

Minutes of a Facilities committee meeting held at 7pm on Tuesday 9 June 2020

The meeting was held over the internet and is recorded by Council to aid in preparing minutes.

Present: Cllr. Westbury (Chair), Cllr. I. Clarke, Cllr. K. Clarke, Cllr. Healy, Cllr. Purcicoe, Cllr. Selby. Cllr. Johnson attended as Acting Clerk.

20.20 There were no declarations of intention to record the meeting other than by council.

20.21 There were no apologies for absence.

20.22 There were no declarations of interest.

20.23 No items on the agenda required the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960.

20.24 10 minutes was allowed for the public to comment and ask or answer questions about agenda items. No members of the public joined the meeting.

Cllr. Westbury reported comments from residents regarding footpath 9 works.

20.25 There has been no progress in registering assets with the Land Registry.

20.26 Cllr. Purcicoe updated on the Village Centre works.

Major replace and repair works are due to start in the next few weeks on the Village Centre roof.

The lower hall windows have been replaced. Front toilet windows have been repaired. Upper hall windows will be replaced in the next few weeks.

The Village Centre is due to be redecorated starting with the lower hall.

20.27 Cllr. Johnson gave an update on improvements to Footpath 1 (near the Lock-up). The NCC Rights of Way Officer is contacting Viaem on our behalf to find out whether they can assist us in improving the access from Wilson's Field to Mansfield Road which is currently steep steps. NCC Rights of Way Officer has said that revetment (shoring up) work needed to prevent the soil slippage will be undertaken by Notts County Council. This is on hold until a decision is made on any other improvements to the path.

20.28 Councillors accepted a quote of £580 plus VAT to reprofile the upper hall stage with decorative panelling to be paid from Community Infrastructure Levy (CIL) funds. The single quote was accepted on the basis of good value and expediency as contractors are already on site. The present stage profile is badly damaged and needs to be replaced before decorating starts in the next few weeks.

20.29 Consideration of a request from a resident for a litter bin in the Millenium Woods.

Councillors agreed that putting a litter bin in the Millenium Woods would not be appropriate at this time for reasons of cost and practicality. It was considered that although litter is sometimes left those using the woods are collecting it. Acting Clerk to reply to the resident.

20.30 Consideration of renewal quote for email and support from Rcreative.

Cllr. Westbury has agreed a rolling contract with Rcreative while we migrate our email to office 365. The contract expires on 23 June.



- 20.31 Councillors considered a proposal from Cllr. Westbury to upgrade our IT infrastructure to use Office 365 Business standard for the Clerk and basic for councillors. A number of useful apps are include including Teams and Forms. Councillors supported the proposal.

Cllr. Johnson as Acting Clerk recommended that the cost be allocated as follows.

Training	4110 Training
Wi-Fi improvements	4360 VC Maint, Repairs, Renewals
Cost of Office 365 for councillors and staff, support and migration of email and Dropbox.	4220 IT & Software

Costs have not been finalised.

- 20.32 Consideration of a request from a resident for hedge works on footpath 9.

Deferred until Cllr. I. Clarke has reviewed the documentation.

- 20.33 Councillors agreed to replace the three Village Centre front entrance door locks at a cost of £574 plus VAT to be paid from Community Infrastructure Levy (CIL) funds. 50 secure keys are included in this price and each key will be individually numbered and new or replacement keys need to be ordered using a security code.

Councillors agreed that adhoc users would pay a £20 refundable deposit when issued with a key and that further consideration be given to how to manage keys for other users.

Cllr. K. Clarke declared an interest, remained in the meeting and did not vote.

- 20.34 Councillors agreed to commission Sherwood Decorators to redecorate the toilets, inner landing, kitchens, office at the Village Centre at a cost of £1630 to be paid from Community Infrastructure Levy (CIL) funds.

- 20.35 Councillors agreed that subject to clarification of the insurance arrangements to make it clear that Farnsfield Parish Council are responsible for buildings insurance only and not contents insurance for the library, the heads of terms for an interim lease until March 2021 were acceptable.

