

CLEVEDON TOWN COUNCIL
MINUTES OF THE ENVIRONMENT & PROPERTY COMMITTEE MEETING HELD IN
THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON ON WEDNESDAY 17TH
NOVEMBER 2010 AT 7.30 PM.

PRESENT: Councillors D Shopland Committee Chairman
 C. Francis-Pester, C. Hall, P. McNeill, J. Middleton
 Town Clerk – Ms P. Heath,

EP 10/76 APOLOGIES FOR ABSENCE.

Apologies were received and approved from Cllr L Knott and Cllr Garner.

EP10/77 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA.

There were no declarations of interest for items on the agenda

EP10/78 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 22nd September 2010 ratified by Council on 6th October 2010 were accepted.

PART 1

EP10/78 PROPOSALS FOR THE EMPLOYMENT OF A CARETAKER/HANDYMAN

Members discussed at length the report, costing for wages and equipment, job description and person specification circulated with the agenda.

Members confirmed the job description as circulated with amendment to point 4 "Cleaning & Maintenance of all Town Council premises" changed to "Cleaning & Maintenance of the Town Council Offices."

Members confirmed the person specification as circulated.

The Budget as circulated allowed for wages cost of £7000 and £2250 for equipment, materials, and protective clothing. Members decided to increase the wages provision to £10,000 to allow for flexibility within the job profile depending on the person employed undertaking some of the projects budgeted for elsewhere and so reducing the Council's costs. The earning capacity of the building should increase with a shorter turn round between hiring's.

Proposed seconded and **RECOMMENDED** that the Council employs a Caretaker/Handyman at a rate of £7.20 per hour, 15 hours per week, on a fixed term year contract beginning on 1st April, with an option to renew or convert into employment depending on a Council review 3 months before the end of the contract

EP10/79 THE REPORT ON HERBERT GARDENS SITE INSPECTION

See minute no EP10/82 for discussion relating to this item

Proposed, seconded and **RECOMMENDED** that the Town Clerk obtain costs to undertake a full tree survey in Herbert Gardens from 2010/2011 budget for maintenance.

PART 2

EP10/80 BUDGET AND EXPENDITURE FOR THE COMMITTEE.

Members noted the committee financial spreadsheet circulated with the agenda.

The Chairman moved agenda item no 8 to be heard next “ budget for 2011/2012” and as each item became relevant in the discussions agenda item 6 “car park and gardens” agenda 7 “Herbert Gardens” , agenda item 9 “Millennium Orchard” were moved out of order and discussed. For clarity of the minutes the discussions and decisions are placed in the order they were discussed.

EP10/81 THE STATE OF THE COUNCIL CAR PARK AND GARDENS

Cllr Knott had asked for this item but due to family commitments did not attend the meeting. The Town Clerk read notes submitted by Cllr Knott.

Members noted the comments in respect of the garden area and the bench.

It was proposed, seconded and **AGREED** that in view of the current financial climate the Council does not continue with the project to purchase and install a bench outside the Council offices.

EP10/82 THE REPORT ON HERBERT GARDENS SITE INSPECTION

See also Minute EP10/79 above

A copy of the report on the annual inspection of Herbert Gardens had been circulated with the agenda. The Town Clerk reported that a branch had come down in the high winds this had now been removed. Whilst walking around the park it was noted that damage to 2 trees had been sustained in the recent storms and would require removal on safety grounds. There were further trees that were showing distress and would require work in the coming months. The Town Clerk explained that under a duty of care a full tree survey should be carried out to establish the condition of all the trees in the park and advise what work needed to be done phased over the next 5 years. The Town Clerk also reported that someone had cut back branches of the yew tree leaving berries and small twigs on the ground. As Yew wood and berries are poisonous concern was expressed that who ever had done it had put the larger branches into the recycling

Proposed, seconded and **AGREED** that:-

1. The contractor J. Roberts & Sons be asked to grass seed the area around the new Copper Beach Tree
2. the Town Clerk obtains costs to replace the capping stones on the corner of the Herbert Gardens wall at the junction of Herbert Road and Hill Road
3. the Town Clerk obtains costs to fill in the cracks noticed in the Herbert Garden Wall at the Junction of Herbert Road and Hill Road.
4. The Town Clerk obtains cost to carry out a stability survey on the wall.
5. The Town Clerk in consultation with the Committee Chairman arranges the removal of the 2 damaged trees.

EP10/83 FUTURE ARRANGEMENTS FOR THE MILLENNIUM ORCHARD

A letter from the Clevedon Woodcutters for Wildlife had been circulated with the agenda in which they state that they will no longer carry out the maintenance of the orchard. Members discussed various options and felt that a site visit would be needed before any decision could be made, this would take place in January before the next meeting of the Committee.

EP10/84 BUDGET REQUEST FOR 2011/2012

The Committee Chairman circulated at the meeting a letter sent to him from the Manager of the Barn requesting financial assistance in fixing the roof. Following a discussion, it was agreed to put a nominal sum of £1500 in the budget pending costs that are more detailed. Members noted that there was an earmarked reserve of £30,000 to undertake any major capital expenditure on Town Council property.

Proposed, seconded and **AGREED** the budget as circulated with the agenda plus the following items:-

Cost code 402 42 Old Street include additional £1000 for decorating in years 2011/2012 & 2012/2013

Cost code 703 the Barn include an additional £1500 for roof maintenance

Cost Code 401 Caretaker wages to £10,000

EP10/85 CHAIRMAN ITEMS FOR INFORMATION ONLY –

There were no Chairman's items for information

EP10/86 TO DETERMINE PART I AND PART II ITEMS

It was agreed that the following items be placed as Part 1 items – The commissioning of a tree survey as the cost is expected to be over £1000 and the Employment of a Caretaker/Handyman.

The meeting finished at 9.10pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date