

**ST CUTHBERT (OUT) PARISH COUNCIL  
MINUTES OF THE MEETING OF THE ASSET MANAGEMENT  
COMMITTEE HELD AT COXLEY MEMORIAL HALL  
ON WEDNESDAY 17<sup>TH</sup> MAY 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 T Hathway

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

No apologies were received.

**02. DECLARATIONS OF INTEREST**

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

Items 11 & 12 required the exclusion of the press and public for commercial sensivity.

**RESOLVED:** to exclude any members of the press and public from Items 11 & 12.

**04. PUBLIC QUESTION TIME**

There were no residents present.

**05. MINUTES OF ASSET MANAGEMENT COMMITTEE HELD ON WEDNESDAY 5<sup>TH</sup> APRIL 2023..**

To confirm and sign as a correct record the Minutes of the Asset Management Committee on Wednesday 5<sup>th</sup> April 2023 (attached).

**RESOLVED:** the Minutes of the Asset Management Committee held on Wednesday 5<sup>th</sup> April 2023 were approved.

**06. HIGH RISK PLAYGROUND EQUIPMENT REPAIRS**

It was noted that there had been a change in the way issues were recorded in the last monthly play area inspection and that future consistency was sought to identify these as "needing immediate action" or "requires action within x months", rather than the existing categories of high, medium and low risk. The Committee debated whether signs or safety measures were needed for the relevant equipment, but decided prompt repairs would be required instead. The Deputy Clerk relayed that the inspector advised it would be better to get the work done. It would also be pertinent to address these issues before the Annual Inspection, as well as being responsible action by the Council.

The issues to be repaired were the spinning bowl bearings & trip hazard hole (both Coxley), the twisted swing chains (Easton), the toddler tower slide bolts (Dinder) and the helicopter rocker bolts & seat tightening (both Dulcote).

It was also requested that Cllr Cooke receive the monthly inspection report to support his weekly inspections and to correlate the findings.

The Deputy Clerk was to request the contractor awarded the 2023-24 play inspections contract adopt these reporting phrases.

**RESOLVED:** to proceed with all works quoted in Annex A.

## **07. POLSHAM BUS SHELTER**

Various issues surrounding the bus shelter were discussed.

- A) the lime tree: it was agreed that ivy severance was appropriate for protection and longevity.

**RESOLVED:** to proceed with the offered quote to sever and remove the ivy. Cost £120.00

- B) The purpose of the shelter in future: there was debate about the extent the shelter would be used by cyclists, or the likelihood of leaving bikes and catching a bus onwards. It was put that the shelter was too isolated to be a bike rack and further didn't link up to a proposed Multi-User Path route from Coxley, through Polsham to Glastonbury. It may be used as a shelter by passers-by and it may also link with the parish initiative to develop a circular series of walks. It was mooted that the notice board, currently on Polsham Lane, could be relocated to the shelter but was debated what village footfall & access would be. The question of possible graffiti was mentioned and it was pointed out that the fascia board could offer some sort of parish identification.

**RESOLVED:** The Committee is to work on an Action Plan to be developed at the next meeting. That plan should include suggestions for a display panel with local points of interest, methods of adding identification to the fascia board, likely connections to the footpath project and to seek resident feedback in 'The Triangle' Benefice newsletter.

- C) Blockwork: it was suggested that the blockwork could be combined with installing some infrastructure for bikes, such as hasps attached to the external sides. It was agreed that the contractor's thoughts should be sought regarding additional cost of installing these hasps, as well as pulling all possible works (including bench installation) together into one, rather than piecemeal, work. Cllr Humphreys is to meet on site with the contractor; no work is to take place until after the next meeting (28<sup>th</sup> June 2023).

**RESOLVED:** to discuss with the contractor a revised cost & methods of including blockwork, hasp attachment and bench installation as one quote.

**RESOLVED:** the Deputy Clerk is to investigate the preferred type of bike rack from frequent cyclists and report back at the next meeting.

- D) Benches: it was agreed the benches needed secure fittings and be as durable and damage-resistant as possible. Further investigation was required, and contractor thoughts sought, about possible steel or wooden benches and that the Deputy Clerk would report back with some costs at the next meeting.

- E) Cycle rack: it was agreed not to move the Penny Farthing bike racks from COxley Playing Field. They would be an even greater asset at Coxley when the Multi-User Path works got underway.

**RESOLVED:** not to re-locate the Penny Farthing bike racks.

#### **08. 'NO MOW MAY' PROPOSAL FROM RESIDENT**

It was agreed that a longer-term management plan was required for encouraging wildlife and natural wildflowers on grassed areas whilst maintaining responsibility for keeping areas tidy and functional. 'No Mow May' was not the way forward this year. The Environment Working Group should be asked for their input. The Deputy Clerk mentioned that the grass-cutting routine was set out in the Annual Maintenance Contract.

