

ST CUTHBERT (OUT) PARISH COUNCIL MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE HELD AT COXLEY MEMORIAL HALL ON WEDNESDAY 01ST NOVEMBER 2023 AT 7.00PM

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

IN ATTENDANCE: Mrs L Pool (Deputy Parish Clerk), Cllr K Hoogesteger, Cllr J Joseph & 3 Members of the Public.

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

None received.

02. DECLARATIONS OF INTEREST

02.01. There was one declaration of **PERSONAL** interest in Item 10 by 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 9, 10 & 11 would exclude the press and public for reasons of commercial sensitivity.

04. PUBLIC QUESTION TIME

Residents were requested that they spoke as the relevant agenda item arose. A non-agenda matter was raised and focused on the lack of consultation involved by Somerset Highways regarding road closures for the June 2024 Godney event. The 4-day traffic regulations were obstructive for residents. It was suggested the residents continued with a round-robin protest and circulated it to Godney, Wookey & St Cuthbert (Out) Parish Clerks and this Council would support residents appropriately.

05. MINUTES OF ASSET MANAGEMENT COMMITTEE HELD ON WEDNESDAY 20TH SEPTEMBER 2023.

To confirm and sign as a correct record the Minutes of the Asset Management Committee held on Wednesday 20th September 2023 (attached)

RESOLVED: the Minutes of the Asset Management Committee held on Wednesday 20th September 2023 were approved.

06. EASTON DOG WASTE BIN

The Committee deliberated the question of a dog waste bin at High Green, Easton, and reiterated that there was no consensus previously about the matter and further, there was not a consensus in the Finance & Scrutiny Committee. It was said that the Committee should not overturn previous resolutions and they maintained that the matter should not be revisited until April 2024. The motion to revisit was undertaken largely because of the number of resident requests; it was anticipated that there could

be a good discussion with residents who said they would attend and it was disappointing that no residents took the opportunity to make representations to the Council. The on-going uncertainty about Somerset Council's commitment to waste collection, moreover given the financial difficulties, led the Committee to seek further reassurances.

RESOLVED: There would be no further discussion about dog waste bins across the parish until April 2024.

RESOLVED: Discussions thereafter could only take place if there was unambiguous confirmation from Somerset Council of their responsibility and commitment to undertake waste collection for the duration of the current administration.

07. BUDGET FINALISATION

There were no amendments to the first considerations of the following budget items: Allotments, CSW/SID, Grit Salt, Ground Maintenance – trees, Ground Maintenance – Hedges; Ground maintenance – play area inspections, Ground maintenance – floodlights; Ground maintenance - The Triangle, Ground maintenance – signage, Ground Maintenance – AMC Scoping, noticeboards, office equipment, phone boxes, playground equipment and the leat at Coxley.

The decision whether to place £8000 for professional fees incurred by land acquisition into Full Council or Asset Management budget should be made by the Finance & Scrutiny Committee.

There were amendments on the following:

Ground Maintenance – Grass: an additional £2000 would be added to accommodate likely higher charges than the current £55 per cut, when the grass-cutting contract is incorporated into the Annual Maintenance Contract. It should also allow for the present contractor charges from March-June 2024, before the Annual Maintenance Contract for 2024-26 begins. Grass-cutting of the playing field should be a separate entity on the annual maintenance contract to allow the present contractor to be included.

Ground Maintenance – Other: an additional £17,000 should be added and the categories identified as a) erosion and b) Signage & Miscellaneous. The £17,000 would be allocated as follows: up to £15,000 for erosion solution to the River Sheppey bank and £2,000 for signage and miscellaneous. It is not clear yet what the costs will be of the erosion solution.

Ground Maintenance – Portaloo: an additional £1,275 should be added to cover the option to site portaloo at Dinder, Dulcote and Easton open spaces, should residents support the move.

Street Furniture (bus shelters): an additional £1000 should be added to Marked Reserves to allow for renovation of Dulcote bus shelter after April 2024.

