

**MINUTES OF MEETING OF  
THE ENVIRONMENT COMMITTEE  
held on Monday 2 November 2020 at 19:00  
Virtually Via Zoom**

**Present:** Cllr R Frost (Chair), Cllr C Shepherd, Cllr B Hopkins, Cllr A Bubb, Cllr B Anderson & Cllr J Stokes.

**In Attendance** The Clerk

**388 Apologies**  
Everyone present.

**389 Declarations of Interest**  
None received.

**390 Minutes of the Environment Committee Meeting held on the 5 October 2020** It was resolved for the minutes to be signed by the Chair as a true and accurate record.

**391 Rangers**  
Nothing to add at this present time.

**It was resolved to take item 5 & 6 together.**

**392 Current Financial Position/Budget Setting (Please see attached)**

The Clerk had only just been able to undertake the bank reconciliation being the 2nd of the month, so apologised for the lateness of the financial paperwork being sent out. The accounts are in good order. Cllr Hopkins said that he thought that the Cleaning Contract needed looking into. Were the Council considering going out to tender before June or rolling the current contract on for a further year? Cllr Shepherd advised that it had not been considered with the virus etc but would need to be addressed. **It was resolved for the figure for the cleaning contract to be increased to £2640.**

**393 Areas of Responsibility**

(a) **Bus Shelters/Bus Stop**

There had been an alleged act of vandalism on the bus shelter near the Recreation Ground where a top bar had been pulled off. **It was resolved for the Clerk to get Mr English to fix back in place.**

(b) **Streetlights**

Nothing to report.

(c) **Grasscutting**

Nothing to report.

(d) **Cleaning**

Nothing to report.

(e) **Litter bins**

The Clerk advised that she had ordered the big sized bin bags.

(f) **Seats and Benches**

There was a report from a Parishioner that the bench outside St Cecilia's Church

was in need of repair. Cllrs Frost/Shepherd had been and looked at the bench and agreed that it needed a good clean and oiling. **It was resolved for the Clerk to get Mr English to undertake.**

(g) **Dog waste bins/sponsorship –**

The Clerk advised that she had hand delivered both lots of paperwork as the first set was lost in transit. The Clerk advised that one had agreed to continue but had not returned the form and the other one was doing to take to her next management meeting **It was resolved for the Clerk to chase.**

(h) **Footpaths and Walkways.**

The Clerk advised that she had received an email regarding Sugar Lane footpath being blocked by a tree. Cllr Shepherd had investigated and found that the roots were from the verge and not any household. **It was resolved for the Clerk to go back to NCC and asked that they address.**

(i) **Tree Warden**

Nothing to report

(j) **General Village Environment –**

Cllr Bubb advised that there were a couple of tiles loose on the plinth for the Village Sign and the brickwork could do with being pointed up. **It was resolved for the Clerk to obtain quotes to undertake the work.**

The Clerk advised that because the Council require strings of lights for the tree it was cheaper to purchase than to rent. The Clerk advised that she had spoken with the Council Streetlighting Maintenance Contractor and they had advised that they had checked, and every tree had lights but there were a few strings not working in each tree. The Clerk advised that there were spares in the upstairs store and she would check and see and then speak with the contractor again to see about getting them replaced. Cllr Shepherd advised that she did not recall when undertaking an inventory any lights in the upstairs store. **It was resolved for the Clerk to check and if necessary, to purchase new lights from Thaxters. The lights need to be working by Advent Sunday (29<sup>th</sup> November) if possible.**

**394 The Warren**

Cllr Bubb advised that he had not been able to speak with Simon Hickling as the meeting was cancelled. Cllr Frost advised that he sees him on a daily basis, and he could speak with him. **It was resolved for Cllr Frost to undertake.**

**395 Recreation area**

a) Review of Cleaning/Opening Status

**It was resolved for the current schedule to be maintained and reviewed at the next meeting.**

The Clerk advised that she had checked the swing seat and also talked to the Children using them. Yes, they were worn but not that someone would get hurt. **It was resolved for Mrs Scanlan to continue to undertake her weekly check and report back if she felt that replacement was necessary.**

It was also noted that it was necessary for self-closers to be placed on the gates. The Clerk advised that these had been ordered with the new gates but had not happened and nor had the bill been received for the gates. **It was resolved for the Clerk to chase.**

### 396 Skatepark

Cllr Shepherd advised she had to revise the grant application to FCC again as they are now unable to cover the temporary road. Funding can be sort by increasing another grant. Cllr Shepherd advised that the meeting with the Highway Engineer had been achieved and it would not be financially viable to put in yellow lines and would take possibly a couple of years for any other to be put in place. There was the offer of H white lines but no enforcement but might make drivers think twice about parking on them. Cllr Shepherd also advised regarding the drain that runs across the field. Unfortunately, the Highway Engineer advised that there were no detailed records but to make sure that it was covered accurately with the temporary road whilst construction was taking place.