**RESOLVED:** the Deputy Clerk was to write to the resident and explain the Council's proposal for a longer-term plan.

#### **09. UPDATE ON COXLEY RECREATION GROUND**

There was discussion about various issues:

- A) Bank erosion: the advice from the Environment Agency's Geomorphology Department was discussed, which suggested some staking in the toe of the bank and backfilling with natural material. The size of the eddy had grown considerably. It was identified that more advice was needed about the positioning and depth of stakes etc, as well as the need to coordinate with Greenways, because the construction of the MUP this year would lead to heavy plant being on site and the company could be helpful with a solution.

**RESOLVED:** the Deputy Clerk is to find out the timeframe for the MUP construction & likely earthworks and report back at the next meeting.

**RESOLVED:** to get further advice as to how the recommended staking and backfilling should be undertaken.

- B) Stump-grinding: it was agreed this was not necessary, as the trip-hazard hole nearby had been agreed as a maintenance task in Item 6.

**RESOLVED:** to not proceed with the quote to remove and stump grind the dead trunk in Coxley Play Area.

- C) Jubilee Bridge: the Deputy Clerk reported that the inner row of sandbags had broken out of hessian covering, that the postcrete inside was quite dusty but did not make the bridge vulnerable in any way. The bridge would continue to be a watching brief throughout but no action was currently needed.

- D) Shipping Container: it was noted that Lewis Civil Engineering had said that, if a container became available, the Council would be considered for a shipping container as part of their community programme. The Committee would review in 6 months time. No action was currently needed.

- E) Notice board on access gate: it was agreed that this was useful for promoting events on the Recreation Ground, posed no threat from glass as it was

uncovered and should remain. Cllr Cooke was to check the fixtures at the back of the board to make sure no protrusions were evident.

#### **10. ANNUAL MAINTENANCE CONTRACTS - UPDATE**

The location of contractors sent the Invitation To Tender was discussed. It was raised whether the bids should be anonymous and agreed that quotes would be presented anonymously, but that the Deputy Clerk would be able to provide further details on contractors without naming them. Spreading the work between contractors was seen as better than having one contractor responsible for most sections of the contract.

It was agreed that the Chairman and the Deputy Clerk would handle the opening of bids at Shape Mendip on Thursday 25<sup>th</sup> March, including both hard and electronic bids, and there was no need for any arrangements to do this online.

**RESOLVED:** to make all bids for the Annual Maintenance Contract anonymous.

#### **11. WELLS CITY FOOTBALL CLUB AGREEMENT**

It was agreed that the portaloos at Coxley Recreation Ground was a useful community asset and would encourage families to visit for longer and noted that Wells City Football Club (WCFC) declined to include the proposed contribution as part of their agreement to use the pitch. The cost of long-term hiring of a portaloos would be greater than the funds received from WCFC; its' usage (and resident feedback on such) should be investigated. This feedback should be reported back to the next meeting, in time for the current lease arrangement to either be stopped or to continue in August 2023. It was suggested that portaloos could be a regular lease for the summer months only.

**RESOLVED:** to explore the use of the portaloos and invite feedback on 'Coxley Village Life' Facebook site and for the Deputy Clerk to report back for review at the next meeting.

**RESOLVED:** to inform Wells City Football Club of the revised agreement.

#### **12. ALLOTMENTS UPDATE**

The Committee agreed to maintain the current allotment inspection routine. It was suggested that there should be an initiative to celebrate the good plots with some sort of recognition and agreed that this would be better done by an independent expert.

It was also agreed that the second plot held by a Tenant should be issued a formal Notice To Quit.

**RESOLVED:** the Deputy Clerk was to ask some local gardening experts if they would assist in this, and to notify tenants of the suggestion.

**RESOLVED:** a formal Notice To Quit should be issued to the tenant holding 2 plots.

#### **13. ALLOTMENTS RENT REVIEW**

There was discussion about the discrepancies in rent between in- and out-of parish rates: where the increase for full plots was 50% higher for out-of-parish tenants, for other tariffs it was variable. The Committee felt that the differences should be standardised and that all charges should be marginally increased. Their proposed rent review is as follows:

	2020-2021			2023-2024			
	In-parish	Out-of-parish	% difference	In-parish	Out-of-parish	% difference	% increase
Full Plot	£42	£63	50%	£45	£67.50	50%	7%
Full Plot OAP	£31	£47	52%	£35	£52.50	50%	13%
Half Plot	£26	£37	42%	£30	£45.00	50%	15%
Half Plot OAP	£22	£27	23%	£25	£37.50	50%	14%

The issue of OAP rates was also raised. The Deputy Clerk was to investigate whether providing OAP rates was a statutory requirement and to include on the next agenda.

**RESOLVED:** To recommend the rent review to the Finance & Scrutiny Committee.

**16. DATE OF NEXT MEETING.**

**Wednesday 28<sup>th</sup> June 2023** at 7pm, Coxley Memorial Hall (Back Room)