

Edlesborough Parish Council

Minutes of the General Purposes Committee Meeting

Thursday 3rd June 2004 at 7.30 pm at Edlesborough Memorial Hall

Item	Decision	Next Review Date
<u>Present</u>	Mr Brown (Chairman), Mrs Prys-Jones, Mr Cabbage, Mr Wilkinson, Mrs Parker (co-opted member), Mr Parker (co-opted member), Maggie Kerr (Clerk). There were no parishioners present at this stage. After considering the Memorial Hall, Pavilion and Green Mr Brown thanked Mr and Mrs Parker for their input as co-opted members. Mr and Mrs Parker remained at the meeting as parishioners.	
<u>Apologies</u>	Mrs Thompson	
<u>Declarations of interest</u>	Mr Brown asked if there were any declarations of interest to be declared. None were declared.	
<u>To confirm the members of the General Purposes Committee</u>	At this point Mr Brown referred the Councillors to the General Purposes Committee's history document. This was agreed by all as amended and is attached to this document. It was then confirmed that the members were as follows: Mr Brown (Chairman), Mrs Prys-Jones, Mr Cabbage, Mr Wilkinson, Mrs Thompson, Mrs Parker (co-opted member), Mr Parker (co-opted member), Maggie Kerr (Clerk).	
<u>To elect a Vice Chairman of the General Purposes Committee</u>	Marilyn Prys-Jones was elected unanimously.	
<u>If required to appoint representatives to specific tasks</u>	Mr Brown stated that he felt it would be useful if Councillors were overseeing specific tasks, for example, overseeing the churchyard/cemetery. It was agreed that this would be discussed as and when required at the appropriate time.	
<u>Minutes of previous meeting</u>	The minutes of the previous meeting held on Wednesday 5 th May 2004 were agreed.	
<u>Matters arising from previous minutes</u>	None	
<u>Edlesborough Memorial Hall</u>		
<u>Items brought forward from the meeting on 5/05/04</u>		
<u>Helpful hints for users</u>	Mr Wilkinson produced a document called Helpful Hints for Users. This was agreed by the Committee. It was agreed that Mrs Prys-Jones would organise having it laminated in sizes A3/A4 and it was to be placed in the Memorial Hall.	Item closed.
<u>Replacement floor</u>	Mr Brown was to contact the consultant to advise on a suitable specification for a replacement floor in the main room of the hall. Mr Brown was awaiting a response from the contractor.	July
<u>Debris on roof and cracked roof tile</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors.	July
<u>Cleaning of gutters</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors.	July
<u>Damaged paving slabs on boundary with Edlesborough Autos</u>	Clerk chasing AVDC for a date to meet.	August
<u>Gas supply pipe/ painting</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors.	July
<u>Boiler Room floor tiles lifting</u>	Mr Parker (handyman) would attempt to re-stick these.	Item closed
<u>Electrical Inspections</u>	Mrs Parker (caretaker/bookings secretary) had asked the electrical contractor to carry out the inspections but he was very busy and would	July

