



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee held
online on Tuesday 21st July 2020 at 7pm



Present:	Cllr Mrs L Clarke Cllr Mrs J Marsh Cllr Mr B Nicholson Cllr Mr A Webb Cllr Mrs P Wilson Cllr Mr T Wilson	Chairman
In attendance:	Mrs L Edge Mrs E McKenzie Mrs A Trott Mr T Veck Mr M Wanstall	Executive Officer Deputy Executive Officer / Clerk to the Committee Bookings Clerk Senior Groundsman Halls Manager
Members of the public:	0	

HG01/20 To elect the Chairman of the Committee

Nominated: Cllr Mr B Nicholson
There were no other nominations.

Resolved: To elect Cllr Mr B Nicholson as Chairman of the Committee

Proposed: Cllr Mrs J Marsh

Seconded: Cllr Mr T Wilson

5 in favour, 1 abstention

HG02/20 To elect the Vice Chairman of the Committee

Nominated: Cllr Mr A Webb
There were no other nominations.

Resolved: To elect Cllr Mr A Webb as Vice Chairman of the Committee

Proposed: Cllr Mrs J Marsh

Seconded: Cllr T Wilson

5 in favour, 1 abstention

HG03/20 To receive and accept apologies for non-attendance

Cllr Mr R Haysom – Technological difficulties

Resolved: to accept apologies for non-attendance

Proposed: Cllr Mrs J Marsh

Seconded: Cllr Mrs L Clarke

All in favour

HG04/20 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None

HG05/20 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None

HG06/20 To approve the minutes from the Halls and Grounds Committee meeting –17th March 2020

Resolved: to accept the minutes of the Halls and Grounds Committee – 17th March 2020

Proposed: Cllr Mrs J Marsh

Seconded: Cllr Mr B Nicholson

All in favour, who were present at the meeting of 17th March 2020

HG07/20 Public Session

A councillor raised the issue of portable barbecues being lit on outside space, for example the Park Lug, which might pose a fire risk during the hot, dry weather. The CSO would be alerted to this potential danger to issue reminders when appropriate.

HG08/20 Actions arising from the meeting of the Halls and Grounds Committee – 17th March 2020

The actions listed that had already had approval were to be progressed as planned. However, those without spend approval were put on hold due to current financial constraints following the pandemic.

HG09/20 Halls Manager's written report – for consideration

Noted.

The Halls Manager and Bookings Clerk had devised a 'Back to Business' plan for reopening the halls following the pandemic. The committee thanked them for this consideration and requested the detail of increased costs required for additional cleaning, and associated employee time increases to cover this work. This would also be covered under agenda item 11ii.

The new storage cupboards were in place and a hire charge would need to be calculated and presented as a future agenda item.

HG10/20 Senior Groundsman's written report – for consideration

Noted.

The senior groundsman reported that the grounds were all under control. The committee thanked him for his hard work and dedication during lockdown to keep the grounds tidy. This work had been appreciated by all.

The contractor had undertaken a number of jobs including fixing gate posts by the football pitches, making safe a play park gate entrance, removing the old roundabout and making good the ground underneath. The jobs remaining were listed as replacement manhole cover and flow plates at Hoe Road Recreation Ground, new bins at Hoe Road play park and the play area extension at Jubilee Hall.

A query was raised about Dynamos restarting training before August and a suggestion made that the CSO was asked to regularly patrol this area.

HG11/20 Financial Matters – to examine and review current budget figures in light of the impact of Covid-19

i) Financial position year to date – to note current position

Noted. A warning was given about the decline in funds due to the pandemic and that savings would be required for this financial year.

ii) Additional Cleaning Charges to cover Covid 19 requirements – for consideration

The Halls Manager and Bookings Clerk had considered this matter and proposed hours required for this additional work. A further meeting would be required and a working group agreed as Cllr B Nicholson, Cllr A Webb, Executive Officer, Halls Manager and Bookings Clerk to clarify costs for hall hire August 2020 onwards. The meeting was set for Friday 24th July at 2pm in the Jubilee Hall, Gold Room, in accordance with government guidelines.

ACTION: Working Group

iii) Capital Control Report review – for consideration

Noted.

The additional tractor and mower were agreed to move from the Capital Projects 2020-21 list as new land would not be taken on during this period requiring these items. The associated CIL funds with this land would not be received in this financial year either. The need for the extension to the Estates Shed was then considered as not required, if no

additional equipment purchased, and so all three items were deferred as projects until 2021-22.

The ride on mower and name sign for Jubilee Hall were also projects deferred to 2021-22, as were the Hard Standing and Rails for Priory Park football pitches.

Of the remaining projects, some had already been approved and were in progress which would be continued to completion (flow plates replacements and Priory Meadow information board). The final projects considered were the automatic entrance doors and replacement windows at Jubilee Hall and play area resurfacing. These three projects were to be pursued – quotations for the Jubilee Hall projects would be gathered by the Halls Manager and a working group would report on which park would benefit most from resurfacing.

iv) **Forward Plan 2019-2023 – for consideration**

Noted. Only the projects already in progress would be continued. All others would be on hold until further notice due to the pandemic.

v) **To reply to the request by the F,P&R Committee to consider committee costs 2020-21 – for consideration**

The cost savings plan as considered in the point above would be recommended to the F,P&R Committee.

Resolved: To present the cost savings plan as minuted above to be recommended to the F,P&R Committee

Chairman's Proposal

All in favour

ACTION: DEO

HG12/20

Dynamos Football Club – Licence and Hire Rates 2020-21 – for consideration

The licence and rates were discussed. Any concessions, due to the impact of Covid 19, would be considered if a request presented.

Resolved: To recommend the licence and hire rates 2020-21 as tabled for Dynamos Football Club to the F,P&R Committee

Proposed: Cllr Mrs J Marsh

Seconded: Cllr Mr A Webb

All in favour

ACTION: DEO

HG13/20

Playground Inspection July 2020 – Summary – for consideration

The summary for four out of the seven parks was presented and considered.

It was decided that having fewer, safer pieces of equipment was a point to focus on.

A working group was set up as Cllr B Nicholson, Cllr A Webb, Cllr L Clarke, Deputy Executive and Senior Groundsman to tour the playground sites and decide on remedial works required to present to committee at their August meeting. The group would meet on Monday 27th July at 10am.

ACTION: Working Group

It was noted that Play Equipment had reserves set aside for replacement equipment when needed.

HG14/20

Tree Survey June 2020 – Summary – for consideration

The summary was presented and considered.

It was noted that the trees bordering the allotments would be under the remit of the Residents Management Company so contact would need to be made with this group.

ACTION: EO/DEO

It was agreed that quotes would be needed for the remedial works outlined by the Tree Consultant and brought to the next meeting for consideration.

ACTION: DEO

HG15/20

Correspondence – Fencing at Priory Meadow – for consideration

The Chairman explained the situation for the committee and the discussions held at the site meeting on 14th July.

Resolved: To replace rotten fence posts, to a total cost of £700, and make clear that the fence has been secured to a suitable standard and any further damage to it by the occupants of the field would not be the responsibility of the Parish Council.

Proposed: Cllr B Nicholson

Seconded: Cllr Mrs J Marsh

All in favour

ACTION: DEO

HG16/20

Requests for future agenda items - for information only

Storage Cupboard Hire Charges

Hedge Cutting Quotes

Tree Remedial Works Quotes

Report from the Play Parks Working Group Tour with recommendations for H&S remedial works

HG17/20

Date of next meeting – 18th August 2020

Noted

HG18/20

Motion for confidential business:

The following motion will be moved on the completion of the above business: “That in view of the confidential nature of the business about to be transacted involving commercially sensitive business, legal and staffing matters as detailed below it is in the public interest that the public and the press be temporarily excluded, and they are instructed to withdraw.

HG19/20

CCTV and Alarm Systems for Parish Council Properties – for consideration

The current provider was considered and an alternative needed as a comparison. A quote from a competitor was pending. It was agreed to await the quotation pending and consider it as a replacement supplier.

ACTION: DEO

There being no further business the meeting closed at 8:42pm