



## **MEDSTEAD PARISH COUNCIL**

### **MINUTES OF THE MAINTENANCE COMMITTEE MEETING**

**26<sup>th</sup> January 2022**

#### **Present:**

Cllr's Ken Kercher, Graham Bennell, Mike (Jo) Smith & Georgy Fuzzard.

#### **Also present:**

Mr Peter Baston (Clerk).

#### **ACTION**

#### **22.01 OPEN SESSION**

- i. Cllr Fuzzard said she has been made aware that the neighbour of the area known as Five Ash Pond has encroached on to an area adjoining which is being used as a play area. The Clerk was asked to contact the owner of the property requesting she vacates the area due to possible insurance implications.
- ii. Working Group for Cemetery Maintenance. The Working Group are due to meet on 31<sup>st</sup> January to undertake a topple test and to agree any other work required in the Cemetery.

**Clerk**

#### **22.02 APOLOGIES FOR ABSENCE**

Cllr Andrew Jackson - Approved

#### **22.03 MINUTES**

- i. The minutes of the meeting held on 24<sup>th</sup> November 2021 having been previously circulated, were agreed as a true record and were signed by the Chairman.

#### **ii. Matters arising.**

Minute #	Maintenance Meeting Date	Action	Assigned to	Status	Comments
21.33(i)	28 April 2021	Pavilion fire risk assessment in 2022	Clerk	Pending	
21.50	28 July 2021	Cemetery Working Group to meet and undertake topple test and agree any other minor works.	Cemetery Working Group	Outstanding	Group to meet on 31st January 2022
21.64	24 November 2021	Cllr Fuzzard to remove out of date information from Greenstile shelter	Cllr Fuzzard	Completed	
21.69		Clerk to get signs for play area bought and erected	Clerk	Completed	
21.71		Full Council to approve policies	Full Council	Completed	
21.72 (i)		Cllr Kercher to update on future Green maintenance	Cllr Kercher	Completed	

#### **22.04 DECLARATIONS OF INTEREST**

None.

The following agenda item (Contract(s)) was discussed as an "In Confidence" item.

#### **22.05 CONTRACT(S)**

- i. **Cemetery / Churchyard Maintenance.** Ten invitation to tender (ITT) has been sent to potential contractors. Three tenders had been received and were reviewed by the Committee. The tender quotation from PJ Grace was considered to offer the best value for money and, whilst over the agreed 2022/23 budget, would be recommended to Full Council for approval.

**Full Council**

ii. **Village Green Mowing.** Eleven invitation to tender (ITT) has been sent to potential contractors. Three tenders had been received and were reviewed by the Committee. The tender quotation from PJ Grace was considered to offer the best value for money and, whilst over the agreed 2022/23 budget, would be recommended to Full Council for approval.

**Full  
Council**

iii. **Wildflower Meadow.** Eleven invitation to tender (ITT) has been sent to potential contractors. Three tenders had been received and were reviewed by the Committee. The tender quotation from PJ Grace was considered to offer the best value for money and, whilst over the agreed 2022/23 budget, would be recommended to Full Council for approval.

**Full  
Council**

**22.06 TREE SURVEY**

As agreed by Full Council, previously, a further tree survey would be carried out by a qualified arboriculturist during 2022 and the Clerk was asked to source three quotations for the work to bring to Full Council for approval.

**Clerk**

**22.07 MEDSTEAD PARISH COUNCIL POLICY.** The following draft policy was reviewed and would be taken to Full Council for approval and re adoption:

**Full  
Council**

- i. Tree & Hedge Policy.

The Chairman closed the meeting at 7.25pm

Chairman ..... Date.....