	hopefully do these in the very near future. It had been agreed that he would be happy to sign to say that the inspections and testings are only necessary every five years but routine checks would be required annually.	
<u>Exterior woodwork repairs</u>	Mr Brown was to contact the consultant to advise on a suitable specification for exterior woodwork repairs. Mr Brown was awaiting a response from the contractor.	July
<u>FOES hall hire agreement</u>	Mrs Parker had completed the agreement with FOES.	Item closed
<u>Report from Caretaker</u> <u>(Mrs Parker) dated 26.05.04</u>		
<u>Payment from AVDC for European Elections – use of hall</u>	<p>AVDC had asked to hire the Hall for the Election. Mrs Parker had received a letter from AVDC stating that there were new European Parliamentary Election Rules 2004 which meant that:-</p> <ol style="list-style-type: none"> 1. AVDC could not pay for the hire charge of the rooms. 2. Payments can only be made to defray any expenses incurred so as to cover basic costs of heating and lighting and caretaking. <p>It was agreed that the Clerk should contact AVDC and state their interpretation of the rule was incorrect as it stated "the local returning officer may use, free of charge".</p> <p>That the letter received was dated 24.05.2004 which was five months after the precept had been set by the Parish Council. Therefore our income for holding the elections would be halved. The Clerk was to ask that AVDC reconsider their decision.</p>	August
<u>Report dated 03.06.04</u>	Mr Brown stated that he would defer items on the second report dated 03.06.04 because it had only been received the day of the meeting. Not all the Councillors had received a copy and nor had the Clerk. It was stated that in future any report should be given to the Clerk in ample time for it to be copied and circulated in order for it to be included in the agenda. The meeting agreed unless it was an emergency.	
<u>Clerk Report</u>		
<u>Rates payable on the Memorial Hall</u>	<p>The Clerk had received a letter from AVDC stating that they were going to charge the Parish Council full rates for the Village Hall. Apparently there had been an error over the past few years and the Parish Council should have been requested to pay the rates in full. The situation had been that the Parish Council hadn't been asked to pay any rates. It was agreed that the Clerk should take the following action:</p> <ol style="list-style-type: none"> 1. Write to AVDC and ask them to set out "chapter and verse" as to how these rates were calculated and why there wasn't even a discretionary/charitable use reduction. 2. Clerk to state that the precept had been set in January and this sum of roughly £1,600 had not been included in calculating the budget and therefore would they agree to withdraw the request for payment for at least this year. 3. Clerk to ask the District Councillor to intervene. 4. The Clerk to ask BALC for advice 5. Refer the matter to the Edlesborough Parish Council for approval of action 	
<u>Approvals</u>		

	Refer the matter to the Edlesborough Parish Council for approval of action	
<u>Timing of future activities and projects</u>	None	
<u>Edlesborough Green (including the play equipment, car parks etc)</u>		
Items brought forward from the meeting on 05.05.04		
<u>Proposed By-law notices for Edlesborough Green</u>	Awaiting – Clerk expected to receive them in the next week.	July
<u>Ruts near Pavilion car park/bare patches/re-seeding</u>	The contractor had been re-seeding the goal mouths. The Clerk was to chase and ensure the other work had been carried out. The Clerk is to write to the Cricket Club and request that they fund the soil and seeding of the bowlers' marks and that the Tennis Club should fund the soil and seeding of the new power cable run.	August
<u>Paving slabs/concrete below the seats and at the pedestrian gates onto the green</u>	The Clerk said that she would obtain a quote for this item which would need full Parish Council approval.	August
<u>Play equipment</u>	The contractor who had agreed to carry out the painting of the play equipment and the replenishing of the bark was not able to carry out the work. The Clerk was therefore making enquiries as to other contractors who would be willing to carry out this work. The Clerk pointed out that one contractor had agreed to rake over the park once a month but it first needed replenishing.	July
<u>Soil outside the pavilion</u>	Mr Parker noted that a lot of soil was appearing outside the pavilion. It was agreed that the situation would be monitored.	August
<u>Replacement of damaged posts plus additional posts around the EMH car park</u>	This work had been carried out.	Item closed
<u>Additional posts at the far end of the car park between the end of the car park and the hedge</u>	Mr Parker stated that he was unclear why we were putting in additional posts and why we weren't just putting down hard core, and he suggested MOT – type 1. There was a discussion and it was decided that the Clerk should obtain a quote for doing this work and then the committee would consider which option to use.	August
<u>2004/2005 Green/Pavilion charges</u>	The Clerk apologised as she had not produced the details of the money received.	July
<u>Play area safety surface</u>	It was agreed that the committee needed to carry out a study to compare the cost of replacing the bark surface of the play area. It was agreed that Mr Cubbage would look into this matter and report.	October
<u>Junior Football fees</u>	Clerk to chase.	July
<u>Use of the Green and Pavilion</u>	Mrs Parker stated that it was difficult to know who was using the Pavilion and Green and when and it would be useful if she received reasonable notice when people were using it as Mr Parker needed to clean the Pavilion. It was agreed that she would put up a polite reminder that if people intended to use the facilities then Mrs Parker should be given reasonable notice. Mrs Parker to action.	July
<u>Approvals</u>	Costings of paving slabs once received, bollards/ hardcore	
<u>Timing of future activities and projects</u>	None	

<u>Edlesborough Green Pavilion</u>		
Items brought forward from the meeting on 05.05.04		
<u>Shower head replacement</u>	This item to remain on the follow on list to be discussed in November.	November

