

## ODSTOCK PARISH COUNCIL

An Ordinary meeting of Odstock Parish Council was held on 8 September 2010 in The Barker Room at Nunton.

**Present:** Rod Poynting (Chairman), Colin Berry, Stephen Stapley, David Williamson-Jones, Richard Parsons (Clerk), Wiltshire Cllr Julian Johnson and nine members of the public.

**Apologies:** Ray Martin (Vice-Chairman), Nigel Start, Cliff Whitley.

### 29/10 Open Public Forum:

1. A Parish Elector raised his concern about the Nunton Recreation Field hedge which is beginning to encroach onto Rose Lane.

2. A Parish Elector expressed her concern that the minutes of the 10 February Council meeting did not contain sufficient detail to indicate how the Pavilion Project contract had been awarded. The OPC Chairman reported that each one of the five fixed-price quotes was examined and that the merit of each one was also discussed. The winning fixed-price quote was the one which was the most detailed and also the one which appeared to provide the best value for money. All of the contractors who were invited to tender fixed-price quotes were provided with a detailed specification from which to prepare their quotations. Some extra work, which it became apparent needed to be done as the project was being completed, was agreed on an 'ad hoc' basis and was funded out of the agreed annual pavilion maintenance budget. It was agreed not to publish a list of contractors and the amounts of their respective quotes at the 10 February meeting. The Chairman suggested that a more formal and robust tendering process needed to be adopted before requesting quotations for future projects. This was agreed.

**30/10 Declaration of Interest:** None.

**31/10 Minutes** of the Annual PC meeting held on 12 May were agreed and signed by the Chairman.

### 32/10 Matters Arising:

- a) **Pavilion Project:** The Chairman reported that the Pavilion project had been 'signed-off' soon after the last PC meeting and that feedback from parishioners had been mostly very positive. An Asbestos certificate had been obtained and the Wiltshire Probation Service will be invited to consider adding the Pavilion redecoration to the 'Community Payback' scheme. Additional costs will be allocated to the agreed Pavilion maintenance budget.
- b) **Play Area Maintenance:** The problem of weed growth in the safety surface will be dealt with by regular application of an appropriate weed killer.

### 33/10 Nunton Recreation Field:

- a) **Hedge Cutting:** The inside of the hedge is in need of being cut back since this was not cut on the last occasion.
- b) **Signage:** It was agreed that in future the field would be referred to as the 'Nunton Recreation Field'. The temporary signs have been adequately effective, if not very durable and once satisfactory wording has been agreed, the plan is to have permanent signs installed. Examples of signage used elsewhere on Council run Play Areas has been collected to assist with the final design of the 'Nunton Recreation Field' Notices.

### 34/10 Community Initiatives:

- a) **Radnor Hall Committee:** The audited accounts for the year ended March 2010 revealed that hires of the hall were increasing. However, there is likely to be a shortfall between income and expenditure for the current year because of the planned cost of further improvements, including new curtains. The continued support of the Parish Council is very welcome. In each of the last two years, the cost of £750 for the Radnor Hall Lease has been paid out of Odstock Parish Council funds.
- b) **Parochial Church Councils:** It was reported that the annual grant of £500 for grass cutting is very welcome and is divided equally between Nunton and Odstock Churches. Improvements at the Nunton Church are proceeding. The new heating system is proving to be more expensive than was originally envisaged and this may cause a re-evaluation of the planned repairs to the churchyard wall.
- c) **Refuse Compaction Vehicle Service:** Whilst there had not been any feedback from the information published about this service in the September edition of News and Notes, it was agreed that the planned visit on Saturday, 2 October would take place. The Landlords of the Yew Tree Inn in Odstock and the Radnor Arms in Nunton have both agreed that the service can be delivered at their respective Car Parks. Service notices will be available at both locations, on the village notice boards and in the October edition of News & Notes.
- d) **Jubilee Gardens:** It was suggested that the responsibility for the maintenance of Jubilee Gardens be determined before any action is taken.

### **35/10 Transport, Roads and Footpaths:**

- a) **WC Parish Steward Report:** Regular visits by the Parish Steward ensure that potholes are promptly repaired.
- b) **Footpath at Jubilee Gardens:** There was no further progress to report.

**36/10 Planning; S/2010/1197:** Full Planning – Dormer Windows and Front Extension at Evergreen, Shepherds Close, Odstock. **No Objections.**

### **37/10 Reports and Correspondence:**

- a) **Parish Council Seminar:** The Clerk agreed to attend this meeting in the City Hall on Friday, 15 October.
- b) **South Wiltshire Area Board:** The next local monthly meeting is at Pitton Village Hall on 14 October.

### **38/10 Finance:**

- a) **Precept requirement for 2011-2012:** The prepared budget was reviewed in preparation for a decision at the next PC meeting in December.
- b) **Freedom of Information Act 2000:** This requires the Parish Council to maintain a publication scheme which will explain the Council's policies and procedures. The Office of the Information Commissioner provides guidance to help public authorities understand their obligations and to promote good practice.
- c) **Pavilion Project:** Total paid invoices amount to £6,597.22p excluding VAT, of which £3,474.22p was invoiced directly to the Parish Council and £1,271 was for extra works attributable to the Pavilion Maintenance budget. The balance of £1,852 was the precise amount quoted in the winning fixed-price tender.
- d) **Play Area Safety Surface:** Total paid invoices amount to £2,846 excluding VAT, of which £1,631 was invoiced directly to the Parish Council. The balance of £1,215 was the precise amount quoted in the winning fixed-price tender.
- e) **Publication of Contractor List:** There was a discussion about the desirability of publishing a list of contractors who had expressed an interest in tendering for projects. The general opinion was that any future tender document would be drawn-up with specific publication information included.
- f) **Payments:** The following were approved:

Sarum Asbestos Ltd – Asbestos Survey	333	£88.13p
Bawden Contracting Services Ltd – Grass Cutting	334	£392.46p
R Parsons – Clerk's fee and expenses, on account	335	£840.00p
Earl of Radnor 1989 Settlement - Rent	336	£10.50p
Bawden Contracting Services Ltd – Grass Cutting	337	£392.46p
Southern Electric – Nunton Field Electricity	DD	£25.99p
Wessex Water – Nunton Field Water Supply	DD	£19.06p
Southern Electric – Nunton Field Electricity	DD	£3.18p

### **39/10 Any Other Business (for information only):**

- a) **The Council Garden at Nunton:** It was reported that some of the flagstones had become uneven, probably due to the roots of the copper beech tree.
- b) **Footpath and Kissing Gate at Nunton:** A member of the public suggested that maintenance may be required on a footpath and kissing gated within the parish. This is to be investigated further.

**40/10 The next Parish Council meeting** is scheduled to be held at 7:30pm on Wednesday, 8 December 2010 in the Barker Room at Nunton.

The meeting closed at 9:25pm