

Minutes of the Facilities Committee of Aston Clinton Parish Council, held on
20th February 2019 at 6.30pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

C Read (Chair)

L Ronson

S Howard

L Tubb

P Wyatt

M Mason

Clerks: G Merry (recording), E Barry

Meeting Notes – meeting with ACFC

- Cllr Tubb explained that the PC is now registered for VAT and has applied for Option to Tax. This means the FC will have to be charged VAT. However, in the case of both the AWP base and turnover rent, the VAT will be absorbed by the PC. Invoices for both will be issued once Option to Tax is confirmed and it was asked that the FC hold off from paying until this is resolved.
- ACPC's representative agreed to send the turnover figures for 2018, to the clerk/RFO.
- The matter of the goalposts in the car park was discussed and it was agreed this would be discussed by ACFC with a view to the club making arrangements for disposal.
- Re. an incident on 16/2/19, ACFC has responded to the person involved.

19.011 Apologies:

There were no apologies.

19.012 Declarations of Interest:

Cllr Howard declared an interest in item 19.016 ii.

19.013 To Approve the Minutes of the Facilities Committee held 23rd January 2019.

The minutes were proposed by Cllr Ronson, seconded by Cllr Howard, agreed and signed.

19.014 Public Participation

There were no items

19.015 Updates

- Playpark Inspection Actions:** The caretaker had met with a representative from Caloo who advised him on fixing the patch of wetpour and also how to fix the roundabout. It was agreed Cllr Tubb would speak to the caretaker to address the patch of wetpour as a matter of urgency. Cllr Read advised that the corroded bolts in the roundabout should be soaked in oil and WD40 for a couple of weeks and then the repairs could be attempted. Cllr Read had advised the amount of play bark needed for the area under the toddler swings. The clerk had ordered a sample bag, since the last order had been of poor quality. The caretaker would be asked to rake what bark is currently there.
- Cricket Club Project:** Cllr Howard had consulted the cricket club, regarding the quotes he had obtained, and they had asked for a few revisions. Cllr Howard has this in hand and the budget is £19,248. The item will remain on the agenda.

- iii. **Churchill Hall Door:** Cllr Read had fixed the thumb-turn. The Clerk – Projects/Planning advised that a maintenance contract including a 2-year warranty could be arranged with the original supplier, for £60 a year but this was not felt to be worth it. The supplier would install the hook and eye for £53 + VAT but if they were chosen for the Café door repairs would do it for £20.
- iv. **Colts Update:** The colts had sent an update and each item was discussed: -
 - Line-marking equipment: They had requested to continue to store these in the shed. This was discussed and it was agreed the Colts could keep one of these on-charge in the shed but the other would need to go into their container. All other items are to be transferred into their container.
 - The goal posts behind the AWP: Cllr Howard confirmed these belong to the Colts.
 - Debris removal: Cllrs will carry out tip runs before April 1st, on a Saturday when there is no football match.
 - Shed and Compound locking: The compound had been left open on 16th/17th February and the clerk was asked to report this to the Colts.
- v. **Bus Shelter:** The loss adjusters had offered a settlement and the paperwork was signed by Cllrs Tubb and Ronson. It was agreed that the less expensive contractors would be asked to install the new shelter and Cllr Wyatt agreed to pass the quote to the clerk. It was agreed the concrete pad would need re-installing approx. 2' further back. The tree surgeon would be asked to meet Cllr Read at the site to organise the tree removal and screening work required. The previous installer would be asked to quote to lay the concrete pad, along with the contractor who repaired the park path.
- vi. **Long Plough Lamppost:** the clerk explained that UK Power Networks must be paid in advance their connection fee of £767 + VAT. Nothing had been received from John O'Connors who at the time, had admitted causing the damage. The clerk/RFO asked Cllrs Tubb and Ronson for the contact name at John O'Connors, so that an invoice could be sent.

MOTION: to agree payment to UK Power Networks for reconnection PROPOSED by Cllr Howard SECONDED by Cllr Ronson and AGREED.

- vii. **Feedback from Caretaker:** The caretaker had turned down the allotment clearance work, due to his current workload but agreed to do the repointing in the shed. The clerk/RFO was managing the locking-up inconsistencies and it was agreed that Cllr Read would ask him to prioritise the bin installation by the skate park. The clerk agreed to set up a meeting with the caretaker to also be attended by Cllr Tubb. He would be asked how many hours the regular duties were taking each week.

19.016 Quotes:

- i. **Park Path:** Cllr Read had met with the contractor for path repairs and agreed it was better to identify patches requiring fixing, than fix the whole section. They had measured the defective areas and a quote had been received for £1661, for these. This was approved, and the clerk/RFO agreed to request a discount to £1600.

MOTION: to agree the scope of works and quote for the park path as above, PROPOSED by Cllr Wyatt SECONDED by Cllr Tubb and AGREED.

