

MINUTES of the Works Committee Meeting held on
Wednesday, 15 February 2017 at the Parish Centre, Gerald's Way, Chalford
at 7.00 p.m. in accordance with notice given

In the Chair:	Councillor Wood
Present:	Councillors Ellis, Oakley, Ramsey, D Taylor
In attendance:	The Clerk, Steve Webber
Apologies:	Cllrs Newson, L Taylor

W.01.02.17 PUBLIC PARTICIPATION – none

W.02.02.17 DECLARATIONS OF INTEREST – None

W.03.02.17 MINUTES OF LAST MEETING

W.03.01.17 Cllr Ramsey abstained. The minute was changed to reflect this. Cllr Ellis proposed, “**acceptance of the Minutes of the 31 January 2017 with the above amendment**”. This was seconded by Cllr Oakley and unanimously agreed.

W.04.02.17 CLERK’S REPORT – attached

Update on matters:

Tesco Fence – the fence has been erected. The Clerk read out an email from a parishioner thanking us for installing the fence.

Spring Clean – Chris Trevett, Neighbourhood Warden, was unable to make the meeting as planned. A revised date will be agreed in due course.

Tree Work – Sam Kelly has carried out work to trees in Frith Wood. Steve Webber will put chippings on the permissive path which runs parallel with MCH16. Sam will work on the trees in France Lynch Pleasure Ground in March and has quoted an additional £400 for the felling of the Lime tree. The Clerk has spoken to Sam about this price, the majority of which is labour costs for cutting into manageable chunks for selling the wood. We have been offered £70 a ton. This was agreed. Sam will reduce the price accordingly if the work takes less time than anticipated. Cllr Wood proposed, “**we proceed with the additional cost for felling the Lime tree**”. This was seconded by Cllr Ellis and unanimously agreed.

Flytipping – Chris Tevett has cleared the flytipping in Foxes Close. He did not feel the soil tipping in France Lynch to be a problem.

Aerial Runway replacement – this item will be considered on the March agenda. In the meantime, brochures and quotes will be obtained. Steve recommended the replacement is sited parallel with the current one but on new ground. This will be taken into consideration when viewing the site.

Community Payback Scheme – Steve is compiling a list of equipment needing work. The Footpath Working Group has a need so it is hoped we can combine the two requirements to provide the group with a longer period.

W.05.02.17 REFERRALS – FC12.2.17 Coppice Hill car park – agenda item 15.

W.06.02.17 CORRESPONDENCE

Inflatable Theme Park – Mr Pedrick has asked if he can hold this event at Middle Hill Allotments on the first weekend of October, the exact dates to be notified. Cllr Ellis proposed, **“we agree to the Inflatable Theme Park event taking place at Middle Hill Allotments at the beginning of October”**. This was seconded by Cllr Wood and unanimously agreed. Previous rules and procedures to be used. **ACTION: Clerk**

Path behind Ashley Drive – a parishioner asked if anything could be done to improve the surface of this path. Sarah Macaulay-Lowe, PROW, knows the path well and is of the opinion it is a stony natural path and doesn't need tarmac.

Dog Fouling – a parishioner has complained about the amount of dog fouling in the Parish. As a result her puppy contracted a parasitic disease. This complaint was reported to both the SDC Dog and Neighbourhood Wardens. The Dog Warden communicated with the parishioner and as a result path stencilling has been reapplied. The parishioner is of the opinion that the dog fouling signs on posts are too high for any impact. The Dog Warden is addressing this concern.

Gerald's Way tree planting – Highways has confirmed that we can use the same Licence to Cultivate for the replacement trees. The new trees must not affect visibility, drainage or permitted to grow to a height which could cause root damage to the surrounding surface.

Chalford Hill Dog bins – Cllr Lilly has requested consideration is given to more dog bins in Chalford Hill. To be considered in March. **ACTION: March agenda**

W.07.02.17 WORKS BUDGET

Councillors were furnished with details of the budget to 31 January 2017. The Clerk provided the meeting with a summary of potential expenditure.

Repairs – There is a second Land Rover repair amounting to £51.50. In addition the Tractor, walk behind mower and a strimmer are being serviced at an estimated total cost of £750. Works Materials - Steve will be purchasing end of year consumables amounting to approx. £400. Grit and Litter bins - the cost of the replacement bin at Sycamore Lane needs to be taken into consideration. Recreation Grounds and Open Spaces – the replacement swing parts are to be taken from this budget and the basketball goal £1,718 is to be taken from Play Equipment Repairs and Improvements. Finance and Management will be considering the overall budget next week which looks to be on course to go over budget.

