



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 19th April 2022 at 7.00pm



Present:

Cllr B Nicholson	Chairman
Cllr A Webb	Vice Chairman
Cllr R Latham	
Cllr J Marsh	
Cllr M Pavey	
Cllr P Wilson	
Cllr T Wilson	

In Attendance:

Mrs E McKenzie	Clerk to the Committee
Mr T Veck	Senior Groundsman
Mr M Wanstall	Halls Manager

Members of the Public: 0

HG249/21 To receive and accept apologies for non-attendance.

All committee councillors present.

Mrs C Wilkinson had offered her apologies for non-attendance as clerk for the meeting.

HG250/21 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.

None relating to the business of the meeting.

HG251/21 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.

Cllr Webb – agenda item 24 (HG272/21)

Cllr Pavey – agenda item 15 (HG263/21)

HG252/21 To approve the minutes from the meeting of the Halls & Grounds Committee – 15th March 2022

One amendment suggested which was approved and the Chairman signed the updated minutes.

Resolved: To approve the minutes of the Halls & Grounds Committee – 15th March 2022 – with amendment as made at meeting 19.4.22

Proposed: Cllr P Wilson

Seconded: Cllr J Marsh

All in favour.

HG253/21 Public Session

Email correspondence had been received in the office from a resident requesting that the play park at Churchill Avenue be considered for enhancement. This would be brought to committee as a future agenda item in due course.

HG254/21 Actions Arising from the meeting of the Halls & Grounds Committee – 15th March 2022

It was noted that, as the land transfer for Montague Road was now complete, plans for the installation of the lower site play area could be progressed, followed by the larger equipped area once drainage issues addressed.

HG255/21 Halls Manager's Written Report – for consideration

Noted.

The increase in hirer interest was highlighted as very positive.

- HG256/21 Senior Groundsman's Written Report – for consideration**
 It was asked if the high street sanitiser units should be continued. It was decided that this would be recommended to be discontinued at the next Finance, Policy and Resources Committee meeting. It was noted that surplus stock of sanitiser gel was still held.
 Additional grass cutting had been undertaken at the cricket ground and, with this mind along with additional land coming under Parish Council control, the consideration of a further mower deck was discussed. Options were outlined and a demonstration agreed to view different deck types.
ACTION: Demonstration to be arranged ACTION: Snr Groundsman/ Chairman/Admin Officer
- The hire of the groundsman, for two short duties required by the Town Team in the High Street, was confirmed as being invoiced at the standard rate.
- HG257/21 Financial Position Year to Date – to note current position**
 Noted.
- HG258/21 Capital Control Report – for consideration**
 Noted.
- HG259/21 Forward Plan 2019-2023 – for consideration**
 Noted.
- HG260/21 Grant Opportunities – for information**
 No updates were available at this time.
 A request to clean the war memorial was noted, along with a possible grant option to cover such costs professionally. It was confirmed that the groundsman did annually wash the war memorial before Remembrance Sunday but this was not a formal clean. The request and grant information was recommended to be presented at Parish Council as an official duty that the council has responsibility for.
ACTION: Request and grant application to be an agenda item at Parish Council
ACTION: Clerk to the Committee/ Exec Officer
- HG261/21 Facilities Review - Update from Working Group – for information**
 The report from the working group was noted. Cllr Latham provided information on progress made recently on the history and inventory of facilities.
 A survey of hirers, including the local schools and college, was recommended as a key action point to inform council of residents' views on parish council facilities.
ACTION: To agree survey wording and write letter to relevant groups
ACTION: Clerk to the Committee
- HG262/21 Southern Footpath - Update from Working Group – for information**
 Cllr Webb presented the update and provided information on both footpath links from Bosworth Gardens to the Old Railway Line footpath. The site plan and illustrative photographs would be circulated to check positions and current progress of the links for all the committee to view.
ACTION: Circulate site plan and photographs ACTION: Cllr Webb/Clerk to the Committee
 It was noted that a report on the status of the tender for the footpath construction would be presented at the next committee meeting.
- HG263/21 Hoe Road Recreation Ground Fireworks 2022 - for consideration**
 The fireworks were clarified as requested to take place at Hoe Road Recreation Ground. The licence, rates and request for site hire was considered.
Resolved: To recommend to the Finance, Policy and Resources Committee the hire of Hoe Road Recreation Ground by the Friends of Bishop's Waltham Junior School (FOBS) for a fireworks event on Saturday 5th November 2022 under the licence and rate tabled.
Proposed: Cllr Nicholson
Seconded: Cllr Marsh
6 in favour, 1 abstention
ACTION: Clerk to the Committee