### 397. Climate Change

Cllr Anderson gave the following report:

Notes of the Climate Change meeting held on 2nd November 2020 at 6.30pm.

The meeting reviewed those items where there had been some activity since the last meeting on 5th October 2020.

1. Since all meetings have been by Zoom, no new paper had been ordered since the start of the March lockdown. The decision to ensure that recycled paper was ordered in future was again recommended.
2. No current progress.
3. The attempt to encourage recycling of crisp packets has been paused due to the new lockdown.
4. Car sharing. Not feasible under current restrictions.
5. Former Councillor Hipkin has been contacted and has agreed to supply contact details of the most appropriate person at Freebridge regarding the installation of solar PV and hot water panels, air-source heat pumps, LED lighting and high levels of insulation at new or refurbished properties. [Note: Councillor Bubb reported during the Environment Committee on this date that Freebridge were already committed to enhancing energy efficiency at their properties].
6. It is believed that the Woodland Trust is still supplying trees for planting schemes but clearly no activity can be undertaken during the current lockdown. Councillor Hopkins advised that Willow slips root very readily if the soil is moist enough - consider this as part of planting scheme.
7. Cycle lanes would require approval and action by County Highways. Councillor Shepherd suggested that widening and sharing the footway might be an alternative.

Cllr Frost thanked Cllr Anderson for his report.

### 398 Water Fountain- Re-Fill Scheme

The Clerk advised that she had looked into the scheme and had requested information from several providers and asked for the scheme details. Cllrs Shepherd/Anderson advised that with the virus nothing should be currently achieved. **It was resolved for this item to be removed from the agenda until the virus situation has been resolved.**

### 399. NCC Parish Partnership Scheme.

The Clerk advised that she had written to the household asking if they had any issues with the proposed trod to get back to her by yesterday and she had not received anything from the household. **It was resolved for the money to be put in the budget and for the Clerk to advised NCC Highways of no objection and apply for the trod to be achieved under the scheme.**

#### **400 Correspondence –**

No further correspondence received.

#### **401 Items for inclusion at next Meeting**

Same agenda

#### **402 Items for the Website.**

Nothing received. Cllr Shepherd felt that the Covid page on the website could do with updating and she volunteered to write an update regarding the Christmas Lights and Cleaning the Play Area etc. **It was resolved for Cllr Shepherd to undertake.**

#### **403 Date, time, and venue of next meeting**

7 December 2020 at 7.00pm Virtually Via Zoom.

#### **EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

#### **404 War Memorial & War Memorial Gardens**

Cllr Shepherd advised that the Contractor had still not been back to the site. **It was resolved for the Clerk to formally write to the contractor and advise that the contract had been terminated and to ask for him to get any invoice to the Council by the 16<sup>th</sup> November at 5.00pm for any work he had completed.** The Clerk advised that she would send the letter recorded delivery.

The Clerk advised that she had received a call from the new contractor regarding removing planters and weedkiller for the paving. **It was resolved for the Clerk to set up a meeting with the new contractor so that details could be discussed.**

With no further business the meeting was closed at 20.15pm.

#### **ACTION LIST**

##### **Cllr Shepherd**

- To purchase roses and plant
- To write piece for the website

##### **Cllr Frost**

- To check re purchase of more logs for The Warren.

##### **Clerk**

- Change the figure on the 21/22 budget re Cleaning Contract
- Get Mr English to clean and oil bench
- Get Mr English to repair bus shelter
- Get NCC to address Sugar Lane Footpath
- Obtain quotes to repair Village Sign Base
- Chase Self Closers for Recreation Ground gates
- Chase dog bin sponsorship
- Write to old War Memorial Contractor and formally terminate the contract.
- Advise NCC re Trod and Parish Partnership Scheme.

- Talk to contractor and arrange meeting regarding War Memorial Garden
- Organise Christmas light replacement and switch on

# Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	Previous Year's Net	2020/21	Actual Net	Balance	2021/22	
<b>Environment</b>						
<b>Income</b>						
400	Dog Bin Sponsorship	£725.00	£600.00	£0.00	-£600.00	£600.00
405	NCC Partnership Scheme	£0.00	£0.00	£0.00	£0.00	£0.00
410	Misc	£2,363.91	£0.00	£0.00	£0.00	£0.00
415	Precept	£19,910.00	£19,410.00	£19,410.00	£0.00	£0.00
420	Bus Stop Donation	£1,200.00	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		£24,198.91	£20,010.00	£19,410.00	-£600.00	£600.00
<b>Expenditure</b>						
4000	Cleaning Contract	£2,243.48	£2,000.00	£1,345.00	£655.00	£2,400.00
4005	Dog Bins	£0.00	£100.00	£15.00	£85.00	£300.00
4010	Dog Bin Advertising	£25.99	£60.00	£0.00	£60.00	£60.00
4015	Dog Bin Emptying	£2,462.72	£3,000.00	£0.00	£3,000.00	£3,000.00
4020	Grasscutting/Verge Maintenance	£3,026.00	£3,300.00	£2,363.00	£937.00	£3,300.00
4025	Floral Enhancements	£0.00	£0.00	£0.00	£0.00	£0.00
4030	Taskforce	£9.16	£0.00	£0.00	£0.00	£0.00
4035	Street Lighting Energy	£2,684.80	£3,000.00	£1,166.21	£1,833.79	£3,000.00
4040	Streetlight Maintenance	£1,210.08	£1,250.00	£735.91	£514.09	£1,250.00
4045	Streetlight Repair/Survey/New	£2,261.26	£2,000.00	£1,472.50	£527.50	£2,000.00
4050	Seats/Benches	£0.00	£100.00	£0.00	£100.00	£100.00
4055	Village Sign	£0.00	£0.00	£0.00	£0.00	£0.00
4060	Bus Shelters	£75.00	£250.00	£0.00	£250.00	£250.00
4065	Footpaths/PROW	£80.50	£100.00	£0.00	£100.00	£100.00
4070	Trees	£450.00	£2,000.00	£620.00	£1,380.00	£2,000.00
4075	Litterbins	£0.00	£0.00	£0.00	£0.00	£0.00
4080	General Maintenance	£1,174.00	£1,500.00	£45.80	£1,454.20	£1,500.00
4085	Parish Partnership Scheme	£0.00	£0.00	£0.00	£0.00	£1,825.00
4090	War Memorial Gardens Planting	£0.00	£100.00	£0.00	£100.00	£100.00
4095	War Memorial Maintenance	£1,240.72	£1,250.00	£0.00	£1,250.00	£1,250.00

## Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	Previous Year's Net	2020/21	Actual Net	Balance	2021/22
4100 War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00
4105 Bus Stop	£1,200.00	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	£18,143.71	£20,010.00	£7,763.42	£12,246.58	£22,435.00

## Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	Previous Year's Net	2020/21	Actual Net	Balance	2021/22
<b>Recreation Income</b>					
500 Grants	£0.00	£0.00	£0.00	£0.00	£0.00
515 Income from Events	£15.38	£0.00	£0.00	£0.00	£0.00
520 Fundraising	£0.00	£0.00	£0.00	£0.00	£0.00
525 Recreation Events	£0.00	£0.00	£0.00	£0.00	£0.00
540 Precept	£6,875.00	£5,100.00	£5,100.00	£0.00	£0.00
<b>Total Income</b>	£6,890.38	£5,100.00	£5,100.00	£0.00	£0.00
<b>Expenditure</b>					
5000 Recreation Water	£35.53	£50.00	£38.54	£11.46	£50.00
5005 Recreation Ground Electricity	£72.00	£100.00	£42.00	£58.00	£100.00
5010 Playground Equipment - New	£0.00	£0.00	£0.00	£0.00	£0.00
5015 Playground Equipment - Maintenance	£1,082.48	£2,500.00	£2,187.19	£312.81	£2,500.00
5020 Playground Inspection	£114.00	£200.00	£114.00	£86.00	£200.00
5025 Recreation Ground Maintenance	£171.67	£1,000.00	£15.00	£985.00	£1,000.00
5030 Recreation Ground Grasscutting	£403.52	£1,000.00	£654.50	£345.50	£1,000.00
5045 Recreation Events	£0.00	£0.00	£0.00	£0.00	£0.00
5050 Children's Activities	£0.00	£0.00	£0.00	£0.00	£0.00
5055 Christmas Activities	£70.00	£250.00	£0.00	£250.00	£250.00
5060 Funday	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	£1,949.20	£5,100.00	£3,051.23	£2,048.77	£5,100.00

## Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	Previous Year's Net	2020/21	Actual Net	Balance	2021/22
<b>The Warren Expenditure</b>					
8000 Warren Expenditure	£1,309.00	£4,375.00	£671.00	£3,704.00	£0.00
<b>Total Expenditure</b>	£1,309.00	£4,375.00	£671.00	£3,704.00	£0.00

## Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	Previous Year's Net	2020/21	Actual Net	Balance	2021/22
<b>Skatepark Income</b>					
900 Skatepark Donations	£0.00	£0.00	£0.00	£0.00	£3,500.00
<b>Total Income</b>	£0.00	£0.00	£0.00	£0.00	£3,500.00
<b>Expenditure</b>					
9000 Skatepark Project	£250.00	£0.00	£143.00	-£143.00	£0.00
<b>Total Expenditure</b>	£250.00	£0.00	£143.00	-£143.00	£0.00