



## CHURCHILL PARISH COUNCIL

### OPEN SPACES AND ALLOTMENTS COMMITTEE

#### Minutes of the meeting held on Monday 26th September 2016 at 7.30 pm

#### Present :-

Councillors Brenden Hill, Sue List, (named Committee Members)

Councillor Sarah Jarman

Co-Opted Member :- Annabelle Thomas,

Also present : Martin Dolton – Clerk of the Council

Four allotment plot holders.

( Clerk's Comment – 'Quorate' - as per Standing Order 37 :- "*the quorum of a committee or sub-committee shall be one half of its members, or five members whichever shall be the less*" the committee currently only comprising of 4 elected members, 2 is therefore quorate – however – it would be appropriate for any major spending decisions to be referred to full Council in the interest of transparent governance)

#### **1617/OS/019 To elect a Chair of the Committee for the remainder of the 2016-17 council year.**

Due to the resignation of Councillor Valerie Langley from the Council, a replacement Chair of the committee will be required. Due to insufficient attendance of named committee members this was agreed to be deferred to full council

#### **RESOLVED**

Decision referred to full Council

#### **1617/OS/020 To elect a Vice Chair of the Committee for the remainder of the 2016-17 council year.**

Due to insufficient attendance of named committee members this was agreed to be deferred to full council

#### **RESOLVED**

Decision referred to full Council

#### **1617/OS/021 Apologies for absence.**

Councillors Bill Caruthers & Trudy Silverton  
Allotments Holder;- Clare France

#### **1617/OS/022 Declarations of Interest.**

NIL

**1617/OS/023 To confirm and sign minutes of meeting held on 20<sup>th</sup> June 2016.**

The minutes of the meeting held on 20<sup>th</sup> June 2016 were agreed and signed as a correct record.

**RESOLVED:-**

The minutes of the meeting held on 20<sup>th</sup> June 2016 are agreed and signed as a correct record.

**1617/OS/024 Public Participation**

Plot holders present expressed their views relating to:-

- the need to have an emergency number for any water leak problems
- the display of plot holders names on a displayed diagram
- the overgrowth at plot edges and the edge of the fields
- the use of the strimmer

Another resident commented on potential for the area at the rear of the Stag & Hounds PH to be tidied up and the flagstones put to better use.

It was agreed by the Chair that action would be considered on all matters.

**1617/OS/025 Tree Wardens update.**

No Tree Wardens present, no report available.

**ALLOTMENTS**

**1617/OS/026 To receive an update on current tenancy levels and discuss any work outstanding / improvements.**

Councillor Sue List updated members that at the date of the meeting there was only one full plot and one half plot vacant. This was recognised as significant achievement.

The general tidying up of the area before winter was discussed, and it was noted that a contractor would be visiting the site in the coming week to conduct the maintenance and improvement works previously agreed and ordered.

An email would be sent to all plot holders, urging a general tidying up of all plots and assisting with the communal areas.

**1617/OS/027 Budget vs spend update year to date**

The detail of the spend against budget for the allotments was presented to the committee. No issues arose.

**1617/OS/028 Draft budget 2017/18 – to go forward to Finance Committee November 2016**

Members considered the budget requirements for the next financial year, and agreed that the budget should remain the same as the current year with the exception of the 'Allotment Maintenance' cost code which should be increased by £300.00 to £1000.00 in anticipation of extra groundwork maintenance next year.

**RESOLVED:-**

The committee request that consideration is given to the increase of the Allotment

Maintenance Cost Code to £1000.00 for the 2017/18 financial year.

**1617/OS/029 Matters for Information**

No matters presented.

**OPEN SPACES**

**1617/OS/030 Burial Ground**

- **To consider any maintenance work required at the burial ground.**

The Clerk commented on the weed killing requirements at the burial ground, and noted that the current contract stated 'as required'. This may be insufficient in future. It was agreed that the Clerk would seek a quote from the contractor to state three weed kill treatments as a minimum.

**RESOLVED:-**

Quotes will be sought for increasing the regularity of weed kill treatments at the burial ground and reported to the Chair of Committee / full Council as necessary within Financial Regulations.

**1617/OS/031 To consider the Provision of Christmas Tree / Lights for the Parish**

A resident had addressed the Council earlier in the year, and recently corresponded with the Clerk suggesting that the Parish Council could enhance the village by making such provision.

It was agreed that Councillor Brenden Hill would investigate the costs and practicalities of such a provision and report to Council.

**RESOLVED:-**

Councillor Brenden Hill will investigate the costs and practicalities of the provision of a Christmas Tree with lights and report to Council.

**1617/OS/032 To consider improvement work to the grass area at 'The Hands'**

It was agreed that the Clerk will visit the adjacent householder to seek views on progress prior to any further consideration.

**RESOLVED:-**

The Clerk will visit the householder adjacent to the grass area at 'The Hands' to seek views on progress prior to any further consideration.

**1617/OS/033 Floral & Other planting**

Discussion took place relating to the future planting etc of the flower tubs and raised beds in the Parish.

The Village Orderly had raised the matter of replacing missing shrubs in the raised bed behind the Stag & Hounds.

**RESOLVED:-**

That the Village Orderly will replace the missing shrubs and re-stock the compost in the raised bed.

**1617/OS/034 Bins & Signs**

The committee was updated with the recent decisions of the full Council to provide 3 new dog bins and a litter bin in the Parish.

Councillor Brenden Hill informed members that the delivery of the finger post was now imminent.

**1617/OS/035 Bus Shelters**

No action was deemed necessary, and it was noted that the refurbished sign was now in place in the Langford / Budgens bus shelter.

**1617/OS/036 Update relating to grass cutting for 2017**

The Clerk updated members on a recent meeting he had held with the manager of the grass cutting contract. The Clerk suggested that should members wish to add additional grass cutting and weed killing aspects a costing request be sent to the contractor.

**1617/OS/037 Budget vs spend update year to date**

The detail of the spend against budget for the open Spaces Cost Centre was presented to the committee. No issues were raised or evident.

**1617/OS/038 Draft budget 2017/18 – to go forward to Finance Committee November 2016**

It was agreed that the budget for the current financial year should be suggested to Council as being appropriate for the financial year 2017/18.

**1617/OS/039 Matters for Information**

No matters reported

There being no further Business, the meeting closed at 8.35pm.

**Next meeting – 23rd January 2017**

Signed.....

Date.....