

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Operations Committee

held on Wednesday 12th August 2020 at 10.00 am. At Minster Cemetery

Present; Cllrs. Day (Chairman), Quittenden, Crow-Brown, Jones, Owen.

Also present; Cllr. Mrs. Gimes (Ex-officio), Kyla Lamb (Clerk).

71. APOLOGIES

Apologies were received and accepted from Cllr McCarthy.

72. MINUTES

Resolved that the Minutes of the meeting held on 16th October 2019 be approved and signed by the Chairman.

73. MEMBERS INTERESTS

No declarations of interest were made.

74. CEMETERY GENERAL MAINTENANCE AND SECURITY

Members considered what additional requirements are needed to improve the security of the containers that have been sited next to the chapel for storage. The Clerk reported that the existing CCTV camera has been moved to cover the containers, also a quotation has been received from NP Electricals to run a new power supply to the containers to provide lighting and power in them. It was also considered that an additional light on the chapel is required on a PIR to provide lighting on the containers and provide better CCTV coverage at night.

Further consideration needs to be given to what could be used as suitable screening around the containers. It was noted that more replanting needs to be carried out in the autumn in the garden of rest hedges. It was further noted following a walk around the cemetery that the community payback group may be able to help with clearing old graves. The Committee asked the Clerk to thank the staff for the good work that is carried out maintaining the cemetery to such a good standard.

RESOLVED: that the existing CCTV is satisfactory, the quotation from NP Electricals is accepted to provide the new power supply to the containers and a further quotation be requested from NP Electricals to provide an additional security light on a PIR and this can be carried out when the power supply is installed.

75. SKATEPARK ANTI-SOCIAL BEHAVIOUR

Following a resident's letter complaining about ASB at the skatepark, the Chairman met with PCSO Butterworth to discuss possible action and also had an informal discussion with Councillors prior to this meeting. The following actions were considered to be the best way to deal with this matter.

- a letter/questionnaire to residents bordering the skatepark to gather more information.
- a large sign welcoming skatepark users who wish to enjoy the facility but asking them to be considerate of residents by avoiding loud music/excessive noise after say 9pm. No music, drugs alcohol, smoking.
- using social media to reach beyond Minster, possibly letting youngsters know that we welcome them here but if they abuse the skatepark it will have to be closed and everyone will lose out.
- maybe additional sign advising location of nearest toilet (although as that closes at 7pm it may not be worthwhile).
- seek additional police support to deal with the drug issue.

RESOLVED: that the above actions be adopted to help to address the ASB issues.

It was also AGREED to arrange a multi agency meeting with concerned residents to discuss the issues including the Chairman, Chairs of Council committees, Cllr Reece Pugh, PCSO Adrian Butterworth and Warden Karl Aylett.

76. PAVILION UPDATING/EXTENSION

Since the last Operations meeting in October 2019, draft plans were drawn up to extend into the Pavilion loft space to provide office and storage space. This proposal was deemed not a suitable option by the designer Holt and Wooton. They proposed an alternative option to knock down the existing garage and build a two storey building in its place with a slightly larger footprint to accommodate a garage below and Parish office and storage above. The Chairman reported that following a pre-application site visit with Jenny Suttle (Planning Officer TDC), Dave Dorman, the Clerk and herself the day before the meeting the officer had advised that although there is an existing building on the site it is deemed as public open space and should not be developed further albeit only a very slight increase in footprint onto a concrete apron. We will need to submit a Design Statement detailing the need for the building which outweighs the constraints of the open space policy. When the pre-app advice is received, The Clerk and Chairman will prepare the statement with Dave Dorman for submission for full planning permission. However, she also felt that part dormers on both sides of the roof would not be an issue, these will be added to the plans.

Consideration was given to CCTV at the pavilion. Currently the old system is not working. The cables were cut during the renovation works to the pavilion.

RESOLVED: that we leave the system not working and install new when the rebuild of the garage and office takes place and the CCTV system is moved there.

77. SHEEPWASH IN BEDLAM COURT LANE

Following the recent renovation of this area. Members considered the purchase and installation of a bench or picnic table to further enhance the area. Members agreed that a 6 seat wooden picnic table would be suitable. The Clerk had sourced a price of £195.00 from Quinneys Fencing.

RESOLVED: that a 6 seater picnic bench be purchased at a cost of £195.00 and installed by our staff at the sheepwash.

78. STAFFING

Cllr Gimes updated members on the recent changes in staffing. Mark Braithwaite is now the street cleansing operative and working reduced hours of 30 hours per week. Adrian Sharp is now permanently in the role of Cemetery Caretaker. These changes appear to be working well.

Signed.

CHAIRMAN OPERATIONS COMMITTEE

Meeting closed at 11.40 a.m.