Minutes of meeting of the Facilities Committee of Farnsfield of Parish Council held at 7pm on Tuesday 13th October 2020.

The meeting was held over the internet and recorded by Council to aid in preparing minutes.

Present: Cllrs. Westbury (Chairman), I. Clarke, Selby, Healy, K. Clarke and Purcicoe

Also Present: V Arkell (Clerk & RFO)

4 members of the public were present.

20.39 To receive any declarations of intention to record the meeting other than by council

None

20.40 To receive any apologies for absence

None

20.41 To receive any declarations of interest

Cllr I Clarke declared an interest in 20.48 as an allotment holder and 20.47 as he lives alongside footpath 9

Cllr Healy declared an interest in 20.48 as an allotment holder

20.42 10 minutes for the public to comment and ask or answer questions about agenda items

Mr Patel spoke to the Committee about maintenance at Footpath 9. He reiterated the email that had been previously sent to the Clerk. He requested regular maintenance of the trees and hedgerow along footpath 9. He is one of 3 households that are affected by having the longest and direct boundary to the trees and hedgerow. He said that they were extremely grateful for the tree and hedge work carried out previously, but he feels that scheduled regular maintenance is required which matches the routine hedgerow and tree maintenance undertaken in the rest of the village.

20.43 Update on Village Centre Improvements

Cllr Purcicoe informed the Committee that interior and exterior decorating is now complete, some minor electrical works to the emergency lighting has been carried out to bring it up to standard and some basic maintenance has been carried out on the emergency lighting.

Additional security lights have been installed to the rear of the village centre to aid those exiting via the fire doors whilst following the COVID-19 one-way system. Due to COVID-19, windows need to be open for air flow however heating needs to be on for the users. To help with this, 2 new seven-day programmable controllers have been fitted, these have allowed the heating to be set up on a flexible basis as the usage of the village centre is very varied.

The lower hall benches have now been re upholstered and the carpet is due to be replaced next week during half term.

20.44 To discuss/approve the request from a resident for a dog waste bin on Trail View

The Committee discussed the bin provisions in the area. The Committee resolved not to install another dog waste bin as there are enough in the area.

20.45 To discuss/approve improvements to Cotton Mill Lane

After discussing this on previous occasions and taking historic quotes into consideration, a new quote was presented for £2400 pounds plus VAT.

The Committee resolved to accept the quote at £2400 plus VAT

20.46 To discuss concerns about fires and camping in millennium woods

The Committee are very concerned about both the fire for safety and the rubbish left behind. At this stage, the Council will monitor the fires and hope that the winter weather will deter gatherings.

20.47 Update on Footpath number 9 maintenance/planning permission



Last January the first half of Footpath 9, going from Park Drive down to Cotton Mill Lane work was completed, this was to increase the footpath width to three metres wide with an overhead clearance of four metres. Permission from NSDC planning has been granted to complete further maintenance.

The previous contractor did a very good job, the same contractor has quoted £600 plus VAT for the second half of Footpath 9.

Committee resolved to accept the quote for £600

The Committee want to look at the regular maintenance of the footpath 9 and will speak to a tree contractor about their recommended schedule and the cost

20.48 To discuss/approve the request by Farnsfield Allotments Association (FAA) for the provision of toilet facilities on the site at Reynold's Field

This item has been moved to a further meeting until the signed version of the FAA can be located

20.49 To discuss/approve a recycling booklet created by the Environment Committee and Farnsfield Community Spaces

The Committee resolved to approve the recycling booklet and to put it on the website.

20.50 To discuss/approve the E.ON contact and what options there are to save money

The Committee discussed signing a Dual Fuel agreement for the remaining 3 years of the 4 years Gas contract. This would produce a saving of an estimate £250 a year. Cllr Westbury will look at the final costings of this deal.

20.51 Items for the next agenda

None

Minutes of meeting of the Facilities Committee of Farnsfield of Parish Council held at 7pm on Tuesday 10th November 2020

The meeting was held over the internet and recorded by Council to aid in preparing minutes.

Present: Cllrs. Westbury (Chairman), I. Clarke, Selby, Healy, Purcicoe and Johnson

Also Present: V Arkell (Clerk & RFO)

Cllr Dennis was present as a member of the public

20.51. To receive any declarations of intention to record the meeting other than by council

None Received

20.52. To receive any apologies for absence

Cllr K Clarke

20.53. To receive any declarations of interest

None Received

20.54. 10 minutes for the public to comment and ask or answer questions about agenda items

No comment from the public

20.55. To accept the 13th October 2020 Facilities meeting minutes as accurate

The Council resolved to approve the minutes

20.56. Update on improvements to Cotton Mill Lane

If the weather permits the works will start in December

20.57. Update on Copse work at Hadleigh Park

This work will aim to complete the work on the 2 small Copse at Hadleigh park in late November, early December

20.58. Update on Footpath 9 maintenance works

The Hedge work to widen the path and increase the clearance height will be completed in late December, early January

20.59. To consider and if agreed to purchase a shed/workshop/storeroom to be installed to rear of village centre

After receiving a Lawful Development certificate. The Council resolved to purchase a shed to be installed to the rear of the Village Centre. The Council resolved to purchase and have the shed installed from Contractor A at a cost of £1279.00

Cllr Johnson voted against and Cllr Healy chose to abstain

20.60. To discuss/approve the purchase of a new computer for the Clerk & RFO

The Council resolved to purchase a new computer for the Clerk. The Council resolved to purchase Option 4 at a cost of £999 and the extended warranty.

20.61. To discuss/approve maintenance options for Lady Goodwin Park

The Council will gather more information and come back to Full Council. The Clerk will arrange quotes for the mini tennis court to be cleaned.

Covid-19 signs will need to be checked and reissued by Cllr Westbury

The Centre is closed until further notice, Internal doors to Lower/Upper halls locked, Heating on constant but all thermostats turned to low/freeze setting, Hot water taps flushed thro' and Rob will do this weekly, Post checked every other day, any requiring clerk's attention sent on, Wheelie bins collection cancelled

20.63. Items for the next agenda

None

The meeting closed at 19:57

Minutes of meeting of the Facilities Committee of Farnsfield of Parish Council held at 7pm on Tuesday 9th February 2021

Present: Cllrs. Westbury (Chairman), I. Clarke, Selby, Healy, D Purcicoe and J Johnson

Also Present: V Arkell (Clerk & RFO)

A member of the public joined at item 20.69

20.64. To receive any declarations of intention to record the meeting

None Received

20.65. To receive any apologies for absence

None - Full Attendance

20.66. To receive any declarations of interest

None

20.67. 10 minutes for the public to comment and ask or answer questions about agenda items

No public were present at this time

20.68. To accept the 10th November 2020 Facilities Committee minutes as accurate

The Committee Resolved to accept the minutes as accurate

20.69. To receive an update on the Lock Up progress and discuss/approve any necessary cost revisions

Cllr Healy updated the Council on the Lock Up repairs. Some work has been delayed due to weather. One of the contractors has been uncontactable and therefore the door has needed to be re-quoted.

Another quote is being sought and this will be revisited at February's full council meeting.

20.70. To discuss/approve a Fire Risk Assessment for the VC

The last fire risk assessment highlighted issues that have now been rectified. Due to the Village Centre being closed, the Council will have a Fire Risk Assessment carried out at a later date.

Cllr Johnson advised the committee that she had made some amendments to the Fire Policy and that it needs reviewing and adopting. Cllr Johnson will forward the amended policy to the Clerk for review. Adoption of a final copy will be on February's Full Council meeting agenda

20.71. To revisit the action for the prevention of Legionnaires Disease

Temperature checks have been carried out and is above the temperature of concern on all taps in the VC. The Pavilion water is isolated, and nobody is using the pavilion or the water.