W.08.02.17 REPLACEMENT LITTER BIN AT SYCAMORE LANE/MIDDLE HILL

SDC has asked us to reconsider our chosen open topped litter bin as birds/animals can get to rubbish and the wind may also be a factor. The cost of a post mounted covered, unlockable bin is £189 compared to the £58 for the one we agreed last month. After a short discussion, Cllr Ellis proposed, **“we proceed with the uncovered litter bin as agreed at our meeting in February, at a cost of £58”**. This was seconded by Cllr Wood and unanimously agreed. **ACTION: Clerk**

W.09.02.17 WELCOME TO CHALFORD SIGNS

The Assistant Clerk had drawn up several 'mock ups' for committee members to view. Cllr Wood had shown the examples to Highways. Their advice is to have signs with a white background and dark lettering and to avoid the coloured signs. This advice was taken on board but the question was asked as to whether our logo colours could remain. This question would need to be asked of Highways as it could increase the cost. Highways will fund the A419 signs and the Parish Council will need to fund the one at the parish boundary adjoining Bisley with Lypiatt and the replacement one at the top of Toadsmoor/The Vatch.

The Committee considered the examples and agreed on the ones attached. Both signs will have a white background, black lettering, apart from the logo. (1) WELCOME TO CHALFORD/ (2) BUSSAGE & BROWNSHILL will be block capitals, the latter retaining the ampersand. Please Drive Carefully will be capital initial letters followed by lower case. The Bussage & Brownhill sign will be of a size to fit into the current stone surround. Cllr Ellis proposed, **“we proceed with signs 1 and 2 as described above and sign 2 to fit within the current stones, all with our logo colours.”** This was seconded by Cllr Wood and unanimously agreed. The Clerk will speak to Highways. **ACTION: Clerk**

W.10.02.17 CEMETERY

Charges – the Clerk pointed out an inconsistency between cremation plot reservations and others in that cremation reservations are granted exclusive rights whereas non reserved interments do not. The committee were asked to consider whether they wished to continue with exclusive rights in the current format. The committee was also asked if they wished to continue with cremation reservations. After a short discussion, it was agreed to take out mention of exclusive rights on the reservation confirmation. After consideration of nearby cemetery rates and comparing those to ours, Cllr Ellis proposed, **“we increase each cemetery charge by £25”**. This was seconded by Cllr Oakley. There was one objection. A vote on whether to continue with cremation reservations realised three abstentions. Reservations will therefore continue.

Scattering of ashes – the committee was shown a picture of a grave at the cemetery on which the whole surface had been covered in ashes. There is nothing explicit in legislation to restrict people disposing of cremated ashes but a landowner can say how ashes should be dealt with. It was agreed to add wording to our rules to cover this issue. Cllr Wood proposed, **“the following wording to be added to paragraph 1 of our rules ‘No burial of ashes into grave plots will be allowed except on production of such Certificate or Order. No scattering of ashes on the surface of graves/cremation plots will be permitted.’”** This was seconded by Cllr Ellis and unanimously agreed. **ACTION: Asst Clerk**

W.11.02.17 2017 SUMMER SEASON CONTRACTORS

Cllr Wood proposed, **“we contract R H Attwood to carry out the grass cutting of France Lynch and Bussage Pleasure Grounds at a cost of £1,285 for the season”**. This was seconded by Cllr Ellis and unanimously agreed. Mr Attwood’s charge remains the same as 2016. **ACTION: Clerk**

Cllr Oakley proposed, **“we contract Mr K Harrison to assist Steve Webber during the summer season at a cost of £125 per day”**. This was seconded by Cllr Ellis and unanimously agreed. This is an increase of £5 per day over 2016. **ACTION: Clerk**

W.12.02.17 FOOTPATH WORKING GROUP

There has been no FWG meeting since our last Works meeting, the next being on 22 February 2017. Cllr Oakley reported briefly on the proposed walks leaflet, advising there are currently two suggested walks, one in Bussage, covering Toadsmoor/Brownhill, the other in the east of the Parish. MCH57 Coppice Hill to the Community Shop – it is hoped that a Community Pay Back gang can be contracted to assist with the problems on this path. Steps near to Sycamore Cottage at the bottom of Cowswell Lane – these steps are in need of repair. Funding from the Ramblers Holidays Charitable Trust of £2000 could be used in part towards the repair.

