

WILBURTON PARISH COUNCIL

Minutes of the meeting of the Grounds, Litter and Minor Works Committee on 6 February 2017 at St Peter's Hall at 8:15pm

Present: Cllr H Upton, Cllr A Dodson, Cllr R Howard, Cllr D Reynolds, Cllr P Stubbs, Cllr P Massey and Cllr G Parrish

Also Present: Mr R Zvauya (The Clerk) and a member of the public

MWC16-076: Apologies, Acceptance of apologies and declarations of interests
None

MWC16-077: To approve the minutes from the meeting on 12 December 2016
It was resolved that the minutes be confirmed as a correct record and signed by the Chair of the Committee.

MWC16-078: Matters arising not covered elsewhere on the Agenda
Actions from previous meeting were reviewed and outstanding actions were carried forward

MWC16-079: Public Participation
The meeting was open for public participation at 8:43pm
Mr A Burbridge raised the need for fencing posts for the cemetery, six round posts 50mm*1.8m long of treated timber.
The Council went back into session at 8:48pm

MWC16-080: Business Matters

1. Tree survey situation, maps for tree survey and dog bins update

Tree survey quotes Cllr Dodson updated that requests for tree survey quotes have gone out and should be received by the Clerk before end of February. The map for tree survey was handed to the clerk to file.

Dog bins It was discussed that there is need for more dog bins in the village as the number of dog walkers, and dog fouling, continue to increase- with one definitely needed for Breach Lane. Cllr Dodson proposed to have one bought for Breach Lane seconded by Cllr Howard and all in favour. It was also resolved that the Council will look more into this issue by finding out if the bins can be emptied frequently, writing about the responsibilities of dog owners and dangers of dog fouling in the Village Voice, speaking to dog wardens and finding out about the legal requirements regarding dog fouling.

2. Emergency works approved by the Clerk

Cllr A Dodson, seconded by Cllr Howard proposed to ratify expenses approved by the Clerk as follows;

- Hall lighting dimmer fault done by Ely Electrical Services £468.78
- Parts for updating the lighting in the meeting room and providing additional sockets in the stage area £24.

3. Approve removal of four sections of the ceiling tiles for surveyors to look at roof

Cllr Dodson proposed to ask Maltby Services to do the removal, seconded by Cllr Massey all in favour.

4. Discuss Village Hall Working Group improvements list

The following items were discussed and resolved in response to the short term improvements list from the Village Hall Working Group

Item	Resolution
Ceiling/Skylight repairs	Cllr Upton to obtain quotes from three builders
Removal of Shed	This belongs to the Social Club. It was agreed that the council had no objection to the Social Club removing it.
Replacement of untempered boards on stage	Cllr Massey to obtain low tack tape for WTG to try. If not satisfactory WTG to provide Minor Works with the number, specification and cost of the replacement boards needed.
Repainting Proscenium arch and back wall	It was concluded there was no budget for this work but the community payback team (CPT) could be asked to do the work with WTG providing the paint/brushes etc. The CPT may not be able to paint so high because they cannot use ladders
Cupboard Doors on Alcove	Cllr Howard to obtain quotes
Non Slip on Stage Steps	Cllr Stubbs to purchase non slip tape
New Door Closer	Cllr Upton to discuss with Dave Maltby and purchase/fit a new door closer
Purchase vacuum cleaner/ find area to store	It was agreed that Cllr Upton would purchase a new vacuum cleaner. The Committee looked at the cupboard and agreed there was room for it if the cupboard was cleared and the shelf moved. Cllr Upton to agree with Dave Maltby
Check Health and Safety on guards over heaters if not costly repair otherwise move to new heating under feasibility study	Cllr Upton to tighten the screws on the existing guards until a new heating system can be installed
Look at wheels/movement of stage steps	It was agreed that moving the steps is damaging the floor and wheels would be a good idea. WTG to be asked to identify what type of wheels and cost.
Replace bulbs and install dimmer switch in meeting room	Nigel Tiley has already agreed to purchase the appropriate switches and bulbs and to replace them.
Repair wiring to heaters	Cllr Reynolds and Cllr Upton to purchase and fit clips which will stop the wires being pulled out of the heaters and exposing uninsulated wires
Additional 32A socket upstage left on wall adjacent to dimmer pack/patch panel	The committee were unsure where this would be located nor its purpose. WTG to provide a photo of location and to consider need over cost. If a new supply is required this will not be covered by the current budget and may need to wait for the overall hall renovation
Investigate hot water situation	Cllr Stubbs to look at the legal requirements for providing hot water to see whether this can wait for the full heating update
Asbestos Survey	Cllr Howard to ask Mariano why this is needed.
Sign for Social Club/St Peters	It was agreed that the signs being commissioned should just be for St Peter's Hall and that a sign recognising all users/donors/sponsors be included on the new entrance way. Cllr Howard to ask Mariano to accommodate that in the plans.

It was resolved that the council should accept Mike's quotation for two village hall signs of up to £509 + Vat together with £40 for Mike to put them up, proposed by Cllr Dodson and seconded by Cllr Parish.

5. To receive an update on and discuss work needed and other issues on the recreation field

- Refurbishment of pavilion update- it was resolved that Cllr Upton and Cllr Stubbs will go through the list of items to be sorted.
- Football pitch booking via emails, and handing of keys etc- it was resolved that Cllr Reynolds will get keys cut.

6. Telephone box library update

Cllr Upton has downloaded another form and submitted so this is still in progress.

7. Agree the letter about the sandpits to go out to local groups together with who we are to contact

It was resolved that the letter drafted by Cllr Howard can now be send to the contacts of local schools, Church, Theatre Group, SWAT, Brownies and Guides. The letter will inform them that Wilburton Parish Council owns a piece of land on the Twentypence Road that it wishes to make more available to community groups to use. It is made up of an area surrounded by trees and then a further grass area on top of the hill. It would be ideal for large groups doing outdoor activities including camping and camp fires.

8. Discuss a sign for the gates of the sandpits

It was resolved that the council should involve other parties this might affect including the Pell Estates and also to involve the wildlife officer. Cllr Howard will write to the other parties to advise them of our intention.

9. Consider digger/hardcore for the gateways at the sandpits and allotments.

Cllr Stubbs proposed that we should ask David Maltby to quote for levelling the plain from the road to the new gates, re-locating soil to main area, spread and level and also what he thinks is the best way to do this. All Councillors were in favour.

10. Village Voice sponsorship

Cllr Reynolds proposed that we should sponsor an edition of the Village Voice this year like we did last year so that so that every household in the village gets a copy and be informed about what's been happening, all councillors in favour. It was also resolved that Cllr Reynolds will draft a Wilburton Community Led Plan update article for the Village Voice

MWC16-081: Correspondence not covered in Business Matters/Councillors questions

MWC16-082: Date of next meeting: 13 March 2017

Meeting closed at 11:06 pm

Signed:

Date: