



# COLNBROOK WITH PÖYLE PARISH COUNCIL

## Parish Council Services Committee Meeting

### Minutes

Minutes of the meeting of the Parish Council Services Committee held via Zoom on Tuesday 13<sup>th</sup> October 2020 at 7:30pm

Members Present: Councillors (Cllr) Bennett (In the Chair), Babuta, Bedi, Oakley and Rana

Officer Present: J.Freeland – Finance Assistant

Members of the Public: 0

REF:		ACTION POINTS
Ser/20/029	<b>Welcome</b> The Chair welcomed all in attendance and noted that the meeting would be recorded for minuting purposes.	
Ser/20/030	<b>Apologies for Absence</b> Cllr Viridi	
Ser/20/031	<b>Declaration of Interest</b> None.	
Ser/20/032	<b>Minutes of the meeting held on 22<sup>nd</sup> September 2020</b> a) <b>Resolved</b> – That the minutes of the meeting held on 22 <sup>nd</sup> September 2020 were approved as a true record and would be signed by the Chair. b) <b>Matters Arising:-</b> None Cllr Bennett advised that the dog waste bags had run out. Cllr Babuta would deal with this.	Cllr Babuta
Ser/20/033	<b>Conservation Area</b> A reply had been received from Canonbury Management regarding the hanging cables in the White Hart area, Cllr Babuta will look to see if resolved. Cllr Babuta advised that he had spoken with SBC regarding broken street furniture and SBC will arrange for the contractor to come and fix some of the issues, he will send a copy of the list of issues/concerns to Cllrs Bennett & Bedi. Cllr Bedi raised concerns regarding broken cobbles by the Village Grill and following a walk around SBC had promised to repair this area. Cllr Babuta to chase the contact at SBC.	Cllr Babuta          Cllr Babuta

	<p>It had also been raised at Full Parish about the bins and rubbish on the footpath near Budgens, Cllrs Babuta &amp; Bennett to have a look at.</p> <p>A walk around the Conservation Area to be arranged with Cllrs Bennett, Babuta and Bedi asap. Cllr Oakley would like to attend.</p> <p>Cllr Oakley advised that following agreement of the motion for the purchase of litter picking equipment, this would be ordered. Cllr Bedi advised that human fouling had taken place in the bus shelter, this area was normally cleaned by residents or Heathrow Rangers, but they were unable to clean this, pass to SBC to ask to clean.</p> <p><b>Resolved</b> – That the above be noted.</p>	
Ser/20/034	<p><b>Notice Boards</b></p> <p>As agreed at last month's meeting, all notice board refurbishment contractors had been asked to quote for the additional work of the graffiti in the recreation ground area. 3 quotes had been received and 1 was awaited.</p> <p>Members reviewed the 3 quotations and it was proposed, seconded and agreed to advise members, by email, of the reviews on the website of the contractors and place an order with the company the members agree to, up to a cost of £906.00.</p> <p><b>Resolved</b> – Agreed and that the update be noted.</p>	
Ser/20/035	<p><b>Christmas Trees</b></p> <p>A quotation had been received for 5 Christmas trees, delivery and VAT in the sum of £835.00, the same cost as last year.</p> <p>The Chair advised that he had received a call from a resident asking for a tree in the Brands Hill area, it was noted that it would be in a green space in a cul de sac and it was felt that any new tree should be in a more common area and that the area would need to be assessed and a lamppost would need to be in the vicinity for the electrical socket. It was requested to obtain a quotation for an additional tree.</p> <p>It was proposed, seconded and agreed to order the 5 Christmas trees in the sum of £835.00.</p> <p>A quotation had been received in the sum of £560.92 nett for 2 galvanised boxes for the 2 Christmas trees which were added last year.</p> <p>It was proposed, seconded and agreed to order the 2 boxes at a cost of £560.92 nett.</p> <p><b>Resolved</b> – Agreed and noted.</p>	

Ser/20/36	<p><b>Christmas Lights</b></p> <p>It was noted that the Christmas lights would be installed by the current contractor. He had also agreed to remove the bunting in the village at no cost. He would be asked to pass on the unused bunting to Cllr Bedi for it to go in the container.</p> <p>Cllr Bedi commented on requirements of picket fencing which may be needed to be installed around the trees.</p> <p>Although not on the agenda, Cllr Bennett commented that a specification was required for the fencing around the container in the recreation ground. It was advised that 3 palisade fencing quotes had previously been received and to look at these first.</p> <p>Cllr Bedi advised that she had received a reply regarding the idea of a picture board for suggestions for the recreation ground, and that a meeting next week was needed to push this forward. Also funding for this work should be looked into.</p>	
Ser/20/37	<p><b>Westfield Area</b></p> <p>Following on from the Full Parish meeting the tree mentioned in the Westfield area near the play area needs to be look into. Cllr Bedi suggested a site visit with the resident and also to check with Land Registry regarding ownership of the land. The Heathrow Rangers may be able to deal with this work.</p> <p>Cllr Bennett suggested a resident or Cllr Kahlon be invited to the next meeting to give an update on this.</p>	Cllr Bennett
Ser/20/38	<p><b>Questions &amp; Correspondence to the Chair</b></p> <p>Cllr Bedi advised that she had received a quotation for new flag pole with prices for 2 different sizes and materials.</p> <p>Following discussions, it was proposed, seconded and agreed to go with the 6m glass fibre flag pole at a cost of £305.95 plus installation of £360.00 and delivery.</p> <p>A quotation would be requested for this item and confirmation that the survey price had been deducted from the installation cost.</p> <p>Cllr Bennett commented that with the exception of the laptop, the office equipment costs had been agreed and items should be ordered. Cllr Bennett to pass the laptop to Cllr Rana.</p> <p>There was no update on the office refurbishment.</p> <p>Cllr Nava advised that this meeting needed to be completed before 8.30pm in time for the F&amp;P Committee to start.</p> <p>Following discussions, it was agreed to start future Service committee meetings at 7.15pm</p>	Cllr Bedi
	<p>The next meeting date of the Services Committee will be held on 10<sup>th</sup> November 2020.</p>	

The meeting closed at 8.25pm.

Signed----- Chair Date:

Signed----- Clerk Date:

Signed----- Witness Date: