

MINSTER PARISH COUNCIL



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MINSTER PARISH COUNCIL

OPERATIONS COMMITTEE

A Meeting of the Committee will be held at 10 am on Wednesday 3rd October 2018 Meeting at the Neighbourhood Centre 4a Monkton Road Minster.

27th September 2018

Sir or Madam,

You are hereby summoned to attend a meeting of the Operations Committee at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Wednesday 3rd October 2018 at 10 a.m. for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Clerk to the Council

NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council.

AGENDA

1. ELECTION OF CHAIRMAN

To elect a Chairman for the year 2018/19.

2. APPOINTMENT OF VICE CHAIRMAN

To appoint a Vice Chairman for the year 2018/19.

3. APOLOGIES

4. MINUTES

To approve the minutes of the Committee Meeting held on 21st February 2018. (**Appendix A**)

5. MEMBERS INTERESTS

To register any new interests, or de-registration by Members.

6. MINSTER CEMETERY

Cemetery Terms & Conditions – Cllr Owen will give members an update on the drafting of terms and conditions for the cemetery which he kindly volunteered to do.

7. CCTV UPDATE

The Clerk will give members an update on the position with the CCTV installation.

8. FLYTIPPING ALONG THE OLD TOP ROAD

Members agreed to review the need for barriers at the end of the old top road to prevent fly-tipping. A response has already been received from Kent Highways stating that they do not have funds to put the barriers in place. Members views are sought on the way forward.

9. HEALTH & SAFETY REQUIREMENTS AS RECOMMENDED BY ELAS H&S CONSULTANTS

The Clerk will update members fully at the meeting. Fire risk assessments at the Cemetery Chapel and Sports Pavilion have been carried out and have highlighted some compliance issues which need addressing. Consideration needs to be given to staff health surveillance, in particular noise and vibration monitoring.

10. TREE PLANTING REQUIREMENTS

Cllr Day has asked for members to consider the need for planting additional trees within the Parish.

11. ALL WEATHER PITCH

The Clerk will update members on repair works carried out to the AWPS and further works that are required.

12. PAVILION

Members are asked to consider replacing the pavilion lights with LED fittings. The Clerk will report on quotations received for consideration.

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Operations Committee

held on Wednesday 21st February 2018 10.30 am.

Meeting at the Bowls Club for site visits and then continuing in the Neighbourhood Centre, Minster.

Present; Cllrs. Day (Chairman), Owen, Goodman, Bailey, Quittenden, Dr. Jones, Bubb

Also present; Cllr. Mrs. Gimes (Ex-officio), Kyla Lamb (Clerk), Clare Wilsdon (Assistant Clerk)

There were no apologies for absence received.

244. MINUTES

RESOLVED; that the Minutes of the Committee Meeting held on 22nd November 2017 be approved and signed by the Chairman.

245. MEMBERS INTERESTS

No declarations of interest were made.

246. MEMORIAL GARDEN PROJECT

Following an inspection of the Memorial Garden outside the Church, members were asked to consider a suggestion by Paul Willins that the area be improved.

AGREED: That a low maintenance garden design would be obtained from Robin Roose, a local garden designer to include the clearance of any planting along the Old School wall (to assist with access). The Clerk will investigate if any funding may be available for the project.

247. MINSTER CEMETERY

a) **Cemetery Terms and Conditions** – Cllr Owen has previously offered to draft these but they are not yet available. A draft will be circulated to members for approval when available.

b) **Road surface at the Cemetery** – Following the site visit, members were asked to consider the re-surfacing of the road areas in the Cemetery. Cllr Jones suggested that the War Graves Commission may offer some funding for this.

AGREED: The Clerk will obtain three Contractor quotations for the re-surfacing of specific road areas and also the road area in its entirety. The Clerk will also clarify the details of the current quotation received.

c) **Water leak at the Cemetery** – The Clerk reported that there is a water leak at the Cemetery but we have been unable to identify where it is.

AGREED: The Clerk will obtain quotations for the replacement of the water pipe from the Chapel to the final watering tap which runs under the road and around the edge of the cemetery with new plastic pipe. This should be carried out before any resurfacing takes place (point B)

d) Pointing required on the Cemetery garage – The Clerk reported that some repointing is required on the brickwork at the garage in the Cemetery

AGREED: The pointing should be repaired. The Clerk will arrange for the works to be carried out from the budget as it is not expected to be costly work.

248. CCTV UPDATE

The Clerk reported that the CCTV system is not yet complete and so will defer demonstrating the system until it has been completed.

249. FLY TIPPING ALONG THE OLD TOP ROAD

Members reviewed the need for barriers at the end of the old top road in order to prevent fly tipping.

The Clerk reported that she had received an email from Lee Baker, Streetscene Enforcement Office who expressed his concern that a barrier at only one end of the road would just move the issue to the other end. Also that the legalities as to the Public Rights of Way should be considered.

Paul Valek, Kent Highways Manager has confirmed by email that the work is considered non-safety critical and as such, there are no funds available from Kent Highways. Cllr Bailey reported that he has been tentatively speaking with the local farmers that would be affected by the installation of barriers in order to ascertain their opinion on this.

AGREED: A letter will be written to local farmers inviting them to a meeting to further discuss the issue and possible solutions. Cllr Bailey will provide contact details for the farmers concerned to the Clerk.

250. HEALTH & SAFETY REQUIREMENT FOR KENT HIGHWAYS AND ELAS H&S

The Clerk reported that an initial meeting had been held with ELAS (Employment Law & Safety Consultants) and they are currently reviewing, as a priority, the RAMS documents that we are required to submit to KCC in relation to the cutting/mowing of the verges to enable us to carry on receiving payment for cutting services in the ensuing year.

AGREED: The possibility of a reduction in speed limit to 40mph on the approach to the Minster roundabout to be raised with James Wraight.

251. TREE PLANTING REQUIREMENTS

Cllr Day asked for member to consider any areas within the parish that may be suitable for planting additional trees. Further consideration will be given at the next Operations meeting.

252. ALL WEATHER PITCH

a) The groundsman reported that some repairs to the AWPS fence are needed. A site meeting was held for members to inspect the fence.

AGREED: Minor holes should be repaired where required and the high netting at the end of the AWPS should be replaced.

- b) The School have asked for members to consider the installation of a large outside clock at the AWPS.

AGREED: The Council will approve the installation of a clock if the school wish to pay for it.

- c) Cracks are appearing in the corner of the AWPS wall and the corner is subsiding.

AGREED: Professional advice should be sought on the best remedial action

253. PAVILION LIGHTING

Members were asked to consider replacing the pavilion lights with LED fittings.

AGREED; The Clerk will obtain three quotations for the upgrading the lighting.

Signed.
CHAIRMAN OPERATIONS COMMITTEE

Meeting closed at 1.05 p.m.