- HG264/21** **Bank Holiday Hall Bookings – for consideration**
 The Halls Manager explained the situation arising, with recommendations to consider. The committee considered the current policy and possible changes suggested.
Resolved:
 i) **To consider exceptional hire requests on an individual basis (bearing in mind usual Bank Holiday closures, double time hire rates set, subject to staff availability)**
 ii) **To ensure request for exceptional Bank Holiday date bookings are clearly explained on booking conditions form and website**
Proposed: Cllr Nicholson
Seconded: Cllr Pavey
All in favour **ACTION: Halls Manager/Bookings Clerk**
- HG265/21** **Halls Cleaning Charges – for consideration**
 Current concerns arising were brought to the committee's attention by the Halls Manager. The paper tabled gave enhancements to be considered.
 It was stated that the booking conditions form needed to be very clear on cleaning expectations of hirers.
 The committee confirmed that a deposit scheme should be reinstated and paid in advance at time of confirmation of booking. A return would only be given after the event if the hall was left in suitable state.
 A review of any changes would be added to a future meeting agenda.
 The committee agreed in principle to the recommendations by the Halls Manager and requested that an updated paper be presented at the next meeting for further consideration and then recommendation to the Finance, Policy and Resources Committee.
ACTION: Updates to the Halls Cleaning Charges paper to be made and presented at the May meeting **ACTION: Halls Manager/Bookings Clerk/ Clerk to the Committee**
- HG266/21** **Request for Future Agenda Items**
 Halls Cleaning Charges - Update
- HG267/21** **Date of next meeting – Tuesday 17th May 2022**
 Noted.
- HG268/21** **Motion for Confidential Business – for consideration**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal 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'.
- HG269/21** **Grounds Team Truck - for consideration**
 The Senior Groundsman presented the paper and explained the three quotations gathered for a replacement truck as budgeted for 2022-23 spend.
 It was noted that the livery for the truck would need to be added separately.
Resolved: To recommend to the Finance, Policy and Resources Committee the spend of £16,000 + VAT for the Isuzu D Max Utility Truck from Chase Vans and sale of the Ford Ranger at a price of £1,700
Proposed: Cllr Nicholson
Seconded: Cllr Pavey
All in favour. **ACTION: Clerk to the Committee**
- HG270/21** **Priory Park Overflow Car Park Extension Planning Application Fees - for consideration**
 The progress of this project was noted, along with the proposed fees to enable the next stage to be taken. It was felt that the costs were justified for the professional work required.

Resolved: To recommend to the Finance, Policy and Resources Committee the approval of costs of £1,170-£1,430 (estimated) + VAT for the preparation of planning application documents by Southern Planning and £980 for the required ecological survey to be undertaken by Ecological Planning Design and Management

Proposed: Cllr Nicholson

Seconded: Cllr T Wilson

All in favour.

HG271/21

Sales Valuation Quotations - *for consideration*

It was decided that land referred to in agenda item 24 would be included in this sales valuation project.

Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of Eddison's to undertake the sales valuation at a cost of £4,750, plus cost of additional parcel of land under HG272/21

Proposed: Cllr Nicholson

Seconded: Cllr P Wilson

All in favour.

ACTION: Clerk to the Committee

HG272/21

Parish Council Parcel of Land Valuation - *for consideration*

This agenda item was decided to be considered within the previous agenda item as a related matter.

Some concerns were raised regarding the views of residents about any possible sale of Parish Council land. Also noted was how property prices may be affected with any related land sale. It was clearly stated by the Chairman that this was a valuation exercise only. Any possible sale of Parish council land would be subject to consideration by the Secretary of State, which was noted as a lengthy process that would need to be fully justified. The valuation was merely an information gathering exercise at this time.

There being no further business the meeting closed at 8.28pm.