

Edlesborough Parish Council

Minutes of the General Purposes Committee Meeting

Wednesday 4th February 2004

at 7.30 pm at Edlesborough Memorial Hall

Present

Mr Wilkinson (chair), Mr Cabbage, Mrs Prys-Jones, Mr Brown, Mrs Thompson and Mrs Parker (co-opted member). There were no parishioners present.

Apologies

Mr Parker (co-opted member).

Minutes of previous meeting

The minutes of the previous meeting (3rd December 2003) were agreed without any amendments.

Matters arising from previous minutes

A suggested simplified format for the minutes was discussed. Whilst it was agreed that the suggested format could be useful as a supplement to the minutes, as a quick reference to the status of jobs being actioned on behalf of the committee, it was considered that the formal minutes had to include a summary of any discussions concerning the decisions taken. It was therefore agreed to continue with the current format for the time being.

Edlesborough Memorial Hall

EMH Items carried over from previous meetings

Letting Agreement

The existing 'Standard Conditions Of Hire' were individually reviewed in detail, together with suggested additional conditions resulting from a study of similar terms and conditions being applied elsewhere.

It was agreed that an introductory note should be added to the 'Standard Conditions Of Hire' list, requiring the hirer to refer any doubts they may have concerning the meaning of any of the standard conditions to the Bookings Secretary.

Revisions were agreed to existing conditions 1.1, 1.2, 1.3, 2, 2.2, 2.4, 2.5, 3, 4.1, 5, and 10.

It was agreed that existing conditions 2.6 and 4 should be deleted and that condition 4.1 should be renumbered condition 4.

Additional conditions were agreed relating to:

- a) The law relating to gaming, betting and lotteries
- b) Food health and hygiene legislation
- c) Electrical appliances used on the premises
- d) The provisions of The Child Health Act 1989
- e) Noise abatement late at night
- f) Restrictions concerning children in the kitchen
- g) A returnable security deposit
- h) No smoking policy

Proposed additional conditional conditions that were discussed but not adopted concerned:

Property left or stored on the premises

Formalising the 30 minute set-up and clear-up allowances

In view of the time taken to review the standard conditions of hire, discussion of the content of the actual Agreement form and other associated issues relating to letting of the Hall was deferred to the next meeting.

Action required: Mr Wilkinson to draw up a new list of standard conditions incorporating the agreed revisions and additions for ratification at the March meeting.

Replacement Floor

There was a brief discussion on how we should proceed with the issue of the new floor in the main room, now that it is understood that it will cost an estimated £10,000 and we only have £1,500 accrued provision for the project. It was agreed that once the Parish Council re-organisation has been implemented, a detailed study of the alternatives available to us and formal costings of those alternatives will be carried out.

Action required: Committee to review after PC re-organisation implemented.

Debris on roof and cracked roof tile

The Clerk reported that this work had been held up by the weather but that the contractor hoped to deal with it with the next two weeks. **Follow in March**

Cleaning of gutters

The Clerk reported a similar situation to item 3. **Follow in March**

Supply of new litter bins and liners

The Clerk reported that delivery of the bins and liners was imminent. **Follow in March**

It was queried why this item was dealt with under the EMH section of the agenda when the bins were for use on the Green. It was explained that these supplies were required to replenish the stock of spares that are kept in the Hall.

Damaged paving slabs on boundary with Edlesborough Autos

The Clerk reported that the problem of oil contaminated water spilling onto the EMH path by the back door has been an ongoing problem for over 5 years. Her report explained that there is an argument that by blocking the holes in the paving slabs positioned to restrict the overflow of water onto the property, we are stopping the flow of water, which is an offence. The Clerk is to consult with the BCC highways representative regarding the situation and discuss the matter with the garage proprietor.

It was suggested that if the BCC representative cannot resolve the issue, the Council should involve the Environmental Health authorities in view of the contaminated nature of the overflowing water.

Action required: Clerk to await BCC response and discuss with garage proprietor.

Protection of Gas supply pipe

The Clerk reported that the contractor had suggested that the pipe be painted when the weather improves. **Follow in March.**

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EMH Caretaker's Report

The annual boiler service was carried out in January 2004.

New Public Entertainments license received commencing 1st January 2004.

The wired glass window in the ladies toilet had been broken again. Repair arranged with contractor.

Quantities of Citizen Newspapers still in their bindings have been dumped in the euro bin since two weeks before Christmas. Reported to Citizen Distribution Dept.

Cleaning goods for EMH and Pavilion purchased and collected from Leighton Buzzard.

Heating system filters in main room were cleaned out this month. The filters were extremely dirty as they had not been cleaned for about 2 years. System now less noisy and more efficient. It is recommended that they are cleaned more frequently in future.