RESOLVED: to accept the budget costs for the following items as follows:

Allotments £5588.31; CSW/SIDS £614; Grit salt £0; Ground Maintenance – trees £2846; Ground Maintenance – hedges £1300; Ground maintenance – play area inspections £3000; Ground maintenance – floodlights £350; Ground Maintenance – The Triangle £1000; Ground Maintenance – Signage £200; Ground Maintenance – AMC scoping £500; Noticeboards £0; Office equipment £767.63; Phone boxes £0; Playground equipment £12,773; the Leat £0

RESOLVED: to increase the Ground Maintenance – grass budget to £7,900

RESOLVED: to increase the Ground Maintenance – other budget to £22,480

RESOLVED: to increase the Ground Maintenance – portaloos budget to £2,450

RESOLVED: to increase the Street Furniture budget to £4,204

08. POLSHAM BUS SHELTER MURAL ARTIST FEE

The Committee sought clarification that the lacquer cover, advised by the artist in his quotation, would be sufficient to protect the mural and it was confirmed that this was the case: the surface could be wiped down & cleaned without affecting the mural. Discussion followed about the preferred wording and it was decided that “Polsham – at the heart of Somerset” would be displayed on the fascia. Cllr Joseph was to investigate the fee for the lettering and it was agreed that an additional £200 would be available as a contingency. The Parish Council logo would feature on any future information panels inside the shelter. A resident asked if some tidying of vegetation could be done around the shelter, and noted the 2 hydrants nearby. Residents involved were thanked for their engagement.

RESOLVED: to accept the artist’s quotation for the creation of the mural, as provided in the sample provided, at a cost of £1000.00 to include time, materials & lacquer protection. An additional £200 to be available as a contingency, should there be a charge for the fascia lettering.

09. ANNUAL TREE SURVEY WORKS QUOTES

The disparities of the quotes were discussed and the Deputy Clerk offered a summary of each company’s profile. It was decided that a local company was more likely to be able to respond quickly if needed (ie storm damage), would be more familiar with the area and supporting local business was important. It was noted that quote 3 would require a Certificate of Arboricultural Competence after completion.

RESOLVED: to offer the works resulting from the Annual Tree Survey to Contractor 3 – JK Tree Services Ltd.

10. RIVER SHEPPEY EROSION SOLUTIONS

Firstly, it was noted that significant clearance of vegetation on the river bank had occurred and the works did not come under Council contractor’s remits. The high cost of potential works was discussed; there was some concern that a robust and expensive solution might not be necessary but it was also noted that the Council should seek and use professional services for work on a main river. The Council was duty-bound to take action and to do so with professional expertise. Financial Regulations were not suspended as the Committee were requesting professional services for a site visit and feedback only at this stage.

The Committee also discussed the connection between erosion solutions and the imminent ground works on the multi-user path scheduled for Spring 2024. It was critical that any site visit should include Cain Bio-Engineering, Goldings Ltd, ideally a representative of the Greenways & Councillor(s). Cllr Reeves agreed to participate, as did Cllr Humphreys if available.

RESOLVED: to approve the costs of a site visit and ensuing feedback from Cain Bio-Engineering and to ensure the site visit involved the MUP Contractors, Greenways and Councillors

11. VARIOUS MAINTENANCE & WORKS

The quotes provided were discussed for a) works resulting from the Annual Independent Play Inspection and b) works resulting from the Annual Asset Survey. These are for

a) Repairs at Coxley (up-and-over climber, spinning bowl ground surface & BMX ramps), Easton (goalpost surface), Dinder (climb/traverse poles, tunnel & cableway ground surface) and Dulcote (BMX ramps, climbing wall hand grips & spinning bowl ground surface) as per Annex E2.

b) Repairs & maintenance of the pumps in Easton, West Horrington phone box, notice boards at Easton, Dulcote & South Horrington, graffiti removal in Dulcote, Coxley and Palace Fields and vegetation clearance at Litley bridge bus shelter, as outlined in Annex E1.

RESOLVED: Quote 2 –DDGH - was to be offered the works resulting from the Annual Asset Survey & the 'preferred contractor' process would be used for repairs to works resulting from the Annual Independent Play Inspection.

11. CANCELLATION OF 31 JANUARY ASSET MANAGEMENT MEETING

Due to Staffing transitions and resulting workload, the Deputy Clerk requested this meeting was cancelled. The Asset Management Committee was not bound to meet legally. The Committee felt that doing so would leave a gap of 5 months between meetings, which was not ideal. It was agreed that a meeting would take place in December instead. The Deputy Clerk emphasised that this would have a skeleton agenda, primarily considerations for the Annual Maintenance Contract 2024-26.

RESOLVED: the Asset Management Committee would meet on Wednesday 13th December 2024 at 7pm.

12. DATE OF NEXT MEETING.

Wednesday 13th December 2023 at 7pm, Coxley Memorial Hall.