- ii. **Football Pitch Remedial Work:** The Grounds Maintenance Contractor had quoted for several options for work on the pitch. A basic spring 'Weed & Feed' along with verti-draining was agreed. The remaining options were discussed. It was agreed the pitch was in a poor state and that the planned community centre building work should not affect the pitch, as games must in any case continue during the build. It was agreed to arrange a short meeting with the contractor to discuss the remaining options

MOTION: to agree the scope of works and quote for the football pitch for the 3 stated items only, PROPOSED by Cllr Wyatt SECONDED by Cllr Tubb and AGREED.

- iii. **Café Doors:** It had been agreed to carry out reinforcements to the café door where it had been forced, and the double doors into the soft play. A quote had previously been received for £569.45 plus VAT. The clerk – projects/planning presented a 2nd quote for £549.50 and both were similar in specification. It was discussed and agreed to order the work from the first supplier and ask for a discount to £500, in addition to asking for the hook and eye on the Churchill Hall door.

MOTION: to agree the scope of works and quote for the Café doors as above, PROPOSED by Cllr Ronson SECONDED by Cllr Tubb and AGREED.

19.017 Park Matters:

- i **Public Toilet Arrangements:** It had been agreed to keep this closed, as visitors could use the café toilets. The clerk/RFO asked whether this would also apply in school holidays and it was agreed to keep it closed.
- ii **Areas for Girl's Football:** The Colts had asked whether the Wildcats (Girls football) project could use the Meadow Pitch during July and August to preserve the main pitch. This was agreed.
- iii **Driveway Bollard:** The Clerk/RFO reported that a locked-in car had recently exited the car park where the driveway bollard is missing, and along the pavement. She advised that the CCTV had picked up the car registration and asked whether councillors wanted to pursue this. It was agreed not to pursue it or to replace the bollard, at least for the time being. Cllr Read reported that the drainage contractor had jet-washed the driveway but stated there is only one soakaway in the middle of the driveway. Another soakaway is needed to ensure proper drainage, which could be sited in the grass verge, with a second drain leading into it where the water currently pools. This would entail going under the footpath in 2 places. A tarmac contractor would then be needed to make-good afterwards. The quote for the drainage work/soakaway had been £3,950 plus VAT. This was discussed but was decided to wait until the drainage needs for the new build were finalised.
- iv **Parking Charges for Event:** Charging for parking for 'Play in the Park' had been suggested and various options were discussed. However, it was agreed there would likely be gridlock on London Road and most methods of collection were unworkable. There was also often a shortage of marshals for this event and it was agreed not to implement charges this year
- v **CCTV:** The security company were launching a Night Monitoring scheme where CCTV could be monitored nightly from their control room. This would cost approx. £5000 for the year and would require approx. 5 parish sites to sign up. It was agreed not to consider this at the moment. The CCTV as now working on both screens again.
- vi **Allotment Maintenance:** It was agreed to defer this matter until the next Grounds Maintenance Meeting.

19.018 Churchyard/Village

- i. **Speedwatch Signs:** Cllr Mason had obtained quotes for the signs, based on recommendations from the Local Area Forum (BCC). However, it had been agreed these would best be placed on the village signs at each entry point and these were all different dimensions. Cllr Mason had measured the signs and it was agreed she would get re-quotes for the sizes needed for each sign. It was agreed to just get the yellow signs saying 'Community Speedwatch' and that 4 would be ordered.

- ii. **Burial Issues:** The clerk/RFO advised that when the churchyard fees were revised, no fee had been implemented for the interment of ashes into an existing grave. There had been issues of unauthorised interments of this kind, with funeral directors by-passing the PC as the burial authority. Other parishes' charges were looked at and it was agreed to implement a fee of £100 for this service. Additionally, applicants would need to apply to the PC first for permission, if the grave was in the closed section. The clerk/RFO agreed to revise the documentation and a meeting would be arranged with the 2 vicars to discuss churchyard matters in general. It was agreed to waive the fee for the installation of a headstone in the case of a recent child bereavement. However, it was agreed this did not set a precedent.
- iii. **Rothschild Fountain and Trough Project:** AVDC had advised that the S106 for this project 16/01774/AOP - £26,994, was now available. The clerk/RFO reminded the committee that this had been approved on the basis of an integrated project including, benches, flowers, historical information boards etc. as well as restoration of the fountain and trough. It was agreed to implement this project as soon as clerk's workloads could practicably allow.

19.019 Events and Activities

- i. **Duathlon Dates:** the Bearbrook Running Club had requested 2 duathlons again in the Park, on 7/4/19 and 15/9/19. These had been agreed but the club would be asked to submit the usual event application form.

Cllr Read invited the public to ask questions:

- A member of the public stated he had not been aware that the PC was the local Burial Authority, and this may not be commonly known.

19.020 Date of Next Meeting: 27th March 7pm

..... Chairman

Date: