

**Minutes of the Maintenance Committee Meeting of Milton Parish Council held on
Monday 17 December 2018 at 7.30pm in the Bowls Pavilion**

Present: A Horne (AH) (Chair), T Leavens (TL), D Wildman (DW)

In attendance: S Corder (Clerk), J Barrett (Office Support), P Adams (Village Cleaner), A Bradnam (Tree Warden)

1. **Apologies for absence**
JEC (personal)

2. **To APPROVE the minutes of the meeting held on Monday 17 September 2018**
AH Proposed to approve the minutes – DW Seconded **ALL AGREED**

3. **Declarations of interest and dispensations:**

(a) **To receive declarations of interest from councillors on items on the agenda.** – AH Item 5 Allotments: Allotment tenants.

(b) **To receive written requests for dispensations for disclosable pecuniary interests (if any).** - None

(c) **To grant any requests for dispensation as appropriate.** – None

4. **Public Participation – members of the public are invited to speak.**
No public attended.

Query received regarding the cutting back of the bushes at Froment Way and Humphries Way play areas: why was this work done and concerns of lack of security and privacy now the bushes have been cut to fence level- **It was agreed in 2017 that the bushes would be cut back and cropped by 50% to make them manageable and promote new growth. Ongoing maintenance on these bushes will occur yearly (around November) to help promote new growth in the spring. The village planting is not designed with security in mind that is the responsibility of the house owner.**

5. **Allotments**

Update AH/SC – There are currently a few vacant plots available for rent.

To **CONSIDER** Buchans clearing vacant allotment plots to a rentable standard. **Clerk asked if Buchans could quote to clear plots E4, E5 and A7 to a rentable standard. ALL AGREED.**

6. **Cemetery**

Update AH/SC.

To **CONSIDER** cost of purchasing a plot and remove the x4 fee – Clerk attended a cemetery course and was informed this charge cannot be included it would be the same charge as for a Milton resident, but you can state in the policy there needs to be a village connection and is at the discretion of the Council. **AH Proposed to amend the policy and remove this charge and Clerk to look into costings of purchasing a plot in surrounding villages with a possible future increase in MPC charges. ALL AGREED.**

To **CONSIDER** extending the footpath from the new part of the cemetery up to the entrance gate and relocating the latch to the gate. Clerk advised the pathway and gate needs to be wheelchair friendly. The Village Rector is seeking confirmation this work can be done. **AH Proposed Clerk to source quotes for the work – ALL AGREED.**

To **CONSIDER** adding memorial safety to the Maintenance of the whole cemetery. Clerk was advised that memorial toppling testing needs to be carried out during routine maintenance checks. This check is for any unstable memorials to be notified to the Clerk or All Saints Church, who would then contact family members to advise of the situation and if required the memorials to be laid down for safety. **AH Proposed for this to be added to the Cemetery Risk Assessment and Village Cleaner maintenance checks. Clerk to check insurance cover – ALL AGREED.**

7. **Play Areas**

To **CONSIDER** quote from Wickstead for £16,148.50 to revamp Froment Way play area. **DW Proposed to accept this quote and take to full council for agreement – ALL AGRRED**

8. **Grass Cutting**

Update – JB has been updating the tender contract and mapped areas to be cut and is ready to be sent out. The tender will be sent out to 3 companies for quotes and advertised on the noticeboards. **AH Proposed we send the tender out before end of December for quotes to be discussed at the February MPC meeting. ALL AGREED.**

9. **Tomkins Mead**
To **CONSIDER** the ongoing proposal of Tomkins Mead agreed in 2013. **A few minor amendments to be made to MPC agreement with CSLT – Clerk to arrange both parties signatures.**
To **AGREE** to the request to pay £1,000 grant to the County Park maintenance of Tomkins Mead. **AH reported that work on Tomkins Mead has been ongoing and Proposed to pay the grant – ALL AGREED.**
10. **Risk Assessment**
To **CONSIDER** Risk Assessment for the Village Cleaner. Clerk put together a risk assessment for the Village Cleaner covering all duties for approval – **AH Proposed to go to full council for agreement.**
11. **Tree Work**
Tree report received from AB listed all works to be carried out throughout the village.
To **CONSIDER** quote from Town & Country for £180.00 for tree work required at the Cemetery and on The Oak and Elms grass area. **AH Proposed to accept the quote – DW Seconded ALL AGREED**
12. **Mapping Software**
To **CONSIDER** subscription of £200 per year for Ordnance Survey on-line to record land and property MPC own. **AH Proposed to purchase the mapping software – DW Seconded ALL AGREED**
13. **Date of next meeting**
Monday 18 March 2019 at 7.45pm

The meeting closed at 8.20p.m.

Signed: Date: