

Bishop's Waltham Parish Council Minutes of the meeting of the Parish Council Halls & Grounds Committee held at the Jubilee Hall on Tuesday 17th May 2022 at 7.00pm

Present: Cllr B Nicholson

Chairman

Vice Chairman

Cllr A Webb

Cllr R Latham Cllr J Marsh Cllr M Pavey

Cllr P Wilson Cllr T Wilson

In Attendance:

Mrs C Wilkinson

Clerk to the Committee

Mr T Veck

Senior Groundsman

Members of the Public:

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HG001/22 To elect the Chairman of the Committee

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

Proposed: Cllr J Marsh Seconded: Cllr A Webb

All in favour.

HG002/22 To elect the Vice Chairman of the Committee

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

Proposed: Cllr J Marsh Seconded: Cllr M Pavey

All in favour.

HG003/22 To receive and accept apologies for non-attendance.

All committee councillors present.

Mr M Wanstall had offered his apologies for non-attendance.

HG004/22 To receive and accept declarations of disclosable pecuniary interests relating to items on

this agenda.

None relating to the business of the meeting.

HG005/22 To receive and accept any personal, pecuniary and non-pecuniary interests relating to

items on this agenda.

None relating to the business of the meeting.

HG006/22 To approve the minutes from the meeting of the Halls & Grounds Committee – 19th April 2022

Resolved: To approve the minutes of the Halls & Grounds Committee – 19th April 2022

Proposed: Cllr J Marsh Seconded: Cllr M Pavey

All in favour.

HG007/22 Public Session

The new permissive path at Winters Hill was discussed. How the Parish Council can help to publicise this useful amenity was raised. Advice was to be requested from Hampshire County Council and the Footpath Warden.

ACTION: Clerk

The office had been contacted by a local football team, requesting information about booking the pitches on Sunday. This would be brought to a future committee meeting for consideration.

HG008/22 Actions Arising from the meeting of the Halls & Grounds Committee –15th March 2022

Noted.

HG009/22 Halls Manager's Written Report – for consideration

Noted.

HG010/22 Senior Groundsman's Written Report – for consideration

Noted. The Senior Groundsman noted that the installation of the bench at Victoria Road would be taking place shortly.

The collection of the data from the Speed Indicator Device was discussed. It was agreed that a request be made to the Planning and Highways Committee to consider whether the data should be shared more widely, for example, at Councillors' Surgeries.

ACTION: Clerk

HG011/22 Financial Position Year to Date – to note current position

Noted.

HG012/22 Capital Control Report – for consideration

The Committee were reminded that an effort should be made to progress with approved capital spend as early as possible.

In relation to the solar panel project, whether any grants might be available to assist with the project cost was discussed.

It was agreed that the availability of grants in relation to the installation of solar panels at the Jubilee Hall would be investigated.

ACTION:

Clerk

Resolved: To form a working group to progress with the Skate Park project. Cllr J Marsh, Cllr M Pavey and Cllr Latham to be members of the working group.

Proposed: Cllr B Nicholson Seconded: Cllr J Marsh All in fayour.

HG013/22 Forward Plan 2019-2023 – for consideration

Noted.

HG014/22 Grant Opportunities – for information

Noted.

HG015/22 Football Late Cancellation Charge

Resolved:

- i) To update the terms and conditions for football pitch hire to state that if notice of cancellation for weekend bookings is received after midday on Friday, hirers will be charged 50% of the cost of their booking.
- ii) To update the terms and conditions for football pitch hire to state that if notice of cancellation for weekday bookings is received less than 48 hours before the booking is due to commence, hirers will be charged 50% of the cost of their booking.

Proposed: Cllr B Nicholson Seconded: Cllr A Webb All in fayour.

HG016/22 Facilities Review - Update from Working Group – for information

The date of the next working group meeting was agreed as Wednesday 8th June. **ACTION:** Clerk

Cllr Nicholson planned to mention the Facilities Review at the next Southern Parishes meeting. Letter to stakeholders in the Facilities Review to be drafted.

ACTION: Cllr

Nicholson/Clerk

HG017/22 Southern Footpath - Update from Working Group – for information

Cllr Webb shared updates from the recent meeting with Hampshire County Council and Winchester City Council regarding the link between the railway line footpath and Bosworth Gardens.

It was agreed that the parties involved be contact to thank them for the presence at the meetings and to emphasise that the Parish Council look forward to hearing about the quotations they

receive for the work for the linkage. HCC and WCC Councillors to be copied on the communication and the project's alignment with current environmental policies and inclusion in documents such as the WCC Forward Plan to be noted.

ACTION: Cllr Webb/Cllr T Wilson/Clerk

HG018/22 Halls Cleaning Charges - for consideration

Terms and conditions of hire to be updated to state that a security deposit will be charged, the amount to be unspecified.

The Committee asked that the halls team feed back any comments or changes in the amount of bookings received.

Hire rates will undergo annual review in December at which point security deposits can also be reviewed.

Resolved:

- i) To approve the introduction security deposits.
- ii) To approve the changes to the cleaning charges.
- iii) To authorise staff to make the necessary changes to the terms and conditions for hirers and introduce appropriate changes to operational processes.

Proposed: Cllr J Marsh

Seconded: Cllr Ritchie Latham

All in favour. ACTION: Halls Manager/Bookings Clerk

HG019/22 Jubilee Bench – for consideration

The Committee agreed that the bench would be located at the Jubilee Hall site, with the specific location to be determined.

Resolved: To approve the submission of a grant request to the County Councillor Grant Scheme for a Commemorative Jubilee Bench to be located at the Jubilee Hall site.

Proposed: Cllr B Nicholson Seconded: Cllr P Wilson

All in favour ACTION: Bookings Clerk

HG020/22 Request for Future Agenda Items

Room names at The Jubilee Hal

HG021/22 Date of next meeting – Tuesday 21st June 2022

Noted.

HG022/22 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'.

HG023/22 Drainage work on Football Pitches - for consideration

The committee considered the quotations tabled.

Resolved: To select PJ & CM Froud to undertake the annual drainage work on the Priory Park football pitches at a cost of £6,500 + VAT.

Proposed: Cllr J Marsh Seconded: Cllr B Nicholson

All in favour. ACTION: Clerk to the

Committee

HG024/22 Quotations for Annual Playground Inspection 2022 - for consideration

The committee considered the quotations tabled.

Resolved: To select The Play Inspection Company to undertake the annual playground inspection at a cost of £553.50 + VAT.

Proposed: Cllr A Webb Seconded: Cllr J Marsh

All in favour.

HG025/22 Quotations for Tree Survey - for consideration

The committee considered the quotations tabled.

Resolved:

- i) To select Titchfield Tree Services Ltd to undertake the tree survey at a cost of £1,260 + VAT.
- ii) To request a supplementary quotation to include the trees on the recently acquired land at Montague Road in the tree survey.
- iii) To delegate authority for the additional spend for the Pondside survey to Cllr B Nicholson providing the quotation is within the budgeted spend of £2,890 + VAT.

Proposed: Cllr B Nicholson Seconded: Cllr R Latham All in favour.

All in favour. ACTION: Clerk to the Committee

HG026/22 Health & Safety Consultant Quotations – for consideration

This agenda item was withdrawn because final quotations had not been received at the point of creating the papers for the meeting.

There being no further business the meeting closed at 8.41pm.