



COLNBROOK WITH PŌYLE PARISH COUNCIL

Parish Council Services Committee Meeting

Minutes

Minutes of the meeting of the Parish Council Services Committee held via Zoom on Tuesday 22nd September 2020 at 7:30pm

Members Present: Councillors (Cllr) Bennett (In the Chair), Babuta, Bedi, Oakley, Rana, Viridi
Officer Present: J.Freeland – Finance Assistant
Members of the Public: A.Escott

REF:		ACTION POINTS
Ser/20/018	Welcome The Chair welcomed all in attendance and noted that the meeting would be recorded for minuting purposes.	
Ser/20/019	Election of Chair of Services 2020/2021 Nominations were called for Chair of the Services Committee for the remainder of the municipal year. It was proposed by Cllr Rana, seconded by Cllr Babuta that Cllr Bennett be elected Chair of the Services Committee. There being no other nominations this was agreed and resolved.	
Ser/20/020	Election of Vice Chair of Services 2020/2021 Nominations were called for Vice-Chair of the Services Committee for the remainder of the municipal year. It was proposed by Cllr Bennett, seconded by Cllr Rana that Cllr Oakley be elected Vice-Chair of the Services Committee. There being no other nominations this was agreed and resolved.	
Ser/20/021	Apologies for Absence None.	
Ser/20/022	Declaration of Interest Cllr Bedi declared an interest in the Christmas lighting quotations and would take no part in the decisions taken.	

Ser/20/023	<p>Minutes of the meeting held on 18th August 2020</p> <p>a) Resolved – That the minutes of the meeting held on 18th August 2020 were approved as a true record and would be signed by the Chair.</p> <p>b) Matters Arising:- None</p>	
Ser/20/024	<p>Notice Boards</p> <p>Two quotations for the refurbishment of the current noticeboards had been issued to all members and it was advised that 2 further quotations had been obtained and sent to the Chair of Services. One quote included the removal of graffiti in the seating area in the recreation ground.</p> <p>Following discussions, it was agreed that the 2 other quotes be forwarded to J.Freeland and all companies also be asked to quote for the removal of the graffiti and these be bought back to the committee.</p> <p>Resolved – That the above be noted.</p>	Cllr Bennett
Ser/20/025	<p>Conservation Area</p> <p>Cllr Bennett informed members that he had contacted the Management Company regarding the cables which were hanging out of the properties at the White Hart and from the boxes in the street. He had not received a reply and asked J.Freeland to follow this up.</p> <p>It was noted that Cllr Babuta was a new member of the Services Committee and would join the Conservation Area sub-committee along with Cllrs Bennett and Bedi. Cllr Bennett commented that this area need to be looked at, tidied and it need brightening up, Cllr Babuta to take the lead on this. Cllr Babuta had contacted SBC back in May regarding roads and road furniture and would ask for an update.</p> <p>It was reported that several lamp posts were not working. Cllr Babuta would email SBC.</p> <p>Resolved – That the update be noted.</p>	J.Freeland Cllr Babuta
Ser/20/026	<p>Recreation Ground</p> <p>Container - It was noted that the container donated by the CVHT was now in the recreation area for the use of storage. Concerns were raised as to the location of the container and it was felt that a fence should be erected around this to make it more secure and signs be erected on the container.</p> <p>It was noted that the insurance company had been advised of this and that a risk assessment should be carried out asap.</p> <p>Play area – The Chair advised that the ‘Ridge Rider’ still require the bark/chippings to be replaced. Cllr Oakley commented that the fallen tree could be chipped and used,</p>	J.Freeland

	<p>although there was concern as to owned the land and who had access to it. Cllr Bedi reminded members that before chippings could be put down the area needed to be weeded and the old matting removed and replaced. Quotation to be obtained from the grounds contractor. Quotes to be obtained for the bark/chippings for the 'Ridge Rider'.</p> <p>Recreation Ground Play Area – The Chair commented that this needed to be progressed and Cllr Bedi suggested that survey should be carried out with the residents to ask what they would like to see in the play area and then take this to the next stage. Cllr Babuta commented that there may people who can help with drafting a survey this, eg. Colne Valley, also need to get together and get survey done and out to residents asap. Cllr Bedi ask if DPC had a copy of a survey they could see. It was agreed that a Recreation Ground Sub-Committee would consist of Cllrs Bennett, Bedi and Oakley.</p> <p>Resolved – That the update be noted.</p>	<p>J.Freeland</p> <p>J.Freeland</p>
Ser/20/027	<p>Christmas Tree & Lighting</p> <p>A report had been issued based on 3 quotations received for the lamp post light and Christmas tree lighting, following discussions and taking into account the lack of time, it was agreed to go with the current contractor using the same display as last year. The contractor to be asked to confirm he is in a position to do this. Take to full Council for approval. Cllr Bedi commented that it had been brought to her attention that a risk assessment should be carried out and a picket fence may be required around the trees.</p> <p>It was also noted that 2 holes for the Christmas trees need to be dug and 2 boxes with lids needed to be ordered. Cllr Babuta had sent the quote to Cllr Rana.</p> <p>Cllr Bedi advised that she had been in contact with Crown Estates regarding the Christmas trees and was awaiting information on when the trees would be available. The Chair confirmed he would take the lead on this with Cllrs Bedi and Babuta working with him.</p> <p>The Chair asked for suggestions for a way to make the village more colourful and put a smile on residents faces during this difficult time. Members to bring back to next meeting.</p> <p>Resolved – Agreed and noted.</p>	<p>J.Freeland</p> <p>All</p>

Ser/20/028	<p>Questions & Correspondence to the Chair</p> <p>Cllr Bedi advised that she had received a quotation for new flag pole with prices for 2 different materials. She was just waiting for confirmation that the survey price, already paid, would be deducted from the cost of the flag pole.</p> <p>Cllr Rana advised that a working group meeting had been held regarding the advertisement of a new Clerk all paperwork had been finalised and the advert would go out this week. A question was asked if the previous applicants would need to apply again? It was hoped that a Clerk would be in place by November 2020.</p> <p>Cllr Rana commented on the need to follow procedures for putting articles on the website and Facebook and asked that a procedure document be drawn up and issued to all members.</p> <p>It was noted that the Councillor details on the noticeboard need to be updated with the new positions following the Annual Statutory Meeting. Cllr Babuta to amend. Cllr Babuta commented that it would be good if this information could be laminated and suggested purchasing a laminator. Following discussions, it was also decided that the following items were required and prices were to be obtained. Laminator, A3 Printer or A3/A4 multi function printer, Shredder, contract mobile phone for the new Clerk and there may also be a need for a laptop but the current laptop to be looked at. Chair to recommend to Full Council.</p> <p>The Chair informed members that any contact with sub-contractors should only take place if they had been asked to do so by the Chair.</p>	<p>Cllr Bedi</p> <p>J.Freeland</p> <p>Cllr Babuta</p> <p>J.Freeland</p>
	<p>The next meeting date of the Services Committee will be held on 13th October 2020.</p>	

The meeting closed at 8.58pm.

Signed----- Chair Date:

Signed----- Clerk Date:

Signed----- Witness Date:

