

**Minutes of the Meeting of Aston Clinton Parish Council
Facilities Committee
held on 13th January 2015 at 7.00pm
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

J Savigar (Chairman)
D Wallis
J Hoinville
C Read

Clerk: Not available (Cllr Savigar prepared the minutes)

4 members of the public

15.001 Apologies

Received from Cllr Kirtland.

15.002 Declaration of Interests

None and no dispensations requested

15.003 Public Participation

A question was asked about the scope of grass cutting.

It was confirmed that Lesley Ronson is regarded by the allotment holders as their spokesperson.

15.004 Election of Chairman and Vice Chairman

It was resolved and AGREED that Cllr Savigar would be Chairman. Proposed by Cllr Read and Seconded by Cllr Wallis.

It was resolved and AGREED that Cllr Read would be Vice-Chairman. Proposed by Cllr Wallis and Seconded by Cllr Hoinville.

15.005 Review of Terms of Reference

It was confirmed that there were no issues with the Terms of Reference for the Facilities Committee.

15.006 Assessment of Priorities

Grounds Maintenance

It was resolved and AGREED that a plan will be presented to the next full Council meeting to undertake a procurement project for grounds maintenance to identify a potential single supplier for the park, churchyard and footpaths. Cllr Read will focus on the churchyard requirements, whilst Cllrs Wallis and Hoinville will focus on the park and footpaths.

The evaluation of the tenders will include the benchmark assessment against the costs of recruiting a new groundsman and restoring the council's own grounds maintenance equipment.

In parallel, it was resolved and AGREED that Cllr Wallis would obtain 3 quotations for the package of work to restore the footpaths to an acceptable standard in line with the budgetary approval gained as part of the precept process. The ongoing maintenance of the footpaths will be decided separately.

Litter in the Park

The Committee noted the email that the current supplier has resigned from the litter picking role.

It was resolved and AGREED that the Clerk should ask Mr McGoldrick whether he would be prepared to help the council with the litter picking work on an interim basis until the next full Council meeting as an extension of his existing contract under Financial regulation 11) a) i) 4) at a cost of £25 per week.

It was resolved and AGREED that the Committee would explore in detail the option to offer the litter picking role to the Explorer unit of the scouts, and this proposal would be presented to the next meeting of the full Council.

Park Users

It was noted that:

- The dog trainers were no longer interested in using the park facilities.
- The permit for Regiment Fitness was due for renewal.
- Kiddikicks has started their business.

Allotments

An update was given on the state of the allotments. Mr C Ronson has now largely removed the concrete and barbed wire from the troublesome plots but these items need to be taken to the tip. The priority is now to rotavate the troublesome allotments to make them suitable again for hiring. It was suggested that Mr C Ronson could use his own rotavator to complete this task but he would need to use a Council tractor to operate it.

It was resolved and AGREED that the Clerk would be asked to discuss with Mr Ronson this option, complete a risk assessment and prepare an agreement for him to use the Council's equipment for this task on the basis of Mr Ronson being a volunteer.

Playground Equipment Inspection

It was noted that the last annual inspection of the playground equipment was completed in October 2013 by Combined Playground Services Limited. (After-note: at a cost of £360) Given the urgency to have another annual inspection to meet the requirements of the insurance policy, it was resolved and AGREED to ask the Clerk to obtain from the same company a quotation to repeat the inspection. Proposed by Cllr Hoinville, Seconded by Cllr Wallis.

Cllr Hoinville agreed to check the frequency specified in the insurance policy for routine playground equipment inspections. (After-note: Came and Company have confirmed weekly inspections are required in accordance with the policy schedule.)

Cllr Savigar was to speak to the Clerk about obtaining tenders for the conduct of routine inspections after the annual inspection is completed.

