

**Minutes of the Maintenance Meeting of Milton Parish Council held on
Monday 14 December 2020 at 7pm via Zoom on-line**

Present: A Horne (AH)(Chairman), D Wildman (DW), A Markham (AM), JE Coston (JEC)

In Attendance: S Corder (Clerk), J Barrett (Assistant Clerk),

1 Apologies for absence

None – Full Committee

2 To APPROVE the minutes of the meeting held on Monday 21 September 2020

DW Proposed to accept the Minutes of the meeting of Monday 21 September 2020 as a true record– AH Seconded **AGREED** (JEC Abstain) (minor amendment to Item 6 – “The Maintenance Committee” to meet up)

3 Declarations of interest and dispensation

To receive declarations of interest from councillors for items on agenda: None

To receive written requests for dispensations for disclosable pecuniary interests (if any); None

To grant any requests for dispensation as appropriate; None

4 Public Participation – members of the public are invited to speak

None

5 Allotments

Update AH/SC: There are currently 3 vacant plots. F17 to be kept as an allotment plot and fence reinstated. Clerk to arrange clear up of B10 in the New Year.

6 Paddock (Now Orchard)

All the free trees from The Woodland Trust have been planted. AH will use the bark chippings left from the tree work carried out by County Highways (on Ely Road) to place around the base of the tree saplings to help reduce weeds.

7 Cemetery

To **CONSIDER** adding 2 new plot rows S & T on the left-hand side – **DW Proposed to defer this item until the updated Cemetery Policy has been agreed – AH Seconded ALL AGREED.**

To **CONSIDER** extending the footpath to end of the Cemetery and to install a turning area (for Hearses) on the right-hand side by the soil pile. **AH suggested that this requires more information: size of turning circle required. Clerk/Assistant Clerk to contact Funeral Directors for Hearse size and any suggestions that could help.**

To **CONSIDER** maintenance work required on old part of the Cemetery: To cut back all ivy covering headstones and graves, to remove shrub by hedge and landscape the area flat and to remove bush that has grown up and over a headstone **Clerk to ask Buchans to quote for works required.**

To **CONSIDER** next steps to be taken to breaches of Cemetery policy: Unauthorised bench, extra kerb edging and vases on plots. **Clerk to write to family requesting the removal of items in breach of the Cemetery Policy.**

8 Play Areas

The Wicksteed play park inspection reports were received and reviewed. **DW to check state of the wooden fence at The Rowans play area - report of wood rot.**

To **CONSIDER** Wicksteed quote for repair work to The Sycamores fitness equipment £225.36 + VAT. **DW Proposed to accept the quotes and carry out the works required – JEC Seconded ALL AGREED**

9 Store Cupboard

To **CONSIDER** quotes received to replace and widening of the entrance door to the back-store cupboard – CJ Murfitt £2356.05 + VAT, Pro-Serv £2862.50 + VAT **AH Proposed to accept Pro-Serv quote – DW Seconded ALL AGREED. To go to full Council for approval**

10 Landbeach Road Bus Stop – Extension of tarmac area

To **CONSIDER** quotes from: GW Shelter Solutions £2,600 + VAT, CJ Murfitt £2,998 + VAT, Gaskin Brothers £3,485 + VAT to extend the hard standing tarmac area and reposition the bus shelter for a clearer width **AH suggested that the Clerk/Assistant Clerk clarify with County Highways that MPC has permission to carry out this work on their land and ask if there are any services nearby/in way of relocating the bus shelter as requested by County Highways. JEC Proposed – DW Seconded ALL AGREED**

11 Maintenance Budget 2021/22

To **CONSIDER** budget items and budget request for the next financial year

Agreed to vire £1,000 from Orchard Maintenance to Allotment Maintenance budget for 2020/2021.

Agreed to vire £1,600 from Play Areas to Cemetery Maintenance budget for 2020/2021.

Agreed to review Allotment rents in early 2021.

Agreed to request a 2% increase to £1,130 in grass cutting contribution from County.

Proposed budget for agreement at Finance Committee:

Grass cutting	£10,000
Trees	£4,000
Cemetery	£3,200
Hedges/pathways	£2,000
Allotments	£4,000
Paddock	£1,000
Bus Shelters	£500
Seats & Bins	£500
Cleaning sundries	£500
Play areas/maintenance	£10,000
Tomkins Mead	£1,500
Equipment Maintenance	£500
Highways Maintenance	£200
General Maintenance	£500

Capital Project: £10,000 for emerging works

AM raised the question if any feedback has been received from County Highways in relation to the removal of the barriers on Gunnel Close footpath and possibly bollard replacement. (Discussed at September Maintenance meeting) Clerk to ask AB for update.

12 Dates of Next Meeting

Additional date to be arranged in January 2021 to discuss Cemetery Policy

Monday 15 March 2021 – 7:45pm

Meeting closed at 9.20pm Signed: Date: