

Minutes of the Facilities Committee of Aston Clinton Parish Council, held on
23rd January 2019 at 7.00pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

C Read (Chair)

L Ronson

S Howard

L Tubb

P Wyatt

Clerks: G Merry (recording), E Barry

19.001 Apologies:

Apologies were received and accepted from Cllr Mason.

19.002 Declarations of Interest:

Cllr Howard declared an interest in item 19.007 iii.

19.003 To Approve the Minutes of the Facilities Committee held 10th December 2018.

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

19.004 Public Participation

There were no items

19.005 Updates

- i **Playpark Inspection Actions:** The new caretaker is now doing the weekly inspection and had highlighted 3 potential issues, 2 of which he could not fix: i.e. the patch of wet pour under the swings, and the roundabout, which needed a specialist jack. Caloo had advised that they supply a wet pour patching kit which is straightforward to use and had also advised a simpler way of securing the roundabout. Cllr Tubb expressed concern that the caretaker, who is self-employed, would not carry the required insurance cover for repairs in the playpark. It was discussed and agreed that 1 or 2 councillors would attend any repairs, so that the PC would carry the liability.
- ii **Cricket Club Project:** Cllr Howard had obtained 2 quotes for the artificial strip and was seeking a third. He had also obtained 1 quote for a bowling machine but would need more and requested confirmation what other items were involved. Once he had all the quotes, a meeting will be arranged with the cricket club, for them to have input on the final choices. The budget is £19,248. The item will remain on the agenda.
- iii **Footpath in Park:** The Clerk/RFO enquired that if the contractor was to be asked to quote for repairing the next section, this must be defined. Cllr Read advised the quote would be a price per sqm and this way, could be tailored to the PC's budget. Cllr Tubb was concerned about the amount of weeds growing through and Cllr Ronson responded this would be addressed in the Spring and again in the Autumn.
- iv **Churchill Hall Door:** The Clerk – Projects/Planning reported that the thumb-turn had jammed, and it was agreed that Cllr Read would look at this to see if there was a simple fix. She also reported that there was a need to be able to keep the door open but the current 'hold-open' mechanism, could lead to the door slamming, if caught by a high wind. It was agreed that a long hook would be a possible solution and the caretaker could install this. The Clerk –

Projects/Planning pointed out that if anyone other than the supplier did this, it would negate any claim. She advised that a service agreement from the supplier, could be arranged at £60 a year and agreed to find out what this covered, before making a decision.

- v **Grounds Maintenance Contractor Feedback:** Cllr Read fed back from the progress meeting. The PC has agreed to Frank Cooper's price increase as they are still the cheapest supplier. A 'feed' treatment for the football pitch will be arranged for the spring and a 'weed and feed' in the autumn, with the option of inserting sharp sand if necessary. Cllr Howard was asked whether it was possible to move the pitch a short distance each season, to even out the wear and tear. The pros and cons of this were discussed and Cllr Howard agreed to discuss with the FC committee and report back.

19.006 Preferred Suppliers:

The clerk explained that the PC already uses the same suppliers for certain types of work e.g. street lighting, without the need to obtain quotes. If certain suppliers could be agreed as 'preferred', this would enable the PC to use them without always gathering quotes. This would speed up management time but would not oblige the PC to always use them. This should only be for frequently-required work, or specialist jobs where no other company could be relied upon. The following list was discussed and agreed:

- E Sharp Electrical – street lighting and general electrical contracting
- RB Tree Care – tree surgery
- R Wright and Sons – pump chamber emptying
- Jim Phipps – small fencing repairs
- Entertec – stage and sound for events
- UK Security/Bucks CCTV – Park security and CCTV (up to the point of requirements for the new community centre)
- Sandy's Plumbing and Drainage – immediate plumbing and drainage issues
- Aylesbury Lock and Key - Locksmiths

It was agreed the list would be reviewed every year, as part of the AMPC in May.

MOTION: to agree to ratify and authorise use of the above preferred suppliers PROPOSED by Cllr Tubb SECONDED by Cllr Howard and AGREED.