15.007 Formation of Sub-Committees

It was resolved and AGREED to form the following Sub-Committees:

- **Grounds Maintenance**, to include responsibility for all the work in the park, footpaths and churchyard, and the relationships with all suppliers of services
 - It was resolved and AGREED that the following form this Sub-Committee: Cllrs Read, Wallis and Hoinville. It was proposed that Mr A Mooney be co-opted onto this Sub-Committee.
- **Sports and Recreation**, to include the responsibility for the relationships with all the users of all the facilities, including the football, fitness and allotments, and the relationship with third parties using facilities on PC land.
 - It was resolved and AGREED that the following form this Sub-Committee: Cllrs Savigar and Wallis. Mrs L Ronson would be co-opted onto this Sub-Committee. It was suggested that Cllrs Kirtland and Winterbottom be invited to join this Sub-Committee.

15.008 Schedule of Meetings

It was resolved and AGREED that the Facilities Committee would meet at 7 pm on the second Wednesday of each month for February, March and April of 2015.

15.009 Section 106 Funding for Green Park

It was resolved and AGREED that the Clerk would be asked to reply to the CEO of ALF that this Committee would like ALF to give a short presentation to the full Council to make the case before Council formally considers endorsing the request for Section 106 money to improve the facilities in Green Park and the neighbouring canal.

15.010 Any Other Urgent Business

British Legion meeting in Parish Office

The local branch of the British Legion has asked if it can hold its monthly meetings in the Parish Office and has offered to pay a nominal amount per head for the use of the room.

The Committee supported the increased use of the Parish Office by local charities but opinion was split on whether there should be a charge to cover costs. In addition, there was a precedent with the scouts that a councillor or officer had to be present when the office was being used by such organisations.

It was resolved and AGREED to raise the matter of charges and access with full Council at the next meeting.

Dog Fouling

Parishioners have expressed considerable concern about the increasing amount of dog fouling that is taking place on public paths throughout the village and especially near the school.

Action has been taken to obtain new signs from AVDC. It was proposed that awareness of the issue be raised, including the medical risks of disease, with the following additional initiatives:

- An article be prepared for the Village Life magazine
- Additional signage options be investigated with a parishioner

- Parishioners be made aware of the opportunity to record instances where dog fouling is seen to be taking place, especially if the act can be caught on camera, and report it to the Clerk
- The school be approached to discuss the option for raising awareness with the children and creating posters for display near the school

Cllr Savigar would discuss this with the Clerk.

Progress with the Culvert

It was unclear what progress has been made in the last 2 months with regards to the culvert problems, after the proposed design had only been agreed in principle by the Parish Council. The understanding was that it was now a BCC responsibility to set out the proposed design with pegs for councillors to check and decide if satisfactory. Cllr Savigar would liaise with the Clerk and Cllr Winterbottom for an update.

Insurance Claim re Playground Equipment

Three councillors AGREED to accept the council's lawyer's recommendation that the council should admit liability for an alleged incident that occurred on the playground equipment in 2013. One councillor ABSTAINED. Additional support for the recommendation was noted in email correspondence from other councillors.

The Hub

An update was given on the progress being made to resolve the issues with The Hub (Aston Clinton) Limited.

It was resolved and AGREED to follow the advice given by the solicitors in this matter, especially in terms of using a professional company. Proposed by Cllr Read and Seconded by Cllr Wallis.

Cllr Savigar was to discuss with the Clerk the risks that may present with the recommended course of action.

Cllrs Wallis and Hoinville were to discuss with the Clerk the additional measures that may be required to change padlocks on gates and barriers.

15.011 Matters for Next Meeting

Park permits – a review needs to be completed to assess whether the fees for permits should be changed.

Noticeboards – some of the Council's notice boards may need some maintenance.

Quotations for footpaths – review quotations received for footpath clearance.

15.012 Date, time and venue of next meeting.

Wednesday 11th February 2015 at 7 pm in the Parish Meeting Room

There being no further business of the Committee, the Chairman closed the meeting at 8.54 pm

Signed:

Date: