

# MINSTER PARISH COUNCIL

## Minutes of the Meeting of the Operations Committee

held on Tuesday 16<sup>th</sup> April 2024 at 10.00am

At the John Spanton Sports Pavilion

Present; Cllrs. Quittenden, Fordyce, Jones, Bates, Crow-Brown, Smith, Owen.

Also present; Kyla Lamb (Clerk), Clare Wilsdon, (Assistant Clerk)

**380. ELECTION OF CHAIRMAN**

**RESOLVED:** That Cllr. Fordyce be elected Chairman for the ensuing year 2023/24.  
Councillor Fordyce in the Chair.

**381. APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED:** That Cllr Quittenden be appointed Vice-Chairman for the ensuing year 2023/2024.

**382. APOLOGIES**

No apologies were received.

**383. MINUTES**

**RESOLVED:** that the minutes of the meeting held on 26<sup>th</sup> July 2022 be approved and signed.

**384. MEMBERS INTERESTS**

No declarations of interest were made.

**385. CAR PARKS AND TOILETS**

**Car parks**

Following the transfer of the High Street car park and public toilets, and the Monkton Road car park. The Clerks have drawn up a list of works required to improve the toilets. Quotes have been received for plumbing and electrical works. The Clerk still needs to seek quotes for repairs to windows. Some work can be carried out in house by our staff.

Members considered the following:

- Parking to remain free of charge in both car parks.

**AGREED: Parking will remain free of charge**

- Current usage of the car park and discouraging vehicles occupying spaces and being left for long periods of time.

**RESOLVED:** Recommend to full Council that Flashpark to be trialled for a period of one year at both car parks. Warning signage with maximum parking times and other conditions is erected at a cost of £42 per sign per annum. Signage requirements are 6 signs for the High St carpark and 8 signs for Monkton Road car park. Penalty charge notices can be issued by Flashpark when conditions of parking are breached. The cost of signage to be approved by Full Council is £588.00

- Use of private gate by residents into neighbouring residential property at Monkton Road car park

**AGREED: To consider erecting a fence at rear of Monkton Road car park if new parking control does not discourage use.**

- Installation of CCTV at both car parks.

**RESOLVED: To look into CCTV system options for both car parks including ring door bell CCTV and solar CCTV cameras for the Monkton Road car park.**

#### **Toilets**

Considered quotation for work to upgrade toilets.

**RESOLVED: Recommend to Full Council to accept the quotation of £990 for electrical works by NP Electrical at the toilets and £3680.50 for plumbing works from Clements Plumbing to public toilets.**

#### **386. PLANTING & GRANTS**

The Clerk reported that the trees that were being looked after by the groundsman have now been relocated to a tree nursery area in the cemetery and will be further re-located to the new cemetery extension area when the land transfer has been completed.

Cllr Jones wishes to donate twenty trees of varying species, for planting in the parish. These will also be planted in the tree nursery area. Members thanked Cllr Jones.

#### **387. CEMETERY**

The Clerk reported that window works at the chapel are now complete.

The draft agreement for the land transfer for the cemetery extension by BDW homes is being written up and will be ready to review soon.

#### **388. ALL WEATHER PITCH REPLACEMENT MAT**

The Clerk reported that the replacement of the mat on the AWPS is to be deferred until 2025.

The clerk provided an update on quotations received so far for replacement LED lighting at the AWPS which will be approximately £18,000. A funding application will be made to contribute approximately 70% of the cost of this work. Two quotations have been received so far, with a third expected from our current floodlighting provider. It is hoped that this work can be agreed and carried during the summer holiday period this year.

#### **389. PAVILION**

The groundsman updated members on works required to repair guttering at the pavilion and roof work also required

**AGREED: To obtain a quotation for roof works and consider repair of or alternative guttering.**

#### **390. GROUND MAINTENANCE EQUIPMENT REQUIREMENTS**

The clerk reported that a replacement scarifier has been purchased at a cost of £974. The Bowls club are contributing £500 towards this.

Further consideration is required for the purchase of additional equipment including a chipper to dispose of hedge clippings, for use when bonfires are no longer possible at the cemetery due to the new housing being erected.

Members considered the purchase of a John Deere X107 Side Discharge Lawn Tractor.

**RESOLVED: Recommend that full council accept the quotation of £3300.**

**391. CRICKET TERMS AND CONDITIONS**

Member considered draft terms and conditions for the hire of the cricket pitch, drafted by Cllr Local.

**RESOLVED: To accept the terms and conditions and issue them to teams hiring the pitch.**

**392. ST MARYS ROAD CAR PARK**

Cllr Quittenden updated members on the current status of the car park in St Marys Road.

**AGREED: To continue to pursue with TDC permission to use this car-park for use by local residents, until such time that its future use is agreed.**

**393. EMERGENCY PLAN**

Cllr Quittenden updated members on the most recent plan for use in the case of an emergency. A contact list for members of the public who have offered to assist in case of an emergency, is held by the parish office. This list will be reviewed annually.

**Meeting closed at 11.14am**

**Chairman**

**Date**