

# WILBURTON PARISH COUNCIL.

Chairman: Mr Kevin Hennessy

Clerk: Mrs G Woods

Tel. 07510 102444

Email: [clerk@wilburtonparishcouncil.org](mailto:clerk@wilburtonparishcouncil.org)

22 Longfields

Ely

Cambs

CB6 3DN

## **Minutes of a meeting of the Grounds, Litter and Minor Works Committee on Monday 12 January 2015 at St Peters Hall, Wilburton at 7.00 pm**

**Present: Councillors Yarrow, Dodson, Warren, Upton and Fella.**

**MWC010115. Apologies, Acceptance of apologies and declarations of interests.**

None

**MWC020115. To approve the minutes from the meeting on 8 December 2014.**

**Resolved: - It was agreed that the minutes of the Committee meeting held on 8 December 2014 be approved.**

**MWC030115. Public Participation.**

None

**MWC040115. Review of Action Points from the last Committee meeting and any further actions to be agreed.**

All action points reviewed under Business Matter below

**MWC050115. Business Matters.**

(a) To receive an update on the new plots for the allotments.

Councillor Yarrow confirmed that posts had been put in marking allotment boundaries and that a BMX track was still being dug on some of the Council land and some owned by the Pell Estate.

3 more allotment plots had been marked out and are ready for allocation.

The possibility of using some of the land for a community orchard was discussed, with the planting of damson and fruit trees, and the involvement of the local school and residents.

Water connection costs to the allotments were also discussed.

Councillor Dodson confirmed that she had been offered 20 packs of free wild flowers to grow by Kew Gardens, and that Councillor Forsyth had suggested hanging baskets for the front of the allotments

**Resolved: - It was proposed by Councillor Fella and seconded by Councillor Upton to put in a community orchard in unused part of allotments. All in favour.**

**Resolved: - It was agreed that Councillor Yarrow would investigate the costs of water connection to the allotments.**

**Resolved – It was agreed that a meeting be arranged at the allotments to discuss issues including bmx track.**

**Resolved –It was agreed that Councillor Dodson request 20 packs of seeds to be used in the orchard allotment area.**

(b) To resolve any known issues at St Peters Hall.

**Resolved – It was agreed that a meeting be arranged at St Peters Hall between Councillors Warren, Dodson and Upton to check kitchen, equipment inventory and PAT testing. It was confirmed that a key was required for the lighting room and this would be chased by Councillor Dodson.**

(c) To resolve any known issues at the Cemetery.

None

(d) To resolve any known issues at the Cottage.

It was confirmed that no up-date had been received regarding the date of the tenants leaving the property and that the chimney repairs had not been carried out.

**Resolved –It was agreed that Councillor Fella would contact the contractor for the repairs to the chimney to obtain a date.**

**Resolved –It was agreed that the Clerk would contact the letting agents regarding a date for the tenants leaving the property and that the deposit would not be refunded until the property had been inspected once unoccupied, to ensure had been left in an acceptable condition.**

(e) To resolve any known issues with the Pavilion maintenance and Recreation Ground

Councillor Dodson confirmed that she had been approached by some local residents regarding dead branches on trees and on ground of the recreation ground, and that someone had slipped on the safety matting on play equipment. Councillors Yarrow and Dodson therefore met and inspected the area, found some dead branches and decided to approach the tree officer. Councillor Yarrow was advised by the tree officer there was no need for them to come out and inspect, the dead wood could be removed together with suckers around the trees that need to be removed.

The jet washing of the safety matting Safety matting at the play area was also discussed, together with the rubbish in the guttering of the pavilion and moles on the recreation ground.

**Resolved –It was proposed by Councillor Dodson, and seconded by Councillor Fella, that due to the safety implications, that the tree maintenance work be approved to be carried out, to a maximum budget of £300.00. All in favour.**

**Resolved –It was proposed by Councillor Dodson, and seconded by Councillor Fella, that due to the safety implications, that the jet washing of the play area be carried out, to a maximum budget of £100.00. All in favour.**

**Resolved –It was proposed by Councillor Dodson, and seconded by Councillor Fella, that the removal of the rubbish in the guttering of the pavilion be carried out, to a maximum budget of £100.00. All in favour.**

**Resolved –It was agreed that a quote be obtained by a specialist contractor, and the work carried out, to a maximum budget of £200.00.**

(f) To resolve any known issues at the Playground at Berristead.

Councillor Fella confirmed that a few snagging issues were being referred back to the contractors – one being the height on one of the tables and chairs, that it had been suggested to receive a small reduction in the final invoice (which has not as yet been received) rather than trying to rectify. He also confirmed that the drainage specifications have been to contractors for quotations - 2 had been received and a further 1 required.

It was also confirmed that the hedge row on the footpath still needed to be cut back.

**Resolved –It was agreed that Councillor Fella contact Highways regarding this issue and options available.**

(g) Salt bin at Station Road/Berristead.

The issue of obtaining a salt bin at Station Road/Berristead was discussed.

**Resolved –It was agreed that Councillor Fella contact Highways regarding this.**

#### **MWC060115. Correspondence not covered in Business Matters/Councillors questions**

The issue of fees for St Peters Hall was raised and Councillor Dodson will contact Councillor Hennessy to check that the finance committee have reviewed this and will do so annually in line with other parish council halls.

Councillor Warren expressed concerned regarding the new structure of the Council regarding committees meetings and minutes and the communication of information. Councillor Fella agreed and it was felt this should be raised at the next full Parish Council meeting.

It was also felt that not all E-Mail communications were being received and this needed to be rectified with it being ensured that all Councillors had the correct details, and all Councillors receiving all necessary information, whether or not they are members of the relevant Committees.

Councillor Upton confirmed that a local resident had advised that they thought they had seen a drug deal being carried out in Station Road. Councillor Dodson confirmed that the police were aware and had been raised with the inspectorate and was one of the reasons that she had requested a meeting.

#### **MWC070115. Date of next meeting – 2 Feb 2015**

Please note that copies of minutes can be obtained from the Parish Clerk or by visiting our Website at [www.wilburtonparishcouncil.org](http://www.wilburtonparishcouncil.org)

Signed:

Date: