

ST CUTHBERT (OUT) PARISH COUNCIL MINUTES OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE HELD AT WOKEY HOLE COMMUNITY HALL ON WEDNESDAY 12TH JANUARY 2022 AT 7.00PM

PRESENT: Cllr M Cooke; Cllr I Humphreys; Cllr M Mitchell; Cllr G Pettitt; Cllr J Reeves; Cllr C Wride

IN ATTENDANCE: Mrs L Pool (Deputy Parish Clerk)

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Cllr P Foster.

RESOLVED: To approve the reasons given for member's absence.

02. DECLARATIONS OF INTEREST

02.01. There was one declaration of **Pecuniary** interest in Item 12 by Cllr J 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

RESOLVED: The Committee resolved to exclude the press and public from Items 8 and 12 for commercial sensitivity reasons.

04. PUBLIC QUESTION TIME

There were no Members of the Public present. A discussion took place about the likely lack of use and poor condition of Polsham phone box and notice board. The topic will be discussed further at the next meeting of the Asset Management Committee.

05. MINUTES OF ST CUTHBERT OUT PARISH COUNCIL ASSET MANAGEMENT COMMITTEE HELD ON TUESDAY 23RD NOVEMBER 2021.

RESOLVED: The Minutes of the Asset Management Committee held on Wednesday 23rd November 2021 were approved and signed.

06. COXLEY LEAT BRIDGE OPTIONS

Discussion focused on types of suitable bridging across Coxley Leat. Options regarding the structure, footings and appearance were put forward and some provisional quotes for culverts and bridges discussed, as were the resources needed to undertake the work (eg. digger for ground works, labour). It was noted that the duckboard currently present had floated away from the intended location and, in any wet weather, the current facility is inadequate. If a bridge was confirmed as the best

option, it was essential to have handrails. Cllr Reeves agreed to proceed with measuring and producing a specification.

RESOLVED: To request a ground works expert visit the location to assess what is needed and provide an estimate of costs and to gather more detailed information to allow the issue to progress.

07. ANNUAL TREE SURVEY REPORT

The summary of tree works reported as 'essential' in the Annual Survey was discussed, as were some other items. It was clarified that the hedgerow above the Dragons Den northern fence in Dinder was not the Council's responsibility. It was decided that the 2 works required before March could go ahead, using the preferred contractor process, providing the costs are seen & approved in advance: these 2 works are the Allotment hedgerow bordering land known as The Triangle, and the pruning of the dead elms hedgerow at Easton Jubilee Playing Field.

RESOLVED: The Deputy Clerk is to seek quotes on all tree works for the next meeting and to progress the 2 works required before March using the 'preferred contractor' process.

RESOLVED: To seek advice whether some works could be completed sooner using this year's budget.

08. PLAY AREA WORKS BY CATEGORY: QUOTES

The Committee considered the presented quotations, and were informed of another quote received by the Deputy Clerk on the day of this meeting. The quotations were for repair and maintenance issues raised as low risk in the Annual Independent Inspection of Play Area Equipment. Not all councillors had received Annex C, which was also circulated after the agenda was published.

RESOLVED: To proceed with the quotations offered by Contractor 1 (DDGH).

09. FINALISED COSTS FOR MEMORIAL BENCHES

It was accepted that the costs presented were indicative costs and, if an application was made for a memorial bench, the cost would have to be verified. There was discussion about the administration charges and it was requested that insurance costs were to be removed from the document. The recently installed bench at Easton Jubilee Playing Field was to be addressed by contacting Somerset Forge Ltd with specific requirements: that the concrete plinth is removed, that fixing is at 4 points, below surface and that the area is turfed over and within a reasonable timeframe of 6 months.

RESOLVED: To accept the costs, with the above amendment.

RESOLVED: To inform Somerset Forge Ltd with the request for above and for the Parish Council to take ownership back from Somerset Forge Ltd, once these repairs were completed.

10. FINALISED ALLOTMENT INSPECTION ROUTINE

The Committee agreed to accept the document with one amendment: the word 'adequate' should be replaced with 'satisfactory'.

RESOLVED: To approve the document with the amendment made.

11. HAYBRIDGE / ROSEBANKS NOTICE BOARD

It was decided that the 1500 x 1200mm version of the notice board was the favoured design and size. One side would be for resident notices, the other for Council business. One side must therefore be lockable, the colour choice was green and the wording on the notice board would be the same as that at Bowring Close and Coxley Memorial Hall. The Deputy Clerk was to explore the options of including the Parish Council's logo on the notice board.

RESOLVED: To inform the developers, Taylor Wimpey, of the chosen notice board design.

12. RETROSPECTIVE APPROVAL FOR SID BRACKETS & CONSUMER BOX REPAIRS

The Committee accepted the costs of the repairs to the consumer box at Coxley Recreation Ground and additional brackets purchased for the SID. The total cost was £252.27

RESOLVED: to approve both costs retrospectively.

13. T FOR 2 SWING INSPECTION FEE

The committee discussed the information supplied by the independent play inspector, that stated "There is no specific requirement in the European Standard for an inspection following routine repairs and maintenance of equipment. Repairs should however be carried out by operatives who are considered competent by virtue of their professional knowledge, experience or qualifications." The repairs have been completed and it was agreed that the expertise and competence of Somerset Forge Ltd would allow them to self-certify.

RESOLVED: to request that Somerset Forge proceed with re-installation of the swing at Dulcote Recreation Ground.

14. ALLOTMENT PLOTS 34A, 50A & 50B

A discussion took place about clearing these plots based on a) the number of future tenants on the waiting list, b) the cost, c) the state of the plots and d) potential interest in plots in the early spring. It was decided that surface vegetation could be cleared to make the plots presentable and to avoid any progress being stalled due to the nesting season. It was requested that the contractor responsible for future clearing would do more robust root clearance. The Deputy Clerk was to price up, circulate and gain approval of the cost of the weed suppressant as well as an up-to-date quote for the initial clearance and ground works. Full clearance and fencing would follow once tenants had confirmed interest in a tenancy.

RESOLVED: to get an up-to-date quote to clear surface vegetation of all 3 plots and to lay strong weed-suppressant until there were tenants wanting to take up the plots.

13. DATE OF NEXT MEETING.

Wednesday 23rd February 2022 at Wookey Hole Community Hall at 7pm.