



SEDBERGH PARISH COUNCIL AMENITIES COMMITTEE

**Minutes of the Meeting held on Wednesday 6th of September 2017 @ 7.30pm
in the Council Office**

PRESENT:

Steve Longlands (SL), Simon Arnold (SA), Margaret Brooks (MB), John Capstick (JC)
Ian McPherson (IM)

UNABLE TO ATTEND: Martyn Dawson (MD), Roger Sedgwick (RS)

REF	NOTE	ACTION
001/09/17	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED that apologies had been received from Martyn Dawson (MD)</p>	
002/09/17	<p>DECLARATIONS OF INTEREST</p> <p>RESOLVED it be noted that no member declared any interests on items on the agenda.</p>	
003/09/17	<p>MINUTES OF LAST MEETING</p> <p>RESOLVED that the minutes of the meeting of Sedbergh Parish Council Amenities Committee held on Wednesday 2nd of August be confirmed as a true record and be signed by the Chairman.</p>	
004/09/17	<p>MATTERS ARISING NOT ON AGENDA</p> <p>Nil</p>	

005/09/17	<p>BUDGET</p> <p>SL informed the meeting that all areas of our budget were within expectations for the time of year and agreed to send a copy of the current figures to members</p> <p>PLAYING FIELD</p>	SL
006/09/17	<p>Some Himalayan Balsam on the boundaries of the field had been removed by YDNP – remainder left as seed could be disturbed and spread.</p> <p>It was noted that the donation of £2000 from SWFC had been received and works could now be undertaken.</p> <p>A quote for the proposed 2018/9 major works had been received from a local contractor as well as detailing costs for general works under the 2018/7 ongoing plan of maintenance. It was noted by members that certain ongoing costs were considerably cheaper on the quote than what we are currently paying. SL had mentioned this to the current contractor which had not been received positively.</p>	
007/09/17	<p>RESOLVED that SL will contact SWFC concerning their normal donation as this is separate to the improvement scheme.</p>	SL
008/09/17	<p>RESOLVED that SL will contact Martin South to arrange the sanding work.</p>	SL
009/09/17	<p>RESOLVED that SA will forward the quote to SWFC for their use in fundraising for any major works and request a confirmation of their intent to proceed on major works or not by January to enable the council to put in appropriate budgets for the 2018 financial year.</p>	SA
010/09/17	<p>RESOLVED that SA will contact the quote provider to check there are no hidden costs then contact the current contractor (as there is no previous relationship) and ask if he is willing to price match for this year on certain items but continue with the cutting at the current rate. He will inform the contractor that we will need to go to tender for a full future package next year due to our standing regulations but naturally his quote would be considered favourably due to previous services provided.</p> <p>Contingencies for the limited cutting season remaining were discussed in case the reaction was negative.</p>	SA

011/09/17	<p>SA informed members that gravel had been installed to help the drainage into the grate under the field access gate FOC but the grate required unblocking and the channel clearing.</p> <p>RESOLVED Clearing the grate to be added to the Handyman's list</p> <p>PLAYGROUND</p> <p>SA had conducted a survey of parent's views for a replacement for the rocking horse. Over two dozen responses thinned down the options from +40 to 10. SA stated either we could resurvey based on a short list or try to make a decision based on images of the options ourselves and the comments made by parents previously.</p>	SL
012/09/17	<p>RESOLVED members unanimously voted Oscar the Octopus as the new member of the playground kit. Unfortunately despite not being the most expensive option the committee could not proceed further as the item was over £500 and it would need referral to full council.</p> <p>SA gave an update on the shelter project including some photographs of the work in action and the completed project. The group had raised approximately £700 (less costs from Go Fund Me) and costs currently looked like they would be circa £630 – any excess has been pledged by the group to help fund Oscar!</p> <p>SA noted the roof slats on the shelter were still in hand with a local contractor.</p> <p>SA explained the concept of Sedbergh School Challenge week and informed members that he was now coordinating the service element which involved 120 pupils and a budget of £6000</p>	Parish Clerk/ SA
013/09/17	<p>RESOLVED members were tasked to come up with suggestions for projects that could productively occupy 8-10 pupils for 3 ½ days and which would both be interesting, viable, and of benefit to the community.</p>	All
014/09/17	<p>JOSS LANE CAR PARK</p> <p>SA and JA had held the first meeting with the appointed architects for the refurbishment project and sketch layout options would be available for the October meeting of the full council.</p>	

