

**Minutes of the Facilities Committee of Aston Clinton Parish Council held on 12th
November 2018 at 7.00pm
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -
C Read (Chair)
L Ronson
S Howard
L Tubb
Clerk: G Merry

Members of the Public: 0

18.073 Apologies:

Apologies were received and accepted from Cllrs Mason and Wyatt

18.074 Declarations of Interest:

Cllrs Howard and Ronson declared an interest in item 18:079 i. Permit Costs

18.075 To Approve the Minutes of the Facilities Committee held 24th September 2018.

The minutes were PROPOSED by Cllr Ronson, SECONDED by Cllr Tubb, AGREED and SIGNED.

18.076 Public Participation:

There were no items

18.077 Projects

i. Bins:

The inserts had arrived and had been installed. The 5 new steel bins had also arrived. 3 would replace the existing brown bins and locations for the other 2 were discussed. It was agreed one would go adjacent to the northern fence, just beyond the tennis court. The other would be agreed at a later date. The new caretaker would be asked to install them.

ii. Play Inspection Actions:

The clerk had circulated the spreadsheet detailing what actions were needed, coming from the Annual Inspection recommendations, and what had been completed. It was agreed that the last items in the Play Park had been satisfactorily done and all items had been completed now, except for painting over offensive graffiti. The caretaker would be asked to do this.

iii. Fire Risk Assessment Recommendations:

Reports and recommendations had been received from Fire FM for both the Café building and the council office/Churchill Hall. Cllr Tubb offered to email the clerk a template tick-sheet, which could be used as a record of actions undertaken. The report on the café building was discussed and included installation of smoke detectors, freeing-up fire exits, removing items stored in front of the electrical cupboard, PAT testing, staff training in emergency procedures and record-keeping.

The matter of a fire alarm was discussed, however it was felt that having smoke detectors wired into the mains would suffice for now, since the building was due to be demolished in 2019. The clerk agreed to get a quote for wiring in the smoke detectors.

iv. Astonbury:

The Astonbury working group had met and decided on the programme for 2019, as well as agreeing a budget. This had been circulated to the committee and showed a planned increase in sponsorship and other income, with some reductions in outlay for bands, play provision and first aiders. This amounted to a projected subsidy of £6000 from the Parish Council. This was discussed, and it was agreed that this level of subsidy was acceptable to recommend to the full council but should not increase to this year's level of £8850.

18.078 Park:

i. Programme and Budget - Expenditure:

The clerk presented a first draft of the budget with the Facilities sections broken down into the following 3 areas. There was general agreement that the Facilities budget needed to increase this year. There had not been an increase for 2 years and with a growing village, and less money available at County level, it was essential that the PC has the funds to properly look after the village: -

1. **Grounds Maintenance (to include an amount for ad hoc work):** It was agreed that the budget for ad hoc work, and in particular that for the planned internal footpath restoration project, needed to be significantly higher this year and a figure of £11,700 was agreed. £11,767 for the regular contracted grass cutting work was agreed. The total for this section would be £23,467.

MOTION: to agree to recommend the Grounds Maintenance and ad hoc budget, as above PROPOSED by Cllr Ronson SECONDED by Cllr Howard and AGREED.

2. **Repairs/Replacement/Maintenance:** £11,000 had been budgeted for repairs to Park View. However, it was agreed there would be little point repairing Park View before the new community centre is built as it will be affected by construction traffic. The clerk suggested retaining the £11K in the budget and carrying it forward next year, until such time as Park View can be repaired. This was agreed, along with a repairs and maintenance budget of £19,000 which would be needed to start replacing, as well as repairing, well-used play and other equipment. This would bring the total to £30,000 for this section.

MOTION: to agree to recommend the Repairs/Replacement/Maintenance budget, as above PROPOSED by Cllr Ronson SECONDED by Cllr Howard and AGREED.

3. **Community and Events.** This would include Astonbury, Remembrance Day and play events in the park. A figure of £8000 was agreed. The budget for the new Community Centre would now be a separate area of the budget.

MOTION: to agree to recommend the Community and Events budget, as above PROPOSED by Cllr Ronson SECONDED by Cllr Howard and AGREED.

