

# GREAT WAKERING PARISH COUNCIL

**Minutes** of the Full Council Meeting held on Wednesday 13th December, 2017, in the Parish Council Offices, Little Wakering Hall Lane, Great Wakering, SS3 0HH, commencing at 7.30 p.m.

Present: - Councillors L. Blunden, V. Brandon, D. Efde, T. Goodwin, R. Green, N. Hookway, T. Hughes, R. Loding (Vice Chair), L. Rodger, M. Sawyer (Chair) and B. Wilkins.  
In attendance: - S. Hyatt (Parish Clerk)

**1. The Chairman to declare the meeting open.**

Meeting declared open at 7.30pm.

**2. To receive apologies for absence.**

Councillors Wheeler - medical, Flynn – holiday, Steptoe – previous engagement.

**3. To receive Declarations of Interest in accordance with the Council's Code of Conduct and with Section 106 of the Local Government Finance Act 1992.**

Declarations of interest received from Councillor Loding – allotment holder. Councillor Sawyer – Memorial Hall Secretary, Councillor Rodger – Friends of Wakering Common. Councillors Hookway and Hughes declared non-pecuniary interest re item 9 as District Councillors.

**4. To sign as a correct record the minutes of the Full Council Meeting held on 15<sup>th</sup> November 2017.**

*Resolved* that the minutes be accepted.

**5. Financial Matters.**

- a. To approve Payment Schedules for November 2017. *Carried.*
- b. To approve Receipt Schedules for November 2017. *Carried.*
- c. To approve the Financial Statement for the 8 months to 30th November 2017. *Carried.*

**6. To receive the Chairman's report.**

- Removal of tree branches from Parish Council Burial Ground by volunteers - Cllrs. Blunden, Hookway and Hughes.
- Parish Council Burial Ground earth transferral by volunteers – Cllrs. Blunden, Efde, Rodger, Sawyer and Wilkins.
- Public Toilets Committee update.
- RDC Christmas carol concert cancelled due to adverse weather.
- Star Lane fly-tipping update and installation of gate.
- Friends of Wakering Common update.
- RDC Development Committee meeting re 17/00862/REM – Chair and Vice-Chair of Parish Council to attend.

**7. To receive reports from the County Councillor and the District Councillors on County and District matters.**

District Councillor Hookway:

- Flytipping update – Taylor Wimpey barrier due for delivery on 18<sup>th</sup> December.
- Extraordinary RDC meeting - Issues & options document, 12 week public consultation period now commenced. Figure stated in media maximum figure, may be reduced.
- RDC Review Committee Meeting – Sanctuary Housing looking to develop garages in Kimberley Road for housing subject to planning permission. Himself and Councillor Hughes met with managing director to discuss concerns.
- RDC Full Council Meeting – petitions re Rayleigh/Hockley public toilets. Councillor Goodwin entered meeting with apologies at 7.43pm.

#### District Councillor Hughes

- Issues and Options document - each resident to receive leaflet and open days will be held.
- RDC Full Council Meeting – toilet petitions.
- Christmas tree in St Nicholas churchyard, requested assistance with decorations. Tree sponsored by local businesses.

#### District Councillor Efde

- Attended Standards Committee, Full Council and Extraordinary Council meetings.
- Issues and options document for next 20 years to 2037.

#### **8. Councillor Brandon's proposal that the Clerk obtain quotes for the resurfacing work needed to the Anchor alleyway.**

Need for contractors to survey and quote for required works before deciding how to proceed to raise money. Discussion re patching or renewing whole surface. Works dependant on cost as cannot obtain grants for maintenance. Route defined as Public Right of Way by ECC but they will not maintain as cannot prove usage prior to 1949. Clerk noted Parish Council not responsible for footway but had discretion to maintain. Parish Council did not own land, the majority of which is in the ownership of Punch Taverns who have not responded to Clerk's letters.

*Resolved* that Clerk obtain free quotes and pricing for works needed to be undertaken.

