

ST CUTHBERT (OUT) PARISH COUNCIL MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE HELD AT COXLEY MEMORIAL HALL ON WEDNESDAY 13TH MARCH 2024 AT 7.00PM

PRESENT: Cllr M Cooke; Cllr M Mitchell; Cllr J Reeves; Cllr J Zorab, Cllr M Lunnon
IN ATTENDANCE: Simon Davies (RFO)

In the absence of the Committee Chair, Cllr Zorab was elected Chair for the meeting.

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Received apologies from Cllr I Humphreys

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

There were no items for exclusion of the press and public.

04. PUBLIC QUESTION TIME

The RFO read an email from a resident regarding Dog Bins.

05. MINUTES OF ASSET MANAGEMENT COMMITTEE HELD ON WEDNESDAY 31ST JANUARY 2024.

RESOLVED: To sign and confirm the Minutes of the Asset Management Committee held on Wednesday 31st January 2024 were approved.

06. RIVER SHEPPY UPDATE

The Committee discuss the project and received an update from the RFO.

The RFO confirmed that permits were submitted on 23 February 2024, and that works would take place (upon approval) in June 2024. The contractor is expected to be Cain Bio Engineering.

Tree works to the 2 alders also scheduled to be completed soon.

RESOLVED: to request various documents regarding the works from Cain Bio Engineering, and distribute to the Committee.

07. ANNUAL TREE WORKS UPDATE

The Committee discussed works completed so far, and noted the 'Certificate of Arboricultural Conformance'.

RESOLVED: for JK Trees to quote for works to a tree at The Triangle, Wookey Hole.
RESOLVED: to request an updated tree map for Coxley and to check the numbering of trees 24 & 28. To remove tree 24 late summer.

08. WILDFLOWER SEEDS FOR VERGES

The Committee discussed the idea of sowing wildflower seeds across the Parish and participation for 'No mow May'.

RESOLVED: to request that the Environmental Working Group create a plan (including costs) for wildflower seed distribution.

RESOLVED: Not to participate in 'No mow May' during 2024.

09. BUS SHELTER UPDATE

The Committee received an update from the RFO on bus shelter cleaning. 9 bus shelters are due for a clean during the last week of March (2 x Easton/A371, 2 x Haybridge, 4 x Coxley, 1 x Polsham).

RESOLVED: the RFO to gain quotes for Littley Bridge and Wookey Hole bus shelters to be refurbished with murals.

RESOLVED: to make enquiries on the ownership of the bus shelter in South Horrington.

10. ASSET MANAGEMENT CLERKING

The Committee noted that clerking for the Asset Management Committee would in future be by the RFO.

11. VARIOUS MAINTENANCE

The Committee received an update on maintenance plans for noticeboards, village pumps and cuff replacement.

RESOLVED: for the council to obtain hi-viz jackets with Parish logo for volunteers working on behalf of the Council around the parish.

RESOLVED: to approve Pennys Group to undertake emergency work in the Coxley Playing Field to fill pot holes in the car park.

RESOLVED: to draw a specification for more permanent solution to the pot holes in the car park.

12. ANNUAL MAINTENANCE CONTRACT UPDATE

The RFO updated the Committee on the 'Annual Maintenance Contract' tendering process. Tenders to be sent 2nd April 2024, with a return date of 25th May 2024. Contracts to be determined on 5th June, with 'Decision Notices' issued 7th June. Start date 1st July 2024.

RESOLVED: that the contract will run until 28th February 2025 and end of February each other year.

13. DATE OF NEXT MEETING.

Wednesday 24th April 2024 at 7pm, Coxley Memorial Hall.