

MEDSTEAD PARISH COUNCIL

MINUTES OF THE MAINTENANCE COMMITTEE MEETING HELD ON 25th October 2017

AT MEDSTEAD VILLAGE HALL AT 6.00pm

Present:

Cllr's Ken Kercher, Cllr Peter Buckland, Cllr Jean Penny & Cllr Stan Witcher.

Also present:

Mr Peter Baston (Clerk).

17.65 OPEN SESSION

Action

- i. Cllr. Buckland reported that a few "dragons' teeth" alongside Roe Downs Rd. Green boundary had become loose and required repair / replacement which will be undertaken by the Day Work contractor once appointed.

17.66 APOLOGIES OF ABSENCE

None.

17.67 MINUTES

- i. The minutes of the meeting held on 23rd August 2017 having been previously circulated, **were agreed as a true record and were signed by the Chairman.**
- ii. Item 17.50(i), Greenstile phone box. The cleaning of the box had still not been undertaken by BT despite being previously approached by Council. The Clerk would contact BT again.

Clerk

17.68 DECLARATIONS OF INTEREST

There were no declarations of interest.

17.69 VILLAGE DIRECTION SIGNAGE.

It was reported that Cllr Pullen was liaising with Croudace Homes regarding a possible donation towards the installation of a sign.

Cllr Pullen

It was agreed that there would be three fingers on the post pointing to:

- i. Village hall/School/Sports Clubs;
- ii. St Andrews Church Hall/Castle of Comfort Public House/Village Shop & Post Office and;
- iii. Medstead Cemetery/ Watercress Line.

It was agreed that the Clerk would contact "Furnitubes" to get a firm quotation based on these details.

Clerk

17.70 POLICY REVIEWS

- i. **Medstead Cemetery Regulations.** These were agreed and approval would be sought from Full Council. **Full Council**
- ii. **Rules and Regulations for Funeral Directors and Grave Diggers.** These were agreed and approval would be sought from Full Council. **Full Council**
- iii. **Medstead Cemetery Fees.** These were agreed and approval would be sought from Full Council. **Full Council**

17.71 MAINTENANCE

- i. **Greenstile Bus Shelter / Seat.** This will be undertaken by the Day Work contractor once appointed.
- ii. **Village Green.** Committee reviewed the work schedule which was agreed and will be undertaken by the Day Work contractor once appointed. On number 6, it was agreed to undertake the second option, being a drop down post and placing “dragons’ teeth” to prevent parking in the unofficial lay by. The benches highlighted in action number 7 would include the sets in the Cemetery.
- iii. **Play Area.** The Clerk reported that following the interim audit, a recommendation was to undertake weekly checks of the play area by a suitably trained person. At present, the Clerk undertakes monthly inspections but has not been trained. Agreement was reached that the Clerk would source a stable course and undertake weekly checks commencing November 2017. Clerk
- iv. **External Christmas Lights.** The Clerk was trying to arrange meeting with the electrical contractor Clerk

17.72 TREE SURVEY.

The draft tender document was agreed by Committee and the Clerk was asked to contact suitable Arboricultural inspectors for quotations to undertake the work. Clerk

17.73 GREEN INFRASTRUCTURE

- i. The latest position was discussed and the Clerk was asked to speak with the Day Work contractor once appointed regarding hard standing in certain areas of the route Clerk
- ii. **School Logo Competition.** Following the winning logo design from Medstead School, Cllr Penny agreed to contact a local artist to adapt the design to the required format and the Countryside Service would be contacted to assist with the production of the roundals. Cllr Penny

17.74 CEMETERY

- i. Future memorial renovation works. The Clerk is writing to all owners where possible to advise them of the requirement to undertake memorial repairs and to seek funding as grave owners. Clerk
- ii. Halliday Grave. The Clerk reported that he had met with a family member of the Halliday’s who had asked whether the holly tree adjacent to the grave(s) could be cut down or lopped back to stop further damage to the grave. It was agreed that the tree would be pruned back by the Cemetery contractor Clerk

17.75 DAY WORK CONTRACTOR. Two bids were received for the position but due to lack of clarity in the costs submitted by one contractor the Clerk was asked to clarify the exact costs. Once clarified, the details of the preferred contractor would be taken to Full Council for approval. Full Council

17.76 CONTRACT UPDATE

- i. **Cemetery / Churchyard Maintenance.** Programme of works being carried out in line with contract. An additional cut was requested in time for the Remembrance Day Commemorations. The third year contract extension would be discussed at the next meeting of the Committee.
- ii. **Village Green Mowing.** Programme of works being carried out in line with contract. An additional cut has been undertaken as requested on the cricket pitch side of the Green. The third year contract extension would be discussed at the next meeting of the Committee.

**Maintenance
Committee**

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17.77 CURRENT AND FUTURE PROJECTS –

Project Update 2017/18. These were reviewed with a recommendation to F&GP that £3k be allocated in the 2018/19 budget for memorial repairs.

F&GP Committee

At the conclusion of the discussions the meeting was closed at 7.25pm.

SignedChairman Date.....