W.13.02.17 PUBLIC RIGHTS OF WAY VOLUNTEERS

Cllr Oakley reported that there are six volunteers willing to undertake voluntary work. Cllr Oakley has drawn up drafts of a Risk Assessment and Policy for Practical Work by volunteers. He will be asking FWG members to consider these and will feed back their comments to the Works Committee in March. Volunteers will be asked to carry out moderate level work. The definition of moderate

was queried. Cllr Oakley said that whenever complaints on the state of a path are brought to the Works Committee and if they are small jobs, the volunteers could do them. He advised that there is a lot of enthusiasm within the group. Cllr Wood said that we should ensure that the various people/groups involved with footpaths do not duplicate work. Cllr Wood suggested that Cllr Oakley looks at the Gloucestershire Wildlife Trust website where there are rules that may help with the policies. All work to be undertaken by volunteers must first be brought to the Works Committee and in order to provide appropriate insurance, must be approved by Public Rights of Way.

Cllr Oakley advised that there are four major projects in mind which will be brought to Works before proceeding. Cllr Wood advised that any required budget funding must first be authorised by the Works Committee and earmarked reserve funding by Finance and Management.

W.14.02.17 COPPICE HILL CAR PARK

A short discussion took place as to how we should 'take control' of this area. Cllr Ramsey suggested the committee visits the area for a site meeting to determine what is required. This was agreed. A few years ago, discussions were held with the landowner at the back of the area, specifically in respect of the ownership of a line of trees across the boundary. The landowner was not prepared to take ownership. A land registry search did not provide a definitive boundary line. **ACTION: All**

W.15.02.17 CHALFEST

Committee members of this event have offered to create a disabled access at the entrance to France Lynch Pleasure Ground, near to the basket/football. The usual minimum width for wheelchair access is 1 metre. A ramped access needs to be 1.5 metres. The current ground's outer entrance measures 1.1 metres wide and the inner wall measures 1.8 metres. It was agreed that the outer wall should be extended to 1.3 metres. It was suggested that tarmac is laid in the area between the two walls. Cllr Oakley proposed, "**we accept Chalfest's offer to widen the entrance to France Lynch Pleasure Ground near to the basket/football area and would suggest tarmac is laid between the two walls**". This was seconded by Cllr Ellis and unanimously agreed.
ACTION: Clerk

W.16.02.17 HIGHWAYS REPORT

Old Neighbourhood – ivy on part of the road, above Abnash crossroads was not cut back when work was carried out to the foliage recently. Highways will investigate this.

Cllr Taylor emailed regarding the state of Old Neighbourhood and expressed great concern about the road surface. He has suggested that we write to the County Council expressing our grave concern on the issue. It was agreed to write positively, commencing our response as follows: "we are pleased to learn that work is in hand to improve Old Neighbourhood Road in May....." and request confirmation that the planned work is to be carried out. Steve advised that he had witnessed a gang filling some pot holes. If the resurfacing does not happen during the first quarter of the new financial year, the road will become very dangerous. **ACTION: Clerk**

Lynch Road – road closure signs were placed here. A parishioner asked if these signs had been authorised by Highways. It was confirmed authorisation had been given.

Middle Hill/Burcombe Road junction – due to accidents at this junction, Highways were asked to consider if anything could be done here to make the area safer. Highways are investigating.

Rear of Chalford Hill School – BT has put cement on top of the ducting. Highways are happy with what has been done. If we want a raised kerb installed, it was suggested we contact County Cllr Waddington and ask if he could fund this requirement.

Wall at bottom of Hyde Hill – Highways has said the wall is their responsibility. They are investigating repairs.

Cowcombe Hill – the signs at the escape area have been hit by a vehicle. Highways have asked for replacements to be installed.

Sports and Social Club sign – it is hoped to replace this sign at the same time as the above job at Cowcombe Hill. The sign is missing from the junction of Midway/Burcombe Road.

W.17.02.17 STEVE WEBBER'S REPORT – attached

Outdoor Exercise Equipment – following up a complaint from a parishioner that an item of this equipment was loose, Steve found that bolts securing the skier to the ground were loose and as a result the equipment was rocking on its foundation. Steve is of the opinion it is vandalism. This area will be monitored.

Steve asked if he should compile a list of roads needing work on which County Cllr Waddington's funding could be spent. It was agreed to continue. Cllr Ellis suggested the kerb at the rear of Chalford Hill School is included. Councillors to advise Steve or the Clerk of any roads that should be added to the list. **ACTION: All**

Frith Youth Centre kerb stones – Highways will provide us with the stone for the verge and will then repair the kerb stones.

W.18.02.17 WARD MATTERS – none

W.19.02.17 ITEMS FOR INFORMATION – none

There being no further business, the Chairman closed the meeting at 8.56 p.m.