20.72. To discuss/approve the repair/replacement of the bench on Cockett Lane

The Committee resolved to replace the slats in the bench.

20.73. To consider/approve passing the Unity Bank 30p cheque charges to the hirers

The Committee resolved that Cheques under £10 would be charged the 30p bank charge.

20.74. To consider/approve the hire of the VC for the use of a toddler/junior football ground

The Committee resolved to refuse the hire of the VC for toddler/junior football ground.

20.75. To discuss/approve the proposed amendments to the Allotment Management Agreement

The Committee resolved to accept the revised (February 2021) Allotment Management Agreement. This will be the final copy for agreement.

20.76. To discuss the COVID-19 Village Centre closure



The VC remains closed due to COVID-19. The VC is being check on regularly by the Chairman and Caretaker. The water is being ran regularly and the heating remains on frost protect to stop the water from freezing.

20.77. Items for the next agenda

Next meeting to be confirmed by the Chairman of Facilities and Clerk

Meeting closed 20:06

Minutes of meeting of the Facilities Committee of Farnsfield Parish Council held at 7pm on Tuesday 16th March 2021

Present: Cllrs. Westbury (Chairman), I. Clarke, Selby, Healy, K Clarke, D Purcicoe and J Johnson

Also Present: V Arkell (Clerk & RFO)

The meeting was held over the internet via Microsoft Teams

20.78 To receive any declarations of intention to record the meeting other than by Committee

The Committee did not record the meeting

20.79 To receive any apologies for absence

None received – Full Attendance

20.80 To receive any declarations of interest

None received

20.81 10 minutes for the public to comment and ask or answer questions about agenda items

No member of the public chose to speak

20.82 To accept the 9th February 2021 Facilities Committee meeting minutes as accurate

The Committee resolved to accept the 9th February minutes as accurate

20.83 To discuss/approve the trade waste payments for 2020/21

The Committee resolved to accept the trade waste contract and payments

20.84 To discuss/approve the Hallmaster annual payment for 2020/21

The Committee resolved to approve the Hallmaster annual payment for 2020/21

20.85 To discuss/approve additional signage in the village

The Committee discussed not rushing to purchase of signage as it is important to think about what signage could be improved, what signage is enforceable and if the signage can make an impact within the village. The Committee want to consider robust signage for dog waste and speed. The Clerk to investigate dog waste signage and costings

20.86 To discuss the formation of the Events Committee and the planning of events for 21/22

10 Volunteers have come forward to be part of an events working party. This item will be further discussed with the volunteers and added to March Full Council meeting.

20.87 To discuss/update on the Western Power works in Millennium Wood, locations for donated trees from WP and to approve the purchase of suitable stakes, straps and weed control collars for each tree
Western Power have started to fell the trees in Millennium Wood that are a risk to the powerlines. 20 young trees have been donated to the Parish Council from Western Power. The Committee resolved to purchase suitable stakes, straps and weed control collars for each tree with a budget of £200. Cllr Purcicoe will arrange the planting of the trees around the village.

20.88 To discuss the football facilities within the village and approve the best use of the recently purchased football goals

Cllr Westbury informed the Committee that the 11 a side goals are now being fitted by Farnsfield Villa. The FA guidelines state how much concrete is required to install the goals to be FA compliant. The Committee resolved to fund the installation of Goals. The Committee resolved to refund Farnsfield Villa for the costs already occurred. The 7 a side goals and their management will be discussed at a later meeting.



20.89 To discuss/approve the purchase of seating/picnic benches for areas within the village
The Committee resolved to recommend to Full Council to purchase benches and seating for the village.

20.90. To update on the Lock Up restoration project
The door has been removed and is being refurbished and the clerk has applied for the road closure to carry out the roof repairs starting from May 24th.

20.91. To discuss/approve provisional Village Centre reopening dates and covid-safe practices
If the government guidelines allow the Village Centre will reopen on the 15th April.

20.92 Items for future Agenda
None

Meeting concluded at 19:49