18.079 Programme and Budget - Income:

i. Permit Costs and Charging VAT:

The parish council is now registered for VAT and needs to start charging VAT on its fees. The clerk presented a list of current tenants and permit holders, what they pay and what the addition of VAT would mean. It was discussed that VAT was not chargeable on allotments, burials and peppercorn rent arrangements and that these would not be increased. It was agreed that if the 2 football clubs are to be charged VAT, there would be no increase other than the 20% VAT. The Café rent would be increased by the 20% for VAT but as they are now VAT registered, they would be able to claim this back. It was discussed and agreed to recommend that the office rental charged to the local British Legion would be waived and replaced with an annual peppercorn rent of £20/year. It was discussed and agreed to recommend that allotment rents, which have not been increased for 4 years, would be increased to £20/year.

ii. Current Permit Holders Arrears and Bootcamp:

The current Fitness Division sessions had increased their weekly frequency and number of participants, and it was felt that the current permit charge was not comparable with amounts charged by indoor premises for similar classes. It was discussed and agreed to recommend charging by the session rather than by the month, at £10 per session. This would work out at £30 a week for the current 3 sessions undertaken. This would also be fair to the bootcamp tutor, who only does one session a week.

MOTION: to agree to recommend the charges, as above PROPOSED by Cllr Read
SECONDED by Cllr Tubb and **AGREED**.

18.080 Park

i. Replacement Trees:

2 trees had been removed in the recent Arboricultural work and it was agreed to budget for 6 replacement trees. The type and location of the trees was deferred for discussion at the next meeting.

ii. Car Park Drainage:

Water appears to be seeping through the new tarmac in one place and is likely to be from a disused drain. Cllr Read recommended leaving this and monitoring the situation, with a view to dealing with it in the event the surfacing fails.

iii. Compound:

Cllr Tubb advised that the All-Weather Pitch timer and box must be moved inside the shed, for safety reasons. The switch would need to remain outside. It was agreed the clerk would obtain quotes for doing this. The Colts had not improved their tidiness in the shed and did not appear to be using their new container yet. It was agreed Cllr Tubb would write to them, requesting again that they move all their equipment out of the shed, except for that intended to go on the new racking. Plus install the shelving

as agreed and put away equipment left around in the Compound and shed floor. A deadline of the end of the year would be stated. Failing this, fines or an exclusion would need to be enforced.

iv. Security Lights for Churchill Hall:

The tennis club had requested motion-sensor lighting down the path from the courts to the car park. It was agreed the clerk would obtain a quote for installing a light on the wall of the Churchill Hall.

18.081 Village and Churchyard

i. Charge for Reserving Plot:

It had previously been agreed that plot N2 would be reserved as a one-off reservation. The clerk enquired how much the family should be charged in order for her to issue the Deed of Exclusive Right of Burial. Charges varied between £750-£2000 by other burial grounds. However, since this was an exception, it was agreed a nominal £50 would be charged.

ii. Request to Adopt Streetlight:

This matter had been discussed and resolved at the last planning meeting.

iii. Dog Bins:

AVDC had advised that installation would be £313.34 per bin. It was agreed the new caretaker could be asked to install the 3 extra bins. AVDC had also advised that annual emptying/cleansing cost £115.48 per bin. This was agreed but installation would probably not be until the new year. Cllr Ronson agreed to find out how many bins were in the compound and what fixings were needed. The clerk would then need to order these prior to installation.

MOTION: to agree the quantity and cost of the new dog bins as above PROPOSED by Cllr Howard SECONDED by Cllr Ronson and agreed.

18.082 Events

Santa Float: The route was finalised, and it was agreed that the Stablebridge Road estate would be done as quickly as possible, in order to keep to schedule. The sleigh had been rebuilt by Cllrs Read and Wyatt and it was suggested that 'Aston Clinton Parish Council' is properly sign-written along the side. Cllr Howard agreed to ask a contact who sign-writes and Cllr Read would pass on the details.

Date of Next Meeting:

Wednesday January 23rd, 2019 at 7pm

..... Chairman Date: