

# **Report of the Grounds Committee to the Parish Council**

The Committee met at 8.13 pm on **Monday 24<sup>th</sup> March 2014**, in Committee Room 1 at the Parish Hall, Great Baddow. Cllr K Ronaldson chaired the meeting.

Present: Cllrs K Ronaldson, T Miller, Mrs D Ronaldson, Mrs V Sadowsky, A Sosin, Mrs C Shaw, Mrs J Sosin, J Fuller and Mrs M Miller

In Attendance:       The Clerk of the Council  
                          The Administrative Assistant  
                          The Grounds Manager

## **713/13 Apologies**

There were apologies for absence from Cllrs Mrs S Young, who had substituted Cllr Mrs M Miller and T Hatcher.

## **714/13 Declarations of Interests**

There were no declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests or Registerable Non Pecuniary Interests.

## **715/13 Public Question Time**

There were no members of the public present.

## **716/13 Minutes**

The minutes from the last meeting held on 16<sup>th</sup> December 2013 were signed as a true record. Presented by Cllr K Ronaldson and proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs D Ronaldson, with the following amendment in the heading "23<sup>rd</sup> September 2013" be deleted and replaced with "16<sup>th</sup> December 2013".

## **717/13 Clerk's Report**

### **1. Lawn Cemetery**

The quotation for the laying on of power to the Lawn Cemetery is being investigated and a quotation pack has been obtained by the Administrative Assistant.

### **2. All Weather Sports Court Gates**

The work on the installation of gates in the upper fence of the All Weather Sports Courts has been placed on order but the work will not be finished by the end of the financial year.

### **3. Trees in the Recreation Ground O/S Roberts Court**

The Grounds Manager reported that the condition of the horse chestnut tree on the corner of the driveway, near the Grounds Office is good.

### **4. Use of Open Space in the Recreation Ground**

This issue is still being investigated and a report will be placed before the committee as soon as it is available.

### **5. Outdoor Gym**

The surfer has been repaired and returned to the Recreation Ground.

### **6. Tree Warden**

The Clerk has still not had any contact from the tree warden and was asked to write a letter to him. One of the officers at Chelmsford City Council has been in touch with him more recently.

### **7. Duck Food**

Nothing further has been heard from Chelmsford City Council. The Clerk was asked to make enquiries.

### **8. Memorial Tree in the Recreation Ground**

The Clerk reported that the tree has been planted but that the family has decided that they do not want a plaque. The Clerk is now requesting payment for the tree.

### **9. May Fair**

The Clerk has yet to contact the May Fair about the monies but will do this as soon as possible.

### **718/13 Ground Manager's Report**

The Grounds Manager reported that all services are ok. He also reported that the mower that is used in the cremation plots area in the Lawn cemetery is no longer repairable. The mower itself has not been manufactured for some years but parts had been obtainable. It is now no longer possible to obtain parts. He is looking for a suitable replacement mower. This issue has been raised in the past and it proved impossible at that time to find a suitable alternative. If a suitable alternative is not found, this will be a problem in the future for keeping the area mown and tidy.

8.27pm – Cllr A Sosin entered the meeting

### **719/13 Luxfield**

The Clerk reported that she had not been able to contact John Emery before going on annual leave but that she was aware of two new dates for working parties on 6<sup>th</sup> April 2014 and 3<sup>rd</sup> August 2014. The Clerk will contact Mr Emery to see if he has anything further to report. The Grounds Manager told the meeting that he has been trying to borrow a machine from Chelmsford City Council that would help to cut down the brambles. The officer that he needs to contact is currently away on annual leave but further attempts will be made.

### **720/13 Recreation Ground**

The Clerk told the meeting that a matter had arisen recently regarding safety issues in and damage to the Recreation Ground because vehicles were driving around from the Community Association's overflow car park into the Recreation Ground. Initial discussions had taken place with Chelmsford City Council about possible measures that can be taken to stop this misuse and the Clerk was asked to discuss the matter further with the City Council. The Clerk was also requested to ask the City Council what its regulations are relating to Chinese lanterns.

### **721/13 Lawn Cemetery**

A report about the purchase of grave plots prior to need had been circulated by the Clerk prior to the meeting. This report detailed the current situation and the reason why the issue had arisen. The Clerk had recommended option 2 in the report, that the ability to purchase grave plots prior to need should be withdrawn. This would ensure that there would be no issues surrounding assignment and the correct fees will be paid by all.

Following discussion, it was proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw that the meeting should recommend to the Council that option 3 be adopted. This will allow the continued purchase of plots prior to need, with the following conditions:

- The person purchasing the plot must be a parishioner of Great Baddow or Galleywood

- The purchase will be limited to one plot per person
- A higher fee will be charged as per the fee charged by Chelmsford City Council. This will be the recommend fee, as adjusted.

The matter of the fees will be referred to the Finance and General Purposes committee on 7<sup>th</sup> April 2014. The matter of purchasing cemetery plots prior to need will be reviewed in six months time. A vote was taken which was 6 votes for and 3 abstentions.

**722/13 Forward Plan**

The Clerk had circulated an updated copy of the Forward Plan, which was discussed and the updates noted.

It was agreed to add the purchase of a small mower for use in the cemetery to the rolling plan for replacement of the grounds equipment.

As the drain work at the Grounds office is now complete, it was agreed that this item will be deleted from the Forward Plan.

The Sports England website is being checked regularly for news about the next round of the Inspired Facilities grants.

**723/13 Matters for Information**

- Cllr Mrs C Shaw told the meeting that Jim Hutchon has died. It was agreed that the Council will write a letter of condolence to Mr Hutchon's son.
- Cllr A Sosin reported that he has been contacted by BBC Essex and will be interviewed tomorrow morning about the closure of the branch of Barclays Bank in The Vineyards. It was agreed that the matter should be placed on the agenda for the Council meeting on 14<sup>th</sup> April 2014.
- Cllr Mrs J Sosin reported that she has been asked to write a letter to Mones Farah and asked for headed notepaper on which to do this. The Clerk said that this was not good practice (as advised by NALC) and that she had never given headed notepaper to councillors. All correspondence must be received and sent by the Clerk and individual councillors should not write letters on headed notepaper. Following discussion, those present agreed that the Chairman should be given the notepaper and the Clerk did this under duress.

There being no further business the meeting was closed at 9.28 pm.

Signed.....Dated.....