

# MINSTER PARISH COUNCIL

## Minutes of the Meeting of the Operations Committee

**held on Wednesday 16<sup>th</sup> October 2019 11.00 am. in the Neighbourhood Centre, Minster.**

Present; Cllrs. Day (Chairman), Quittenden, Crow-Brown, Jones, Whybrow, McCarthy, Owen.

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

### **160. APOLOGIES**

None.

### **161. MINUTES**

**RESOLVED: That the Minutes of the Committee Meeting held on 18<sup>th</sup> June 2019 be approved and signed by the Chairman.**

### **162. MEMBERS INTERESTS**

No declarations of interest were made.

### **163. PAVILION UPDATING**

Recent improvements to the pavilion have been made as follows;

Removal of the bar

Installation of new radiators

Installation of a shower for football referees

Shutter for the new bar area

New blinds throughout

Decorated throughout

Members were asked to give consideration as follows;

- Specification for drawings to extend into the loft space to provide offices.

**Members AGREED that architects drawings should be drafted by Holt & Wooton.**

- Replacement of CCTV system

Cllr Whybrow offered to review what may be required, taking into consideration the Little Explorers pre-school and put together a specification to enable the Clerk to obtain 3 quotations and report back to the Operations Committee.

### **164. TREE DONATION**

Cllr Jones reported that he has 4 or 5 beech saplings from a 150 year old tree, and some Japanese Maple saplings that he would like to donate for planting in the Parish, once they are matured to a suitable size.

**Members AGREED to take up Cllr Jones offer and thanked him.**

#### **165. CEMETERY SECURITY**

Members were asked to give consideration to additional security measures to be installed for the new storage containers at the cemetery including CCTV, security lighting, drop posts at the gate entrance.

Cllr Whybrow offered to review what may be required for CCTV and electrical installations and put together a specification to enable the Clerk to obtain three quotations and report back to the Operations committee.

Cllr Whybrow suggested that it be worthwhile to open a trade accounts for electrical supplies. KEW, CEF and Electric Center were named as possible choices.

Members **AGREED** to the installation of 2 drop posts at the gated entrance to the cemetery.

#### **166. PARISH NOTICEBOARD**

A new Parish Noticeboard has been purchased. Members considered whether it should be located on the same position or an alternative site. It was suggested that the car park opposite the library was more visible to passing pedestrians.

**RESOLVED to install the new noticeboard just inside the car park in Monkton Road.**

#### **167. TOILETS AND CAR PARKS**

The Clerk reported that Invicta Law have provided an estimate of £3920 to handle legal costs for the asset transfer of the toilets and car parks.

**Members AGREED that a further quotation should be sought for conveyancing. Cllr Quittenden made a suggestion of Paul Singleton – a local solicitor**

Members considered the following;

Car park boundary fence

Rules/Regulations for the car parks

Tree maintenance in the car parks.

**Members RESOLVED that on completion of the asset transfer, the land should be demarcated, then the Clerk will obtain three quotations for fencing and tree works to be carried out.**

#### **168. LITTER IN LAUNDRY ROAD**

Members considered an email from a resident who raised concerns regarding rubbish in Laundry Road and suggested the Parish Council provided additional bins. Members noted that the email had been received before the new yellow lines had been laid and Cllr Quittenden reported that litter was now much less.

It was **AGREED** to acknowledge the email and that the litter levels will be monitored and McDonalds contacted to enquire when their litter picker goes outside onto the highways.

#### **169. MEMORIAL GARDEN**

Cllr Whybrow asked members to consider making improvements to the memorial garden by the Lychgate at the church, including the investigation of possible drainage issues, and digging out/re-planting some of the beds with low maintenance plants. The Scouts may be able to assist with this as a volunteering opportunity.

Members **AGREED** to establish ownership of the site.

**170. FOOTBALL FOUNDATION SUPPORT DAY MEETING**

The Clerk reported that at a review meeting held recently with the FA and the Football Foundation, the pitch was inspected and the surface found to be well maintained but showing wear. A further pitch inspection has been carried out in order to ascertain its inclusion in the FA Register for the next three years. We are awaiting the report on this but it may be necessary to consider replacement of the pitch surface in 2020.

**171. SHEEPDIP IN BEDLAM COURT LANE**

Cllr Quittenden reported that the Sheep Dip in Bedlam Court Lane has been cleared and tidied and the site is looking much better.

Members were asked to consider the addition of galvanised fencing to further enhance the site.

**Members AGREED to recommend to Full Council to accept the quotation of £1845 for fencing.**

**172. CONFIDENTIAL ITEM**

*(i) It is recommended that under the Public Bodies (admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the items.*

**STAFFING ISSUES**

Cllr Gimes updated members on the current staffing situation. Due to further planned staff absence **It was AGREED to advertise for a part time roadsweeper 12 hours per week for a 6 month contract to alleviate pressure on other staff and to keep on top of work loads.**

Signed. ....

**CHAIRMAN OPERATIONS COMMITTEE**

**Meeting closed at 12.38 p.m.**