19.007 Park Projects:

- i **Driveway Drainage:** Cllr Read advised that the drain in the driveway, taking run-off from the road, was blocked and needed investigating. Quotes had been obtained from Sandy's for £295 for a half day and £495 for a full day, as it was not clear what the cause was and how long it would take. It was agreed to contract Sandy's to investigate.

MOTION: to approve the quote from the preferred contractor to unblock the drain PROPOSED by Cllr Tubb SECONDED by Cllr Ronson and AGREED

- ii **Electrical Work**

The clerk presented quotes from the preferred contractor as follows: -

- Sensor light on the Churchill Hall facing the path to the tennis club: £265 plus VAT
- Re-siting of the switches and casing for the All-Weather Pitch: £327 plus VAT
- 4 Smoke detectors wired-in for the Café: £920 plus VAT
- Heat Alarm to the kitchen: £100 plus VAT

All were discussed and agreed.

MOTION: to agree the 4 quotes from the preferred contractor, PROPOSED by Cllr Howard SECONDED by Cllr Ronson and AGREED.

iii **All Weather Pitch**

The Clerk/RFO enquired whether the ACFC treasurer has the turnover figures for 2018 yet and Cllr Tubb responded that she is working on it. Cllr Howard is doing the maintenance each week. The Clerk/RFO advised that now the PC is VAT registered it needs to start charging VAT on the AWP and possibly the pitches. An alternative would be for the PC to absorb the VAT and not increase fees to ACFC. This was discussed at length and the Clerk/RFO stated the need to know before the next VAT return is due at end of February. It was agreed to recommend that the PC absorbs the cost of the VAT for ACFC and the Colts. This led to a discussion re. other tenant fees, and whether to absorb the VAT or charge it on top. The following was agreed to be recommended to full PC: -

- Allotments: VAT will be absorbed i.e. charged £17/year plus VAT
- Bowls Club: to be charged the VAT on top
- Tennis Club to be charged the VAT on top
- LAP Fitness: to be charged the VAT on top
- Motherfitter: to be charged the VAT on top
- Youth Club Rent: to be charged the VAT on top

Cllr Ronson expressed concern over the use of 'legal highs' in the area adjacent to the All-Weather pitch and suggested CCTV in the area would help. It was discussed that the PC is not responsible for people driving when 'high'. However, an overhaul of CCTV would be needed once the new community centre is built. In the meantime, the clerk agreed to ask the CCTV company whether the camera could revert to being motion-sensor, as the current fixed-view mechanism was restricting.

19.008 Village

Dogs Bins: Cllrs Ronson and Read agreed to investigate what is needed and feedback to the clerk/RFO.

19.009 Events and Activities

- i. **Fitness Decision:** The operator of Fitness Division had requested an extra session on either a Thursday morning or evening. This was approved with no preference on time.
- ii. **Motherfitter:** The trainer for the 'Motherfitter' group had asked to continue her sessions and there were no objections to this.
- iii. **Play in the Park:** The clerk advised that running the PC's own event cost approx. £585, as opposed to AVDC's 'Play Around the Parishes' at £450. However, the AVDC one had become disappointing and it was agreed that for a little extra money, a much better event was possible. A budget of £585 was agreed, with a proposal for £137 to be put to the full PC, for funding craft materials. The date was agreed as 29th July. Cllr Ronson suggested that visitors to the event are charged to park, particularly in the Meadow area which has to be marshalled. Cllr Tubb advised that VAT would have to be charged on this and it was agreed to revisit this at the next meeting.
- iv. **Cancer Research Fundraiser:** The Kirby's Herd charity had requested to hold a sponsored dog walk in the Park, for Cancer Research, on 14th April. It was discussed and agreed that providing the event could be held in the afternoon (after Colts football), it had the committee's support.
- v. **Girls' Football Initiative:** The Colts had applied to launch a girl's football initiative working with the FA's 'Wildcats' scheme. This would operate from April to August, on Monday evenings from 5-6 pm, probably using the Meadow pitch. The request was agreed.

19.010 Date of Next Meetings:

20th February – Facilities Committee 7pm

20th March – Astonbury sub-committee 6-7pm, LAF Transport group 7pm.

27th March – Facilities Committee 7pm

..... Chairman

Date: