



PANGBOURNE PARISH COUNCIL

GROUNDS COMMITTEE MINUTES

At a meeting of the Grounds Committee held virtually via zoom on Wednesday 21st October 2020 at 7.30pm.

Present: C. Hartley (Chairman), S. Ferguson, N. Goodwin, J. Higgs, P. MacIver, J. Power, M. Shakespeare, R. Elkin (Clerk)

Apologies: P. Hawkins, G. Hurley, G. Child, M. Sandham
No MoP were in attendance.

Section 1 - Procedural

GR/145 APOLOGIES FOR ABSENCE

P. Hawkins, G. Hurley, G. Child, M. Sandham were unable to attend and sent apologies which were noted by the committee

GR/146 DECLARATIONS OF INTEREST

J. Higgs is a member of the Bowls Club.
J. Power, C. Hartley are allotment holders

GR/147 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 29th January 2020 were approved and signed by the Chairman as an accurate record with one amendment by J Power relating to the allotments.

GR/148 OUTSTANDING ACTIONS, MATTERS COMPLETED AND MATTERS ARISING ON THE MINUTES

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| <ul style="list-style-type: none">• Clerk to progress with arrangements for Memorial Testing and speak to PCC regarding their involvement in the cemetery- Ongoing-Asst Clerk has approached one of the main contractors to quote, having had no response from the previous company approached• PM – no update. This item will be removed from outstanding actions until it becomes clear what course of action to take and progress is ready to be made• No progress has been made on the purchase of new land for a cemetery extension. Following discussion at various recent council meetings, this matter will be removed from ongoing actions as it looks very unlikely that any geologically suitable land in the vicinity of Pangbourne Hill will be able to be acquired.• Football goals at Chiltern Walk were installed earlier in the summer. MS to write and circulate a draft letter to councillors asking residents what further improvements they would like to see done with Chiltern Walk. OSW will deliver once letter agreed.• CH offered to repair the fencing at Chiltern walk• CCTV- Certificate of Lawfulness required for the work has now been obtained by CH• Leases and Licenses and Charitable Trust matters at the recreation Ground are ongoing. Meetings with representatives of the all the clubs have now taken place.• CH gave an update on the tree works which have taken place this year since the last meeting and outlined the work that is due to start at the recreation ground at the beginning of November. CH also stated that an additional expenditure of £350 was required for 1 tree suffering from ash die back and that arrangements were in place to fell the affected tree. Two others at the Dolphin Centre car park fell under the responsibility of WBC and would be felled by them. | Asst Clerk |
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- Discussions have taken place with one of the tree officers at WBC regarding future tree planting schemes on the bank in the coming years and a letter has been sent regarding spring bulb planting for this winter
- PM stated that Veolia has begun waste collections at the Cemetery and there are outstanding matters to be resolved with the contracts
- Works are now complete at the cemetery with the new waste area and bins in place, the french drain working well and excess spoil levelled or removed. Marble grave markers are on order as is the new noticeboard for displaying a map of the cemetery.
- Following the removal of various trees at the meadows/recreation ground, further work will be done to review whether and what type of fence may need to be installed to secure the area.
- All other outstanding matters are agenda items

CH
Clerk

Section 2 - Decision Making

GR/149

TO CONSIDER AND AGREE GROUNDS PROJECTS TO BE INCLUDED IN THE BUDGET FOR THE REMAINDER OF THIS YEAR (20/21) AND FOR INCLUSION NEXT YEAR (2021/22), IDENTIFY SPENDS AND FUNDING (Capex Opex and CIL) AGREE PRIORITIES AND WHICH PROJECTS TO ROLL OVER

This year works remaining:

- 40 trees to be planted – arrangements need to be made
- CCTV
- Picnic Benches
- CH stated that he would like to undertake electrical works at the recreation ground toilets, and it was agreed that this should go to full council as it was not listed on tonight's agenda.

