

**Meeting:** Jubilee Park Committee  
**Date:** Thursday 20<sup>th</sup> September 2018  
**Time:** 7.30pm  
**Venue:** Jubilee Park Pavilion

**Present:** Kay Nash (Chair); Andy Ferguson; Mike Stevenson; Mike Parry  
**In attendance:** Administration Officer

## Minutes

*In accordance with Standing Order No: 38 any matter relating to an employee shall not be considered until the Council or Committee has decided whether or not the public shall be excluded (See SO No: 67). Due to the nature of the business to be transacted the meeting, or parts of it, may be closed to the press and public.*

*Under Standing Order No. 1. c) Meetings will last no longer than 2 hours and 1. d) If the business of the meeting has not been concluded after 2 hours a resolution will be taken to continue to conclude or defer the business in hand. In any event the meeting will last no longer than 2 hours 30 minutes.*

1. **To receive and accept apologies for the meeting.** Apologies were received and accepted from Nigel Harding.
2. **To approve the Minutes of the meeting held 19<sup>th</sup> July 2018 (No meeting Aug)** (Previously circulated) Agreed subject to a minor amendment at 9a to add "had been dealt with at Full Council"
3. **Declaration of interests and consideration of dispensations.** Kay Nash reserved the right to declare an interest and seek a dispensation at item 5d if necessary
4. **Action Report** (Previously circulated) Clerk to advertise the Heras fencing on Freecycle.
5. **Maintenance**
  - g) Acoustics (Update) (Nigel Harding) Been ordered. Work to be scheduled with internal redecoration
  - h) Internal Redecoration
    - A budget for materials and paint was set at £250. Paint to be a quality brand trade paint preferably silk emulsion.
    - Whilst the Community Pay Back Service (CPBS) were to provide the labour, the timescale is now in question. Mike Parry is meeting with the CPBS Supervisor on 3<sup>rd</sup> October 2018. If the timescale is longer than 3 months to complete both acoustics and redecoration (tbc at meeting 3.10.18) the Clerk will task the Village Handyman and Park keeper to undertake the work as part of their duties. **ACTION:** M Parry and Clerk
  - i) Shrub beds at the front of the Pavilion. 3 Quotes sought. One contractor declined to quote. Contractor 1 £3954.80 Contractor 2 £1803. IT WAS AGREED to proceed with Contractor 2. *Proposed MS Seconded. KN. Vote All in favour*  
**ACTION:** Clerk to place order
  - j) Provision of drinking water fountain Reference was made to the resolution made at item 5(g) in the Minutes of 19.7.18. previously setting a budget of £500 with a recommended specification. As a result of subsequent information arising (namely (i) the issue of an outside drinking fountain freezing in winter and (ii) the costs implications of legionella checks) the matter was deferred to Spring.

**ACTION:** Clerk to diarise

- k) Pond liner The Park keeper has requested a budget of £10 to replace the liner together with authority to proceed with the work

**ACTION:** Clerk to advise park keeper

- l) Consideration of quotation for replacement of cracked window

Written quotation awaited.

IT WAS RESOLVED TO delegate the repair to the Clerk with a budget of £150 net

*Proposer Mike Stevenson*

*Seconder Mike Parry*

*In favour ALL*

*Against 0*

*Abstentions 0*

**ACTION:** Clerk to place order once written quotation received

- m) Infill of potholes in the main field various remedies were discussed.

IT WAS RESOLVED to investigate other sources of free topsoil in default of which purchase one tonne from Jewsons to be delivered to a safe location in the Park accessible to the Park keeper

*Proposer Kay Nash*

*Seconder Mike Stevenson*

*In favour All*

*Against 0*

*Abstentions 0*

**ACTION**

- Clerk to investigate free sources of topsoil
- Default to Jewsons

- n) Replacement spark plugs for ground machinery

- Hedge trimmer and Strimmer expenses £5 duly authorised.
- Refer to Finance and Asset Committee to agree a maintenance budget for the Park keeper

**ACTION:**

- Clerk to authorise Park keeper to purchase
- Clerk to add as an agenda item for next F&A meeting

- o) Weed control in play area

Various options were discussed to remedy the weed growth issues including chemical weed spraying using a licenced sprayer, COSHH report for chemical spray content, the aftercare clearance regime, raking regime and any ongoing spray schedule and costs, manual weeding (as has previously been the case – twice already this year) and weed resistant membranes.

IT WAS RESOLVED TO delegate to the Clerk authority to engage D Sharp Landscapers to undertake a one off chemical weedspray to the play area up to £75 upon the production of a COSHH report and material safety data sheet

*Proposer Mike Stevenson*

*Seconder Andy Ferguson*

*Vote in favour: All*

VEN

*Against 0*  
*Abstentions 0*

**ACTION**

- Clerk to organise the work
- Park keeper to clear the weeds once killed

- p) Pavilion keys Emergency expenditure noted. Replacement key cutting costs to be deducted from WMYFC key deposit.

**ACTIONS**

- Clerk to advise WMYFC and investigate if keys have been labelled.
- Clerk to write up authorisation sheet for replacement keys

KN reported on the ongoing maintenance issue with the pressure levels for the new boiler

**ACTION**

- Clerk to contact TJ Wilding to regarding pressure problems arising since installation of new system
- Ensure Park keeper maintaining pressure readings

6. **Renewal of Pavilion Utilities Supply Contract** (circulated) It was noted delegated authority had been given to JPC from Full Council (See Item 6c Minutes 3<sup>rd</sup> September 2018). The meeting queried the estimated consumption as tabled by the brokers report and recommendation dated 19.9.18 produced to the meeting. IT WAS RESOLVED to defer the decision to the next meeting

**ACTION**

- Revert to LSI to clarify advice from the brokers
- Mike Stevenson to appraise the paperwork
- Clerk to investigate alternate brokers
- Councillors to read the meters at the start of each Committee meeting

7. **CCTV** Consideration of quotation for additional camera (circulated)  
The quotation sought was to supply and install one extra camera.  
IT WAS RESOLVED TO get two additional quotes

*Proposed Andy Ferguson*  
*Seconded Kay Nash*  
*Vote all in favour*  
*Against 0*  
*Abstentions 0*

**ACTION:** Clerk to request 2 more quotations

8. **Car Park Boundary Maintenance**

A complaint has been received regarding overhanging branches to cut the hedge to the height of the fence. It was suggested that two councillors invite the 4 property owners to a meeting in order to discuss the downsides in reducing the hedge height ( including but not limited to increase in noise, reduced privacy, increased ASB affecting the properties and possibility of killing the hedge). If required, The Council is happy for the Park keeper to cut the hedge albeit with access may be required from the neighbouring properties.

KN

**ACTION:**

- Mike Stevenson and Mike Parry to agree dates and advise the Parish Office.
- Mike Stevenson, Mike Parry and Park keeper to liaise on options in advance
- Clerk to offer meeting with property owner

IT WAS RESOLVED to continue for up to half an hour

**9. Masterplan Implementation Report**

a) Skate park.

No feedback was available from the last consultation meeting of 28<sup>th</sup> July

**ACTION** Defer to next meeting

b) Five -aside football. No tenders to consider

**ACTION** Clerk to issue tender

**10. Fireworks 2018** The next WP meeting is 27<sup>th</sup> September 8pm at Pavilion.

**11. Articles for the next Rendlesham Newsletter:**

**12. Matters for the next meeting:** 18 October 2018.


o WMYFC

o Boiler pressure monitoring with new system.

**13. Dates of 2018 meetings:** 15 November & 20 December

Meeting closed 9.36pm

SIGNED



DATED

18/10/18