015/09/17	<p>It was suggested that some 'long term' or full day parking on the car park in Wednesdays might be redirected to Loftus Hill on that day to free space for shoppers</p> <p>RESOLVED that IM will contact Andy to see if a 3 week survey could identify any candidates who could be encouraged to change their habits</p> <p>MAIN STREET TOILETS</p> <p>SA informed members of progress on the scheme to improve the lady's side of the facility</p> <p>Mirror had arrived and was due to be installed</p>	IM
016/09/17	<p>RESOLVED that the appointed contractor install ASAP</p> <p>Lights had been ordered but due to the lack of payment facilities available to the council would not be delivered until the cheque had cleared.</p>	SL
017/09/17	<p>RESOLVED that appointed contractor install ASAP</p> <p>Brushes for the steam cleaner had been ordered from Rycroft's</p>	SL
018/09/17	<p>RESOLVED that SA will provided the cleaner and it be added to the Handyman's list after a demo of how to use the equipment.</p> <p>Main Street Gallery had offered to provide prints in silicon sealed frames at cost, an example will be shown at the next meeting – these could 'Holiday' in the winter if it were considered necessary</p>	SA
019/09/17	<p>RESOLVED that SA will bring example to next meeting</p> <p>Bath House had agreed to provide soap and soap dispensers FOC providing the other works had been completed.</p>	SA
020/09/17	<p>RESOLVED that SA will write to thank and arrange</p> <p>No 6 Finkle Street were keen to contribute to the new vanity area</p> <p>A quote had been received for the removal of unused cubicles and creation of the vanity area form £780 (£200 of which could be paid direct to the plumber) unfortunately as this was over the £500 limit no action had been possible until the next council meeting.</p>	SA

021/09/17	<p>A quote for repainting the existing doors had been received, SL will seek a quote for new doors instead as he knows the contractor SA had found for that option.</p> <p>RESOLVED that SL will get a quote before the next meeting</p> <p>It was noted that funds yet to be received from donation boxes in this financial year could be considered as potential funds for this project.</p>	SL
022/09/17	<p>LOFTUS HILL CAR PARK</p> <p>Nothing to Report</p>	
023/09/17	<p>BENCHES</p> <p>The bench identified on main street outside Capsticks had been taken in and stripped down, unfortunately there was considerable rot (to be expected of something made in 1986). This could be repaired but required all the slats to be replaced on the seat, replacement pieces inserted into cross bars and foot pads to be added. SA distributed a photo sheet to show the issues encountered and the final repair. This was not possible within the original £250 quote as only work on one missing slat had been allowed for. SA and SL had taken the decision that given the bench was of historical importance (Queen's Visit) and that a new replacement would be well over £1200 for a hardwood bench of this size, that repairs should be undertaken. The work was now complete and the estimated cost would now be in the region of £450 subject to final invoices being submitted.</p>	
024/09/17	<p>BOWLING</p> <p>Nothing to Report</p>	
025/09/17	<p>STREET LIGHTS</p> <p>SL Reported that the county council appeared to finally be taking an interest in Fell Close/ Weavers Yard</p>	

026/09/17	<p>OTHER AMENITIES</p> <p>SA informed members that 3 Waste Bins have been installed and are being paid for by Sedbergh School (including collections) to aid in dealing with the dog mess issues around Church Walk, Spar and Busk Lane.</p> <p>SL explained how the Handyman would be utilised</p>	
027/09/17	<p>RESOLVED that the Parish Clerk be asked to add the Handyman as a regular Agenda Item for the committee.</p> <p>Car Parking Signs at the People's hall car park were discussed. It was noted that the People's Hall would have to contribute to any new signs.</p>	<p>Parish Clerk</p> <p>IM</p>
028/09/17	<p>RESOLVED that IM would review the wording on the existing signs and report back to Members</p> <p>Debate ensued over the £500 limit before a tendering process for jobs had to be triggered.</p> <p>It was universally felt that nowadays there were few small jobs outside those suitable for the Handyman that would not trigger this threshold due to costs of materials. These material costs were often non-negotiable elements in any tender rendering the Tender process itself unlikely to produce any substantial savings.</p> <p>It was noted that few local contractors were willing to price for small jobs due to the cost and time involved, this in turn could increase the price to the council.</p> <p>There was an understandable unwillingness for members to expend the time required in drawing up tenders and briefing/meeting contractors for items where their work was unlikely to result in any substantive saving of public money.</p> <p>Both the work on the toilets (£80 over the limit) and the purchase of the replacement for the rocking horse (£145 over the limit) were examples this month.</p> <p>It was agreed that the current limit was arbitrary and was no longer serving its intended purpose of ensuring accountability.</p>	

	<p>RESOLVED that full council be asked to vote on this limit being adjusted to £1000</p> <p>RESOLVED that full council be asked to vote on including a clause in our standing orders to the effect that <i>'should a significant proportion of the cost of any works be comprised of capital costs for which there could be little or no variation these costs can be disregarded by a committee (with delegated powers) when considering the tender threshold, subject to a vote by said committee.'</i></p> <p>Example playground equipment:</p> <p>Unit 650, Delivery 50 Matting 200, Concrete 100, Labour 200. Total 1200 of which 1000 is effectively fixed costs.</p> <p>DATE OF NEXT MEETING</p> <p>The date for the next scheduled meeting is confirmed as:</p> <p>Wednesday 4th of October 2017</p> <p>Meeting closed at 9.10pm</p> <p>Signature of Chairman</p> <p>Date</p>	<p>Full Council</p> <p>Full Council</p>
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