

## Grounds Committee Meeting

The minutes of the Grounds Committee meeting held at The Parish Hall, Great Baddow on **Monday 25<sup>th</sup> March 2019 at 8.00 pm**

**Present:**

Chairman: Cllr Mrs S. Young      Vice Chairman: Cllr. K. Ronaldson  
Councillors: K Liley, Mrs V Sadowsky, P Sadowsky, Mrs J Sosin (Ex Officio), Mrs C Shaw (Ex Officio), Mrs D Ronaldson, A. Sosin  
Officers: Elaine Bryan, Deputy Parish Clerk  
Michele Dixon, Grounds Supervisor – entered at 8.05pm

748/18      **Apologies for Absence**

Cllr T Miller  
Mrs Clare Milligan – Clerk of the Council

749/18      **Declarations of Interest**

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

750/18      **Minutes of 18<sup>th</sup> December 2018**

Minutes of the Grounds Meeting held on 18<sup>th</sup> December 2018 were signed as a true record by Cllr Mrs S Young. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw, with the following amendment to Item 556/18, third line, the word 'between' to be deleted.

Cllr Mrs C Shaw enquired whether any proposals had been made for improvements to the azalea bed. The Grounds Supervisor replied that she had emailed Abercorn but no ideas had yet been made. Cllr Mrs V Sadowsky proposed a structured or sculptural design that could be used as part of a memorial on particular occasions and the Grounds Supervisor noted that this could have some similarity to the dry garden at Hyde Hall.

The Grounds Supervisor reported that sand had been laid on the toddler area to enable it to be used.

751/18      **Public Question Time**

There were no members of the public present.

752/18      **Clerk's Report**

1. Baddow Races – the mobile toilets have now been paid for. The Grounds Supervisor reported that the Community Handyman has agreed to work on Race Day as no member of the groundstaff is available.
2. Lighting in the Recreation Ground is being investigated.

753/18      **Grounds Supervisor Report**

- The new basketball backdrop has been fitted.



- Edging around the recreation ground has been completed.
- The Handyman has fitted the stable door on the recreation ground office.
- Fence at the cemetery has been repaired.
- Shelving has been installed in the public area of the cemetery workshop building to store memorial trinkets removed from the plots.
- There has been some vandalism to the pergola in the sensory garden.
- Woodworm and asbestos have been found in the cemetery workshop. An asbestos survey has been carried out and work to remove the material will be carried out once the weather improves.
- Memorial bench installed in the recreation ground for a local football club.
- Clearance work at the back of the cemetery is now complete.
- Theft of topsoil has taken place and arrangements are being made for more secure storage at the back of the allotment/cemetery area.
- The skip at the back of the cemetery is being used by members of the public without permission. It was agreed that this should be removed, and a one day hire arranged as and when required. Storage will be arranged at the back of the area for items awaiting removal.
- Grass cutting has commenced in the Old Burial Ground and Towerfield, and will shortly be starting in the Recreation Ground once the ground dries out.
- The turf roller has been sold back to the manufacturer.
- CCTV has been installed in and around the Recreation Ground office.
- The grass tennis court entrance has been damaged by a car, and the matter has been reported to the Parish Council's insurers.
- There have been a number of staffing matters to deal with in the Grounds Department over the past few months.
- As from 1<sup>st</sup> April 2019, bookings on the All Weather Sports Courts will be down to approximately one hour per night Monday to Thursday, reducing even further from 14<sup>th</sup> May to one evening per week. It was agreed that some more targeted advertising is required, particularly to local schools.

754/18

### **Forward Plan**

The Forward Plan was reviewed. It was noted that the Clerk had obtained lottery funding of £10,000, which will be used to replace the surface in the toddler play area and this was welcomed. The purchase of a mobile pressure washer will also help to keep the play and sports areas clean.

755/18

### **Cemetery Update**

The tender process has been completed and the Clerk is now awaiting a contract, and confirmation of starting dates, from the contractor. The appointment of a Clerk of Works is also being finalised.

756/18

**Luxfield**

The Grounds Supervisor reported that log boulders had today been placed across the entrance on Vicarage Lane to stop unauthorised entry. The Deputy Clerk reported that she had received a phone call and email from Chelmsford City Councillor Mrs Gillian Smith, asking for her thanks to be passed on to the Parish Council for their prompt action on this matter.

757/18

**Matters for Information**

- Cllr Mrs C Shaw reported that Committee Room 2 had not been opened last Saturday, as requested, to provide a second point of access for those attending the meeting in Committee Room 1. The Deputy Clerk will look into this.
- Cllr Mrs J Sosin had been approached by a resident with regard to access to the Noakes Place ponds from the Buckleys car park. Cllr Mrs S Young confirmed that there has never been any parking restriction, or dropped kerb, in that area as access is available at the other end of the car park.

758/18

**Private and Confidential**

To resolve that under the Public Bodies (Admission to Meetings) Act 1960 the meeting should be closed to the public and press by reason of the confidential nature of the business to be transacted in the following items. Proposed by Cllr Mrs S Young and Seconded by Cllr Mrs J Sosin.

759/18

**Bowling Club Lease and Maintenance agreement**

The new leases are now with the Parish Council's solicitor and the Bowl's Club solicitor. Cllr Mrs S Young advised the meeting that the Parish Council is responsible for the paths.

760/18

**Grounds Staffing**

The Clerk is drafting a report on these staffing matters for the next meeting of the Organisation, Methods and Personnel Committee on 15<sup>th</sup> April 2019.

761/18

**Next meeting**

The next meeting will take place on Monday 24<sup>th</sup> June 2019.

There being no other business, the meeting was closed at 8.41 pm

Signed.....*J Sosin*.....Chairman.....*8/6 April 2019*.....Date