **12. DOG WASTE BINS**

The Committee decided that dog waste bin requests would not be considered until after April 2024. Further, dog waste bins should thereafter only be installed at recreation grounds and new estates where management fees were paid would not be considered for dog waste bins.

Somerset Council response to street furniture on multi-user paths. The Committee pointed out that the response was concerning: Somerset Council have taken on responsibilities previously held by District Councils, therefore it was concerning that Somerset Council appeared to be abrogating responsibility. The Deputy Clerk is to request confirmation from Somerset Council and include the relevant Unitary Councillors in communication.

**RESOLVED:** to not consider any dog waste bin requests until after April 2024.

**RESOLVED:** to seek confirmation from Somerset Council whether they are abrogating responsibility for waste collection from street furniture on multi-user paths.

## **13. UPDATES & MISCELLANEOUS**

Wells City Football Club: there was little to discuss but the agreement is still unsigned. The Deputy Clerk is to request a Councillor meets with the Club Chairman as soon as possible.

Outstanding tree works & 2023 Tree Survey: this was not discussed.

River Sheppey erosion: it was agreed that the Council should be able to assess whether the erosion is worsening. The Deputy Clerk reported that nettles had made access to the bank more difficult and less inviting. It was agreed that the proposal being drawn up by Ian Chedgy should include a method for assessing how the erosion is developing.

Haybridge Phone box: resident comments were noted and the phone box developments would be reviewed in the next budget.

Event checklist: it was pointed out that having a first aider present throughout events was likely to be dependent on numbers attending. The Deputy Clerk was to confirm that this was an insurance demand.

## **14. DEFERRED PROJECTS**

The Deputy Clerk informed the Committee that some projects and investigations may need to be deferred until 2024. She also requested that, with pending staffing matters, the Asset Management Committee meetings of 20<sup>th</sup> September 2024 and 1<sup>st</sup> November 2024 limited their agendas to budget considerations, repairs & maintenance and emergency issues where appropriate.

## **13. DATE OF NEXT MEETING.**

**Wednesday 20<sup>th</sup> September 2023** at 7pm, Coxley Memorial Hall.

