

OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

Meeting: FACILITIES MANAGEMENT COMMITTEE
Date: 17 MAY 2022
Location: PAVILION MEETING ROOM
Time: 7.30 pm
Members Present: Cllrs. S Brown, K Tuck, S Grassi, A Renwick, Cllr J Robinson,
P Bloyce, R Doust
Members Absent: Cllr M Campbell
In Attendance: Mrs S Tuck (Clerk)

Item No	Item	Action
1.	<p>APPOINTMENT OF CHAIRMAN & VICE-CHAIRMAN</p> <p>The current Chairman, Cllr Brown, opened the meeting and called for a vote to elect a Chairman.</p> <p>Cllr Bloyce nominated Cllr Brown. This was seconded by Cllr Doust and voted for unanimously.</p> <p>Cllr Tuck expressed a wish not to stand for re-election as Vice-Chairman and Cllr Renwick volunteered to take over this role. There were no other nominations and Cllr Renwick was unanimously elected as Vice-Chairman.</p>	
2.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Cllr Campbell.</p>	
3.	<p>AGREE TERMS OF REFERENCE</p> <p>The current Terms of Reference were reviewed. No changes were deemed necessary the these were adopted for a further year.</p>	
4.	<p>RECEIPT OF MINUTES</p> <p>Minutes of the meeting held on 15 March 2022 had been circulated in advance. Cllr Renwick's proposal to accept the Minutes as drawn was agreed.</p>	
5.	<p>DECLARATIONS OF INTEREST</p> <p>No declarations of interest.</p>	
6.	<p>PUBLIC PARTICIPATION SESSION</p> <p>No members of the public were present.</p>	
7.	<p>CHAIRMAN'S COMMUNICATIONS</p> <p>No Chairman's items.</p>	
8.	<p>MONTHLY MONITORING REPORT</p> <ul style="list-style-type: none"> • Tennis Club – The Lease covering the Clubhouse and Courts has been drafted and minor amendments agreed. The solicitors are currently drawing up a new plan. • Repairs to wall at entrance to play area – repaired. • Repairs to play equipment – all done except the new entrance gate – Redlynch awaiting supplies. 	<p>Ongoing</p> <p>Close</p> <p>Ongoing</p> <p>Ongoing</p>

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	<ul style="list-style-type: none"> • LH heating system – survey and assessment of lifespan – no progress to date. Clerk still to contact HCC and Village Hall for information. • Allotment gates & fencing at far end of Riley Lane – booked for end of June. • Extension of Cricket Club Lease – quote for legal fees obtained & club contacted – no response to date. • LH deep/high clean – to be booked for August following decorating. 	Ongoing
9.	<p>LYCHPIT COMMUNITY HALL</p> <p>A summary of the quotes received for decorating the hall had been circulated in advance. Cllr Doust had met the contractors and did not have any particular preference. The Clerk was asked to revert back to DSW Services & John Porterfield to re-confirm their quotes and ascertain availability during the school summer holidays prior to awarding the contract.</p>	Clerk
10.	<p>ALLOTMENTS</p> <p>The Clerk reported on the inspection carried out prior to Easter resulting in 7 improvement and 4 warning letters and 3 Notices to Quit being sent. A further 8 plots were marked for re-inspection after the bank holiday weekend when it was expected there would be more activity. This inspection has not yet taken place due to poor weather conditions. There are currently 8 on the waiting list.</p>	
11.	<p>CEMETERY</p> <p>11.1 The Clerk’s report on the cemetery inspection was noted and the problem of the constantly over-weight waste bin and consequent additional disposal costs was discussed. The Clerk’s proposal regarding installation of CCTV was agreed.</p> <p>11.2 An email from a relative received following the inspection had been circulated to Councillors in advance of the meeting and was noted. The Clerk explained the circumstances and said that both she and the Deputy Clerk had since spoken to the relative.</p> <p>11.3 A request for a memorial bench was received and Councillors were made aware of the costs of installation and asked to agree whether or not this should be passed on to the relative or borne by the Parish Council. The installation costs were considered expensive but after some discussion it was agreed that the Parish Council should cover 50% of the installation costs.</p> <p>The Clerk was asked to draft a “Bench Policy” for future reference.</p>	Clerk
12.	<p>CLUBS & ORGANISATIONS</p> <p>12.1 A quote for £1720.00 from Larkstel to install fencing around the cricket square was received and noted. It was pointed out that had this been in place when the horses escaped it may have prevented damage to the artificial pitch. Councillors proposed accepting the quote but suggested the Clerk contact the club requesting a contribution towards the cost.</p> <p>12.2 A quote for £410.00 from Larkstel to carry out repairs to the bowls club gate was received and agreed.</p>	Clerk

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13.	MISCELLANEOUS MATTERS	
13.1	A quote for £1410.00 from A Sewell for replacement lighting in the changing rooms was received and agreed.	
13.2	A quote for £490.00 for repairs to a memorial bench at the rear of the recreation grounds was received. The Clerk pointed out that the bench is well used by visitors to the grounds thereby benefiting the Parish Council and Councillors agreed a contribution of 50% should be paid towards the repair costs. Clerk to contact relatives with the offer.	Clerk
14.	CONFIDENTIAL ITEMS. No items.	
Meeting closed at 20.22 hrs.		

SIGNED:.....

DATED:.....