

# ADDINGHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE PROPERTY AND MAINTENANCE COMMITTEE HELD AT THE OLD SCHOOL, ADDINGHAM ON WEDNESDAY 11 MARCH 2020 AT 6.15PM

### **Present**

Cllrs: Brady, Hindle, Smith, Tennant (Chairman) and Wilcox

### **Absent**

Cllrs Flesher and Sutcliffe

### **In Attendance**

Parish Clerk – J Markham

Lengthsman – R Mulligan

### **1/20 Apologies for Absence**

Received from Cllrs Flesher and Sutcliffe; reasons for absences approved.

### **2/20 Disclosures of Interest**

Pursuant to the Council's Code of Conduct, Members were invited to disclose any additional interests (not already listed in the Register of Interests), and to note in the Declarations of Interests Book any previously disclosed interests, relevant to the business of the meeting.

Relevant interests noted:

Cllr Tennant – Agenda items 7 and 8 (Allotments) – connected person's interest (as plot-holder)

Cllr Smith – Agenda items 7 and 8 (Allotments) – interest in renting plot when available (place on waiting list)

### **3/20 Public Consultation and Question Time**

No additional matters were raised by the member of the public (the Lengthsman) present at the meeting.

### **4/20 Terms of Reference**

The Committee's Terms of Reference, as confirmed at the Annual Meeting of the Council held in May 2019, were reviewed.

**Resolved to recommend:** That, at the Annual Council Meeting, authority be delegated to the Property & Maintenance Committee to commit expenditure up to £2000 pa for maintenance of Council-owned properties and land, including the allotment sites.

### **5/20 Minutes**

**Resolved:** That the Minutes of the meeting held on 20 June 2018, having been taken as read, be approved and signed as a true and correct record by the Chairman.

### **6/20 Matters Arising**

Ongoing maintenance matters had been dealt with at Council meetings since July 2018.

*Having declared an interest in the next 2 items on the agenda, the Chairman and Cllr Smith withdrew from the meeting.*

### **7/20 Chairman of Meeting**

**Resolved:** That Cllr Hindle be and he is hereby elected as Chairman of the Meeting with immediate effect.

### **8/20 Allotments Report**

A report on current occupancy of plots on all allotment sites was received.

It was noted that, with the exception of plots currently judged to be unusable, all sites were fully let, with a waiting list for plots at the Newtown site.

A paper summarising management arrangements for the Council's allotments was received and noted.

**Resolved to recommend:** That a formal framework for the delegated management of the Council's allotment sites be approved, as set out in the paper attached as Annexe 1 to these Minutes, and that Council be invited to adopt written policies to provide for the delegated administration of tenancies, based on tenancy contractual requirements, current practices within the community, and sector best practices, as advised by sector bodies and the National Allotment Society.

### **9/20 Maintenance of Allotment Sites**

Item deferred pending completion of the inspection of all allotment sites (see Minute 11/20 below).

*Cllrs Tennant and Smith rejoined the meeting and Cllr Tennant resumed the Chair*

### **10/20 Village Lengthsman**

The report of the Lengthsman was received and noted. It was noted that work on minor repairs remained outstanding on the Sugar Hill toilets

The list of activities carried out by the village lengthsman was discussed and it was noted that, as instructed by Council, the Lengthsman's duties had been extended to include maintenance of the village benches. This rolling programme of maintenance was to be resumed in the Spring in drier weather conditions.

### **11/20 Review of ongoing maintenance issues (as referred by Council)**

A list of ongoing maintenance issues, previously handled by Council and referred for detailed consideration to the Committee was reviewed, following the first stage of an informal inspection of land and properties carried out by members of the Committee on 7 March. The inspection was to be completed over the next week, and would include an internal inspection of the Pavilion, as well as a walk-round of all allotment sites.

A report on issues checked to date was received. It was noted that a full list of potholes was to be provided to BMDC for attention, and that problems with drains around the village, identified during recent poor weather conditions, had been reported to the highways authority. Areas in need of mechanical sweeping had also been reported; the Lengthsman noted that street cleansing schedules had been revised by BMDC. The report had identified no issues with implications for the Council's insurances.

**Resolved to recommend (1):** That the proposed drainage scheme to protect the surface of the MUGA be approved, as considered by Council at its meeting held on 19 February (Minute 24/20 refers).

**Resolved to recommend (2):** That Council consider the introduction of improvements to lighting the area around the Pavilion and MUGA by introducing a new floodlight to illuminate the permissive pathway.

**Resolved to recommend (3):** That Council consider the removal and disposal of the two Victorian safes originally housed in the Old School and currently in storage in the Pavilion extension store.

**Resolved to recommend (4):** That Council consider a revision to the Capital Programme 2020-23 to include a scheme to improve the area around the Memorial Hall and Bowling Green, to allocate funding to this work as a first priority within the Programme, and to appoint a small working group to develop plans further.

A number of additional minor maintenance issues, including the removal of moss at the edges of the MUGA and the repair of guttering at the Pavilion, would be handled by members of the Committee on a voluntary basis.

### **12/20 Sugar Hill Site**

The Clerk reported that there had been no further progress with the application for a Community Asset Transfer of the site submitted to BMDC in 2018.

### **13/20 Date of Next Meeting**

To be confirmed

Meeting closed at 8pm.

---

Chairman