

ST CUTHBERT (OUT) PARISH COUNCIL MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE HELD AT COXLEY MEMORIAL HALL ON WEDNESDAY 20TH SEPTEMBER 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)

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

None 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

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

04. PUBLIC QUESTION TIME

There were no residents present.

05. MINUTES OF ASSET MANAGEMENT COMMITTEE HELD ON WEDNESDAY 09TH AUGUST 2023.

To confirm and sign as a correct record the Minutes of the Asset Management Committee held on Wednesday 09th August 2023 (attached)

RESOLVED: the Minutes of the Asset Management Committee held on Wednesday 09th August 2023 were approved.

06. INITIAL 2024-25 BUDGET CONSIDERATIONS

The Committee reviewed the proposed budget figures. There was a query regarding potential work required at Coxley Recreation Ground, regarding river bank erosion and which budget category this would come from. The Deputy Clerk updated the Committee on the recently-received Annual Play Inspection reports and the high levels of timber cracking reported, and the need for regular monitoring and repairs where necessary. Also, the Committee were keen to consider a budget for Bowring Close developments. The Committee sought clarification whether the village pumps were covered by the heritage Signs or Street Furniture budgets. The deputy Clerk is to report back with confirmation that the pumps were owned by the Council. (The Deputy Clerk informed the Committee about her error in ordering parts and that an extra £6 had been spent for additional postage).

RESOLVED: to accept the budget figures as offered.

RESOLVED: to request that £8000 was put aside for legal and other fees for any land acquisition.

07. RISK REGISTER & RISK MANAGEMENT POLICY STATEMENT

The Deputy Clerk informed the Committee that there were no changes to the Risk Management Policy Statement since the last review. There were several points made about the Risk Register. Firstly, the Committee suggested an updated list of deeds and key documents be completed in December and returned to the January Asset Management meeting. Secondly, where risk is identified as 'medium', the Register is amended to provide either some mitigation actions or the risk be downgraded. A revised version would be sent to Cllr Humphreys as soon as possible for review, to enable this to be included in Full Council meeting on 23rd October 2023. It was also mooted that the Finance & Scrutiny Committee could be the relevant Committee to approve the Risk register in future.

RESOLVED: to recommend the Risk Management Strategy Policy to Full Council.

RESOLVED: to review the Risk Register, check entries with 'medium' risk and either add mitigations or downgrade to 'low'.

08. WORKS ARISING FROM ANNUAL ASSET INSPECTION

The Committee discussed the items presented & whether to approve the seeking of quotes for works. Ownership of village pumps was to be clarified. It was felt that it would be worthwhile to seek quotes for the cleaning of live bus shelters as it would enhance residents' lives and show a pride in these large and visible structures. It would, however, be a one-off job and ideally be scheduled for March 2024. The Deputy Clerk informed the Committee that Somerset Council had made enquiries about grit bins, and included clearance of vegetation in their list of works.

RESOLVED: to proceed with quotes for works to wooden notice boards (in South Horrington, Easton and Dulcote), vegetation clearance at Littley bridge bus shelter, repairs to the phone box (West Horrington) & the cleaning of graffiti (Coxley & Palace Fields litter bins).

RESOLVED: to await clarification of ownership before seeking quotes for renovation of 3 village pumps.

09. SHEPPEY EROSION SOLUTIONS

Cllr Reeves updated the Committee that the erosion scrape was not easily accessible currently due to vegetation. Given the Council's riparian responsibilities, it was decided that an expert opinion and quote should be sought and, given the specialist nature of the erosion solutions, it was unlikely that 3 quotes could be found. Timing of works, earthworks, method and any permissions were best received from an expert company or consultant.

RESOLVED: the Deputy Clerk is to request Coates Environmental to carry out a site visit and provide a quote for the erosion solution at Coxley Recreation Ground.

10. UPDATE ON RECENT WORKS

The Deputy Clerk was able to circulate an provisional image of the mural for Polsham bus shelter. This would be shared with residents for any feedback. The completed works to date & the schedule for work on the Wookey Hole bus shelter was listed.

11. DATE OF NEXT MEETING.

Wednesday 01st November 2023 at 7pm, Coxley Memorial Hall.