

PARISH MAINTENANCE WORKING PARTY

MONDAY 12 FEBRUARY 2018

Present: Barry DeVille, Keith Rudge, Dennis Bartle, Tim Stebbing, Cllrs Clark, Gatward, Norman and Travis (Chair)

1. **Apologies for Absence:** Cllrs Buxton and Sherwen

2. **Agreement to last Meeting Note.** The note was agreed as circulated for this meeting. **Action: JT to pass to Assistant Clerk for publication.**

3. **Current Issues.**

- Contractors' policy

The 1st page was tabled. This will underpin the invitations to tender. It will be up to the Clerk to agree the method of work with the contractors and what safety measures will need to be put in place. **Action: To be agreed at the February Parish Council meeting.**

- Invitations to quote –(i) Grass cutting (ii) Cemeteries

The detail of the 2 invitations to be discussed at a separate meeting to be held on Wednesday 14 February. The timetable is such that interim arrangements will need to be put in place for March and April. **Action: Assistant Clerk to write to current contractors to ask them to continue (at the old price) until 1 May 2018.**

JT asked for members' agreement to the arrangements specified in Section 2 so that all contractors are giving a quote in the same way. This was proposed by GC and seconded by BD. All were in favour.

Members agreed that there must be a way of monitoring what work is carried out. It was suggested that contractors provide a weekly or monthly schedule of proposed work. The Wardens can see if it has been done when carrying out their inspections and the Clerk can match it with the invoices submitted. **Action: Invitations to be agreed by the PC on 26 February.**

- **Risk management – playparks, cemeteries and allotments**

Subject to splitting the playparks entry into grounds and equipment, it was agreed the policy was fit for purpose. GC proposed and RG seconded. All were in favour. **Action: JT to send amended version to the Assistant Clerk for the February PC meeting.**

- Littlehands lease and repair quotes

GC reported that he has asked Littlehands to identify maintenance issues and give the Council a list in priority order. The high level rendering needs cleaning and repair. **Action: JT to add to jobs list.**

The downpipe near the oil tank needs cleaning out and the soak away needs clearing. **Action: DB**

- Road Inspections Follow up
Members noted the 'trackable' format being developed by the Assistant Clerk. Sending thank you letters to people who have done as asked will be introduced for the next round of inspections. The next round will be carried out after the elections in May.

4. Cemeteries.

- Revised rules and regulations.
MS will provide the wording to the Assistant Clerk for the February PC meeting.
- Missing Signage
The wording has been agreed and the Assistant Clerk is ordering the signs.
- Green burials
GC, JT and MS met. The group will visit a local site. A reference book (£20) is to be bought.
- Seats in Orchard Road cemetery
Members noted the kind offer from a member of the public to restore the seat in OR cemetery and buy another. **Action: Wardens to rub down and oil the extant seat. Action: to write to the member of the public and accept the offer of another seat.**
- Soil Store
Action: KR to put a chain across the disused soil store and a sign to tell people to use the other one.
- Concrete bases
Only 3 of the available bases are the correct size. The larger ones cannot be used. **Action: Assistant Clerk to obtain a quote for 12 new bases (90mm x 50mm), asking whether the supplier will take the larger ones back. Action: Assistant Clerk to obtain quotes for installation of the bases.**

5. Allotments

- Level of rents/second plot rates
BD reported that there is a slight variation in rents because some plots are a very slightly difference size to others. **Action: PC to consider whether to maintain this differential when agreeing plot rates for the next year.**
- Containment for chippings
Action: KR to obtain pallets and make a container.
- Unworked plots

BD reported that there are 12 unworked plots at present. **Action: BD to supply plot numbers to the Assistant Clerk. She will then write to any ploholders who are not maintaining their plots.**

6. List of outstanding Jobs

Members approved the proposal to split the list into 3 workbooks: for the WP to consider; for the Wardens to action (and to be discussed only if the Wardens feel it necessary) and an on-going task list for the Wardens.

Maintenance WP list

3. Oil store at Littlehands – completed

7. A quote from Wicksteed for repairs in playparks to be agreed at the 26 Feb PC meeting.

9. The material looks to be all the same. **Action: Assistant Clerk to arrange for a sample to be tested to prove it is not asbestos.**

12. To be agreed at 26 Feb PC meeting if another quote obtained.

14. Littlehands drains budgeted for in new FY. **Action: discuss proposal at WP meeting. JN to circulate proposal.**

15. **Action: All Cllrs to inspect the Kissing Gate and make a decision on whether action is needed at the next WP meeting.**

16. Loose water cover at the Moor reported to Cambridge Water. Completed.

19. JT to follow up report of trip hazard in the car park. **Action: Assistant Clerk to obtain written confirmation from insurance company whether marking kerb means the Council is admitting liability.**

Items agreed for funding in the budget discussions need to be added back into this list to draw up specifications and agree priority order (see Appendix)

Wardens' Action List

5. The dog poo bin is very well cemented in and cannot be moved. **Action: GC to ask SCDC if they have any free bins on offer.**

JN will pass on some minor repairs needed at the pavilion/playing fields.

7. AOB

- Agreed to buy a Henry vacuum cleaner for the workshop if under £100.
- JT will speak to the member of the public proposing to put in wild flower plugs in the Millenium Copse. To be discussed at the next meeting of the WP.
- New signage is needed at Littlehands car park to provide correct information on locking/unlocking times.

8. Date of next meeting: Monday 19 March at 4pm

APPENDIX

WORK AGREED FOR FY 18/19 FOR WHICH SPECIFICATIONS AND QUOTES ARE NEEDED

These also need to be put into a priority order in case not all can be done.

- Other Work at Littlehands (to be detailed – GC)

Littlehands	
Littlehands Drains	
Littlehands Car park	
Pavilion	
Servicing of pool table	
Provision of a trolley for moving pool table in Pavilion <i>I think they should submit a community grant application for this.</i>	
Upgrade to lighting along path and in Littlehands car park	
Floodlighting at Pavilion - <i>not actioned in this FY</i>	
Car park	
Dividing wall in workshop	
New Road Cemetery	
Gravestone bases	
The Cross	
Replace fencing at both sides of the Cross	
Replace crazy paving around war memorial	
The Hub	
Replace blown double glazed window unit	
Wall light in reception	
Velux window in Dickens Room	
Boarding out and shelving in loft; move hatch to corridor to allow access at all times	
Carpet replacement on landing and stairs	
Cut back trees to side of Hub	
Repaint all wood at the front of the Hub	

Maintenance (green)

Tidy and removal of elders at Maple Way/Orchard Road junction

Other identified spend

Equipment for Wardens

Shredder (for green waste)

Self-contained power washer

Protective equipment for weed spraying

Mole elimination

Bedding plants

Future Items (Only for FY 2018/19 if money is available once higher priority items funded)

Toilet signs for Hub

Replace extractor fans in Home and Away Changing Rooms

Rabbit proof south boundary of New Road Cemetery

Redesign/move electricity cabinet by Littlehands

Anti-vandal work at Bus stop

Path to RHS bus stop