Possible other works to be phased for next year/future years include:

- Survey of trees at the allotments could be undertaken next year.
- Decide what remaining tree works need to be undertaken at the meadows and recreation ground in the next financial year and which need to be phased back.
- Possible works at recreation ground – path around the perimeter (CIL expenditure).
- Footpaths/street scene joint working with WBC to be considered.
- Works to maintain and repair the sports pavilion- urgent as dilapidation on parish owned building
- Works at Football Changing block will not take place next year – pending other arrangements. It was suggested that a larger grounds contingency could be budgeted going forward.

It was agreed to have an informal budget and project planning meeting in the coming weeks (4th December) to progress a final phased list of projects.

GR/150

FINANCE AND BUDGET SETTING 2021/22

- TO REVIEW GROUNDS EXPENDITURE YTD (2020/21)
- TO CONSIDER AND AGREE THE GROUNDS FIRST VIEW BUDGET FOR 2021/22 TO FEED INTO THE PRECEPT PROCESS

- The Clerk presented the first draft of the budget for 2021/22 year. She has included many of the projects that have been suggested as possible for next year, however as not all of these are CIL expenditure and also as CIL is now reducing going forward, she urged that some of these be phased into subsequent years or scaled back.
- This year's council income has been hit significantly by the pandemic, with major reductions in both hall and to some extent cemetery income. Cost savings across the council have been pursued where possible, however many costs continue whether or not, for example the hall continues to remain open. In addition, there has been increased expenditure in some areas that is not insignificant – increased waste collection costs in the open spaces for example, as well as covid-19 secure measures across all operations.
- The Clerk proposed that she look for expenditure savings before re-presenting the draft budget and precept at the next council meeting and before bringing this back to grounds committee at the next meeting. Projects will need to be scaled or phased back as the council will likely need both a precept increase and to draw money from reserves to cover costs over the coming year.

- It was agreed that Councillors would meet to agree priorities to include in next year's budget over the coming weeks.

GR/151 TO DISCUSS THE FUTURE STRUCTURE OF THE GROUNDS COMMITTEE GOING FORWARD, RESPONSIBILITIES FOR INDIVIDUAL COUNCILLORS AND THE POTENTIAL NEED FOR WORKING GROUPS AND SUBCOMMITTEES. TO EXPLORE PROVISIONAL PROPOSALS TO RECOMMEND TO FULL COUNCIL

- A brief discussion took place regarding the future structure of the grounds committee with its high workload. It was agreed to continue with the current structure but to use less formal working groups more frequently to deliver individual projects more efficiently. The working groups could then report back any proposals to Grounds.

GR/152 APPROVAL OF NOTICEBOARD REPAIRS (EX MOORS NOTICEBOARD) AT APPROX £300

- It was RESOLVED to approve expenditure of approx. £300 (as per the quotation from Green Barnes) to repair the noticeboard which had been removed from The Moors (rear of WH Smiths).
Asst Clerk to action.

Asst
Clerk

GR/153 CONSIDER APPROVAL OF ADDITIONAL TREE AND FENCE WORKS AT THE RECREATION GROUND AND MEADOWS, IN PARTICULAR TO CREATE AN ENTRANCE FOR BIN COLLECTION FROM THE TRACK

- Discussion took place regarding the clearance of an area adjacent to both the recreation ground toilets and the meadows track in order to provide access for future bin contractors to replace the current arrangements. A small wooden fence and gate to be placed in the area once cleared in order to provide pedestrian access only from the track. It was RESOLVED to approve £600 to undertake this work.

NG left the meeting at 9.15pm

Section 3 - Updates from working groups, councillors and committee members

GR/154 TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS

- There were no updates from councillors other than a brief update from CH and PM regarding CCTV.

GR/155 ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE AGENDA OF THE NEXT MEETING

None

Section 4 – Closure

GR/156 CLOSURE

There being no further business the meeting closed at 9.25pm

Next meeting to be scheduled

Chairman

Date