

**GREAT CORNARD PARISH COUNCIL**

Minutes of the Meeting of the **POLICY & RESOURCES COMMITTEE**

held in The Stevenson Centre at 7:42 pm on Monday 27th June 2022

**PRESENT** Councillors A C Bavington **Chairman**

K Graham T J Keane

M D Newman S M Sheridan

T M Welsh Mrs P White

Mrs J Wilson C G Wright

Council Manager Mrs N C Tamlyn

Council Administrator Miss E Skuce

1. **APOLOGIES FOR ABSENCE**

No apologies were received.

1. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Councillor Bavington declared a non-pecuniary interest in any item relating to Thomas Gainsborough School as he volunteers at the School and a family member is employed by the Trust.

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE.**

1. **ITEMS BROUGHT FORWARD – FOR NOTING**

Members reviewed and **NOTED** the Items Brought Forward list.

1. **CORRESPONDENCE**
2. **Royal British Legion: Poppy Wreath Request**

Members agreed to **RECOMMEND** to Full Council the purchase of a Badged ‘C’ Wreath at a cost of £18.50.

1. **TO RECEIVE AN UPDATE ON THE CIL APPLICATION FOR THE ALLOTMENT CAR PARK**

The Council Manager confirmed that the CIL application for funding for the Allotment car park resurfacing works had been submitted to Babergh District Council on the 31st May 2022. Babergh had responded to confirm that the application had been validated and that the Parish Council would receive feedback by the end of June 2022. Once the feedback had been received, it would be clear whether the Parish Council could enter into a Tender process for the project. **NOTED.**

1. **TO CONSIDER A QUOTATION FOR THE CCTV SERVICE CONTRACT AT THE BLACKHOUSE LANE PAVILION**

Members reviewed a quotation from STC Solutions to service the CCTV cameras at Blackhouse Lane for £350 plus VAT. The quotation provided would cover one yearly service of all the cameras and hard disc recorder including the company’s engineers using a cherry picker for the cameras on the car park poles and the moveable dome camera, plus all emergency call outs during normal working hours.

The Council Manager advised that the Blackhouse Lane Budget had been increased to take into consideration the cost of the annual service once the first years warranty had expired.

A Member raised concerns over the wording in the quotation which appeared to suggest that damage caused by ‘the system’ and not wear and tear was not included in the cost quoted.

Members agreed to **RECOMMEND** to Full Council that the quote of £350 plus VAT for a service contract for the Blackhouse Lane CCTV cameras is accepted subject to the Council Manager obtaining clarification on the meaning of the phrase ‘the system’ used in the quote.

Funds to be allocated from the Blackhouse Lane Budget.

1. **TO CONSIDER A QUOTATION FOR THE ANNUAL MAINTENANCE OF THE AUTOMATIC DOORS AT THE BLACKHOUSE LANE PAVILION**

Members reviewed a quotation received from Healthmatic in relation to an annual maintenance contract for the newly installed automatic doors, for £876 plus VAT. The price quoted includes two preventative maintenance visits, one reactive visit (72 hours response), parts up to a value of £250.00 per annum (vandalism included) and any additional call outs charged at £160.00 plus parts.

The Council Manager advised that the Blackhouse Lane Budget had been increased to take into consideration the cost of the annual service once the first years warranty had expired.

Members agreed to **RECOMMEND** to Full Council that it accepts the quotation of £876 plus VAT for an annual maintenance contract for the automatic doors at the Blackhouse Lane Pavilion.

Funds to be allocated from the Blackhouse Lane Budget.

1. **TO REVIEW THE UPDATED STREET NAMES LIST**

The Chairman advised that he had been working with the Council Manager to extend the existing Street Names List with additional names of Great Cornard residents who might be considered for future street naming.

It was suggested Councillor Bavington continue to work with the Council Manager in preparing a completed draft version of the list and present it to a future meeting for Members to consider. **AGREED.**

1. **TO RECEIVE THE MINUTES OF THE CORNARD UNITED RENT REVIEW MEETING**

Members reviewed and **NOTED** the Minutes from the meeting held with Cornard United on the 16th May 2022 which highlighted the agreed increase in rent by £100 per annum. **(see Appendix A).**

The Chairman advised that the Council Manager would be reviewing the registration of all the Council’s land and assets and would report back to the Committee in due course.