<u>Anti-vandal painting</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors.	July
<u>Pavilion user rules and regulations</u>	This item to be kept on hold.	September
<u>Pavilion Improvements Working Party</u>	This item to remain on the list. Mr Brown is speaking to the various parties who would be interested in joining the working party.	July
<u>Ceramic tiles lifting off wall in shower room</u>	Mr Parker (handyman) had indicated that the contractor wanted authority from the Clerk to do this work. Agreed the Clerk would speak to him.	July
<u>Leaking gutter</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors. Mr Parker noted that part of the guttering had been smashed.	July
Caretaker Report 26.05.04	Nothing arising.	
<u>Approval</u>	None.	
<u>Timing of future activities and projects</u>	None.	
<u>Edlesborough, Dagnall and Northall allotments</u>		
<u>Report from Clerk</u>	The Clerk produced a report that she will put in the allotment file. Agreed that this matter would be reviewed in January 2005 unless any items arose regarding the allotments in the meantime.	January 2005
<u>Gate at Cow Lane</u>	Mr Parker noted that he needed to look at the drop bolt for the Cow Lane gate to the allotments. The Committee asked him if he could look at this as the handyman.	July
<u>Edlesborough Cemetery</u>		
Items brought forward from meeting on 05.05.04	None.	
<u>Report from the Clerk</u>		
<u>Grass cutting</u>	The Clerk indicated that the contractors cutting the grass were doing a reasonably good job. The Clerk highlighted that we had had problems in the previous years with contractors at the cemetery. One problem was that the contractors were not cutting right up to the graves in the cemetery. The Clerk said that she had spoken to the contractor and they were going to discuss it with her the following week.	August/September
<u>Summer maintenance work</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors.	July
<u>Cemetery gate</u>	The contractor who had been asked to put a pedestrian gate/fence and posts at the access to the cemetery had not carried out the work. Therefore the Clerk was looking at other contractors and speaking with them in the next week.	July
<u>Approvals</u>	None.	
<u>Timing of future activities and projects</u>	None.	
<u>Edlesborough churchyard</u>		
Items brought forward from the meeting on 05.05.04	None.	
<u>Report from the Clerk</u>	See grass cutting under cemetery.	July
<u>Approvals</u>	None.	
<u>Timing of future activities and projects</u>	None.	
<u>Edlesborough, Dagnall and Northall street lighting</u>		
Items brought forward from the	None	

Items brought forward from the meeting on 05.05.04		
<u>Clerk's report</u>	<p>The Clerk had instructed the contractor on the 31st March to carry out repairs and at the date of the meeting these still had not been carried out as far as she was aware. The committee discussed the situation and it was agreed that the Clerk should investigate looking at a formal contract from the contractor that was asked to quote previously.</p> <p>Mrs Parker made the point that quite a few of the lamp posts are wooden and that another contractor may insist that they are changed before they will repair them or take on the contract.</p>	July
<u>Approvals</u>	None.	
<u>Timing of future activities and projects</u>	None.	
<u>Highways/by-ways/footpaths</u>		
Items brought forward from the meeting on 05.05.04	None.	
<u>Report of the Clerk</u>	The Clerk said that problems were being reported and that she was passing these on to the appropriate authorities. Mrs Parker asked if the garage Broomsticks could be asked to place their sign so that it wasn't in the way.	July
<u>Approvals</u>	None.	
<u>Timing of future activities and projects</u>	None.	
<u>Grass and hedge cutting for which the PC is responsible</u>		
Items brought forward from the meeting on 05.05.04	None	
<u>Report of the Clerk</u>	The Clerk had received a request for the path heading towards Leighton Buzzard from Hemel Hempstead in Northhall from the dynamic warning system to Slapton Lane, to be cut as there were nettles on the pathway. The Clerk had requested this to be done.	July
<u>Approvals</u>	None.	
<u>Timing of future activities and projects</u>	None.	
<u>AVDC and BCC responsibilities</u>		
Items brought forward from the meeting on 05.05.04	None	
<u>Report of the Clerk</u>	The Clerk had requested that the hedges in Edlesborough were cut prior to the Carnival.	July
<u>Approvals</u>	None.	
<u>Timing of future activities and projects</u>	None.	

The next meeting will be on Wednesday 7th July 2004 at the Pavilion in Edlesborough at 7.30 pm.