New EMH items arising from Caretaker's report

It was suggested that the Caretaker should formally report the broken window to the Police and obtain a crime number, especially as this was the second occurrence in recent months. **Item closed**

It was agreed that the Caretaker should investigate if the contractor who carries out the annual boiler service is prepared to include cleaning of the filters in the service and the additional cost involved. **Follow in March**

Any other new EMH items

None

Edlesborough Green (including the play equipment, car parks etc)

Green items carried over from previous meetings

Proposed by-law notices for Edlesborough Green

The Clerk reported that these are still awaited. **Follow in March.**

Ruts near Pavilion car park / bare patches / re-seeding

The Clerk reported that in addition to the ruts, the dip between the Pavilion and the tennis courts is getting increasingly prominent and requires attention. She is arranging a meeting with Mr Venn of Reyven and has suggested Friday 20th February at 2pm, subject to Mr Parker and Mr Brown being available. **Follow in March.**

Play equipment.

Although this item was not due to be discussed until the March meeting, the Clerk reported that the contractor is set up to dig/replenish the bark and repaint the equipment as necessary once the weather improves. **Follow in March**

In her report the Clerk informed the meeting that a ROSPA inspection and risk assessment has been booked for May and asked if a Wicksteed one was required as well. It was agreed that only the ROSPA inspection was required.

Green Caretaker's Report

1. Tessa Williamson is no longer litter picking and emptying the litter bins on the Green. So far, the Caretaker has done one complete litter pick and bin empty, and is removing bottles and glass as they appear especially in the play area.
2. Human excrement found at the top of the butter slide on 5th January. Removed by Handyman and equipment cleaned.
3. Human excrement found in rubbish bin adjacent to rear door of the Pavilion. Removed by Handyman and bin cleaned.
4. The dog bins are overflowing each week now that they are only being emptied once per week. They are definitely being emptied however.
5. The Green is in a very muddy state generally and complaints are being received about the mud treading onto the car parks and the High Street. The goal mouths are bare.
6. One of the posts around the EMH car park is missing, as is the top of another post.
7. Cars are being parked on the grass strip between the EMH car park and the hedge along the High Street, creating a lot of mud.

New Green items arising from the Caretaker's report

Clerk to be asked to confirm with AVDC that all the litter bins on the Green are being emptied at least one per month. **Follow in March**

Caretaker confirmed that all the dog bins on the Green are being fully utilised.

Caretaker confirmed that although the Green is very muddy, it not yet sufficiently bad for the Council to suspend its use for football. **Item closed**

It was agreed that the missing posts around the EMH car park should be replaced and that additional posts be positioned along the High Street side of the car park to prevent parking on the grass strip. **Follow in March**

Any other new Green items

None

Edlesborough Green Pavilion

Pavilion items carried over from previous meetings

Shower head replacements

**Item
closed**

The Clerk reported that she is arranging to meet a plumber to look at these.

**Follow
in
March.**

Leaking guttering

The Clerk reported that this work has now been done but that the contractor reported that further work might still be necessary. If the problem persists the item will be raised again. **Item closed.**

Anti vandal painting.

The Clerk reported that the contractor has suggested that this work should wait until there is an improvement in the weather. **Follow in March**

Pavilion user rules and regulations

It was agreed previously that this item will be kept on hold until the Committee have finalised the EMH Standard Conditions of Hire.

Action required: Committee to review after EMH rules finalised.

Cricket nets left on the Pavilion floor

Caretaker confirmed that the nets have now been moved. **Item closed**

Repair of external security lamp

The Clerk reported that the lamp has been repaired. **Item closed**

Pavilion Caretakers Report

The ground is very muddy under the canopy and is being trodden into the building. The Handyman is cleaning this up several times each week and has purchased a special brush for this purpose.

Handyman cleaned graffiti off the outside of the building on 27th January.

A lot of glass had to be cleared off the Pavilion car park on 22nd January together with some dog mess that was being trodden into the building.

Frost stat switch in the main room is faulty. Contractor requested to repair.

New Pavilion items arising from the Caretaker's report

It was agreed that the faulty frost stat should be repaired urgently. **Follow in March**

Any other new Pavilion items

Mr Brown confirmed that the contractor who installed the new tennis court floodlights has provided an IEE certificate for the new power supply cable connection. **Item closed**

Mr Brown agreed to update the Committee next month on the progress of the Pavilion Improvements working party. **Follow in March**

Any Other Business

There was a brief discussion during which it was recognised that the Committee would need to identify and justify any extraordinary expenditure that is not routinely required each year, if provision is to be included in next year's budget. One example of this is painting the exterior of the Hall. The maintenance budgets for next year have only been predicated based on annual recurring expenses. **Follow in March**

**The next meeting of the General Purposes Committee
will be held on Wednesday 3rd March 2004 at Edlesborough Memorial Hall**