1. **TO CONSIDER A QUOTATION TO CARRY OUT A LEGIONELLA SURVEY ON THE CORNARD UNITED CLUBHOUSE**

Members reviewed a quotation from Jordan Environmental for £725 plus VAT to carry out a legionella survey at the Cornard United Clubhouse. The Council Manager explained that the last legionella survey was carried out five years ago and as Landlord, the Parish Council has an obligation to ensure the building is safe. A Member pointed out that there is a sentence in the quotation that suggests the price does not cover a “Water System Risk Assessment required under HTM04-01”.

The Council Manager advised that there were sufficient funds in the Blackhouse Lane Budget and the Chairman confirmed that the Budget underspend for FY2021/2022 could cover any overspend this financial year.

Members agreed to **RECOMMEND** to Full Council that they accept the quotation from Jordan Environmental of £725 plus VAT to carry out a Legionella Survey at the Cornard United Clubhouse subject to the Council Manager obtaining clarification on the Water System Risk Assessment and whether one is required.

1. **FINANCIAL MATTERS**
2. **To approve the latest list of payments**

Members reviewed and **NOTED** the latest list of payments. **(see Appendix B).**

1. **Cornard News: Increased printing costs**

Members reviewed correspondence received from the Treasurer at Cornard News which requested an additional amount of £16 to cover an increase in paper costs for Issue No. 90. The Treasurer had also asked the Council to consider implementing a cap to save them requesting additional amounts in the future as they do not always know of increases until after the issues are printed.

Members felt that a spending cap was not the best solution and **AGREED** for the Council Manager to respond to Cornard News asking the Treasurer to monitor the situation over the next three quarters/issues and for them to review their business model and how increased costs can be handled. Once this information is known, it can be used when setting the next financial years Budget.

It was agreed to **RECOMMEND** to Full Council to accept the increase in paper costs of £16 for Issue No. 90 and for the Council Manager to monitor the situation with the Treasurer over the coming months.

The Chairman took this opportunity to notify Members that Babergh District Council had received a requisition from ten electors for a bi-election and this was to be held on 25th August 2022. **NOTED.**

The Chairman advised Members that Babergh District Council had distributed an Engagement Survey relating to the UK Shared Prosperity Fund which supports the Government’s levelling up agenda. The aim and purpose of the funding is to provide a successor to EU Structural Funds and to build pride in place and increase life chances across the UK in “Communities & Place”, “Supporting Local Business” and “People & Skills”.

The Chairman felt that it was a good opportunity to apply under the “Communities and Place” heading for funds to help the ‘Still Good to Eat’ project which Councillor Mrs Wilson had been involved with.

It was **AGREED** for the Council Manager and the Chairman to complete the application on behalf of the Parish Council and for Councillor Mrs Wilson to provide a small write up on the project to include in the submission.

**Meeting closed at 8:41pm**

**APPENDIX A**

Minutes of the Meeting with Cornard United held at The Stevenson Centre at 3pm on Monday

16th May in the Council Chamber

Attendees:

Councillors M N Newman, A C Bavington, C Wright and Mrs J Wilson

Council Manager Mrs N Tamlyn

Cornard United Mr H Doherty Chairman

Cornard United Mr P Williams Treasurer/Secretary

1. **Apologies for absence**

None

1. **Rent Review**

Members reviewed the attached Report No. F01 regarding the rent review and the terms of the Lease and the proposed rent increase of £100 in line with CPI for FY21/22.

Mr Doherty stated that the Club’s main challenge is to generate enough income to cover costs and bookings for the Clubhouse were very slow at the moment. Members advised that the Council has a Grant Budget of £12,500 which is considered in July each year and the Club were welcome to apply.

It was agreed to adhere to the terms of the Lease and to **RECOMMEND** an increase of £100 from £2,000 to £2,100 in line with the CPI for FY21/22 and for the Council to advise the Club of the relevant increase each year thereafter. Members highlighted that if the Club were to find themselves in financial difficulty to contact the Council immediately.

1. **Management Agreement Review**

All attendees **AGREED** that the Management Agreement was working well and no changes were required.

It was **NOTED** that if there was a need to change the name of any of the Trustees, that the Council would expect the Club to establish the names of new Trustees and inform the Parish Council accordingly.

1. **Registration of the Lease with the Land Registry**

Mr Williams advised that the Lease had still not been registered with HMLR as the process required a solicitor/registered conveyancer and the Club were unable to meet that expense at the moment.

Members advised that the Council intended to review the registration of all its land and assets and the matter would be left in abeyance until the Council had assessed the costs.

1. **Condition of the access road and Cornard United’s suggestion to install a small area of concrete to go around one side of the gate to create a better walkway when the gate is closed**

Members discussed the condition of the access road by the entrance gate to the car park and it was **AGREED** that Cornard United would arrange a quotation to carry out works to install a hump and tarmac the area.

Mr Doherty advised that the general condition of the road was a major issue as it is the main route to the Clubhouse and hirers were put off by the distance to the venue, particularly when dark and wet.

The Club would ideally like to install a curbed pathway to run around the gate and along the length of the road between the bollards to allow safe access to users at night. They would also like to extend the access road to the front of the Clubhouse to allow easier access for caterers/discos etc.

Members could see the benefit of the proposals and asked the Club to draw up an Action Plan with photographs and costings for the Council to consider.

Members advised that in principle, the Council was willing to continue the agreement to pay for materials, but any major expenditure would need to be considered as part of the Council’s Budget process with costings submitted to the Council by November each year.

1. **Condition of the Clubhouse roof, doors and windows**

Mr Doherty advised that the lead-line valleys and tile ridge need redoing and the Velux windows need replacing or removing. The wooden doors and windows are all original and need to be replaced with UPVC.

**AGREED** for Cornard United to provide costings prior to the Council setting its Budget.

1. **Legionella Survey and Fire Risk Assessment**

Attendees discussed the need for the Club to have appropriate Risk Assessments in place with follow up records and for the Council to have a process in place to ensure these safety measures are done.

Members agreed to **RECOMMEND** to the Council that a new Legionella Survey be instructed and paid for by the Council and for Cornard United to put in hand the completion of a Fire Risk Assessment.

Mr Doherty agreed to establish whether the Club’s defibrillator was publicly registered. If the defibrillator was registered, the Council could consider funding the cost of replacement pads.

1. **Grounds Maintenance Agreement**

Mr Doherty advised that the Council’s grass cutting regime was not frequent enough and asked whether the Council would consider removing Cornard United’s grounds from the Grounds Maintenance Agreement and for the Club to take over the maintenance.

Members **AGREED** to look into the costs involved and the terms of the current Grounds Maintenance Contract.

1. **Provision in the new compound for cricket nets if and when cricket resumes on the Sports Fields.**

Mr Doherty confirmed that there was still sufficient room in the compound to store cricket nets.

The Club were reminded of the terms of the Lease which required the Club to seek permission from the Council prior to submitting a planning application.

**APPENDIX B**

**Great Cornard Parish Council Income and BACS payments up to 27th June 2022**

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| --- | --- | --- | --- |
| **INCOME UPTO** |  |  |  |
| **14.06.22** | **Source** | **Amount** | **Details** |
|  | Cornard United | £61.88 | Insurance Premium |
|  | Cornard United | £525.00 | Rent |
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|  |  |  |  |
|  | TOTAL | **£586.88** |  |
| **EXPENDITURE** | |  |  |
| **Direct Debits** | **Company** | **Amount** | **Details** |
| **14.06.22** | Intuit | £34.80 | Desktop Support Package |
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|  |  |  |  |
| **BACS** | **Company** |  | **Details** |
| **28.06.22** | GC & Associates | £54.00 | Country Park - Bin Bags |
|  | SCC | £684.00 | Gainsborough Trail Interpretation Board |
|  | Mr P Sparkes | £90.00 | Ashes Interment |
|  | RCP Limited | £964.26 | BHL Pavilion - Retention Sum |
|  | Hevey Building Supplies Ltd | £12.96 | Country Park - Picnic Table Repairs |
|  | Hevey Building Supplies Ltd | £19.92 | Rec Grnd Play Area - Entrance Repairs |
|  | Sudbury Print Group Ltd | £849.00 | Cornard News Printing Costs |
|  | SALC | £124.80 | Training - Chairman |
|  | Ground Control Limited | £2,560.80 | Cemetery - Removal of Laurel/earth |
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|  | **TOTAL** | **£5,394.54** |  |
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