#### **9. Cllr Neil Hookway proposes that members agree and accept the recommendations provided to them from the Public Toilets Committee.**

Proposal brought as Chair of Public Toilet Committee but majority of work undertaken by Councillor Hughes as member of RDC toilet advisory group. Noted draft minutes ratified by Public Toilet Committee. Committee requested Community Impact Assessment be provided listing people who use service including postal workers who had signed a letter from Royal Mail, important service to residents and a number had signed a petition. Some Councillors had reservations about declared usage. Issue raised that in 2010 RDC undertook major refurbishment costing £37,500 but vandalised shortly afterwards. Position now - RDC to insure building (excepting public liability) and to cover structure and maintenance as their asset but noted report stated furniture, fixtures and fittings responsibility of Parish Council. Councillor Hughes stated RDC Officers and Councillor Sperring had confirmed issues of vandalism would be responsibility of RDC under their insurance. Many details needed clarification before Parish Council signed lease. Parish Council's

main cost related to cleaning but time locks on doors reduce contractor's visits to one per day. Price available from one contractor but subject to procurement process to obtain best value with other options available to mitigate cost such as business sponsorship. Councillor Hookway confirmed RDC's Assistant Director of RDC would provide risk assessment and method statement re cleaning. Chair noted that maximum budget needed to be agreed by Parish Council, but would not sign lease until Full Council seen and agreed lease terms and clarified maintenance to Parish Council satisfaction. Councillor Loding – noted Clerk and Parish Council solicitor would look at lease. RDC had previously resolved if Parish Councils do not take on then toilets would close – do not have to provide but important public service. RDC making saving but cost shunting onto Parish Council.

The Full Council considered the following Public Toilet Committee recommendations:

- i) The recommended maximum budgetary figure for toilets be £6000 per annum.

Named vote called – For recommendation – Councillors Sawyer, Loding, Blunden, Hookway, Hughes and Efde. Against – Councillors Wilkins, Green, Brandon and Goodwin. Abstention – Councillor Rodger.

*Resolved* that the recommended maximum budgetary figure for toilets be £6000 per annum.

- ii) The number of toilets to remain open is flexible with no recommendation as to number subject to budgetary provision.

Named vote called – For recommendation – Councillors Sawyer, Loding, Blunden, Rodger, Hookway, Hughes and Efde. Against – Councillors Green, Brandon and Goodwin. Abstention – Councillor Wilkins.

*Resolved* that The number of toilets to remain open is flexible with no recommendation as to number subject to budgetary provision.

- iii) That the Parish Council accept RDC's offer to cover any increase in Parish Council's public liability insurance re any additional premium resulting from taking on lease.

Named vote called – For recommendation – Councillors Sawyer, Loding, Blunden, Rodger, Hookway, Hughes and Efde. Against – Councillors Wilkins, Green, Brandon and Goodwin.

*Resolved* that the Parish Council accept RDC's offer to cover any increase in Parish Council's public liability insurance re any additional premium resulting from taking on lease.

The Full Council then considered the Public Toilet Committee's recommendations that the following proposals are put to Rochford District Council by the Parish Council:

- i) That lease term be for a five year period subject to renewal.

Named vote called – For recommendation – Councillors Sawyer, Loding, Blunden, Rodger, Hookway, Hughes and Efde. Against – Councillors Wilkins, Green, Brandon and Goodwin.

*Resolved* that the lease term be for a five year period subject to renewal.

- ii) That RDC provide a full up to date structural building survey for toilet block with any deficiencies being corrected before Parish Council would take over lease. The survey to be paid for and provided to Parish Council by RDC.

Councillor Hookway provided update - RDC had commissioned survey in April 2017. Proposal amended to request RDC update Parish Council on any works carried out or intended to be carried out before April 2018. Some items needed attention prior to the Parish Council taking over. Clerk noted that Parish Council insurers may also stipulate this before agreeing public liability insurance. Ask RDC for schedule of works and clarification of each Council's responsibility re structure, fittings/fixtures, decoration and maintenance.

Named vote called – For amended recommendation – Councillors Sawyer, Loding, Blunden, Rodger, Hookway, Hughes and Efde. Against – Councillors Wilkins, Green, Brandon and Goodwin.

*Resolved* that the Clerk requests an updated schedule from RDC of works carried out and works scheduled to be carried out to April 2018 from survey report produced April 2017 and works expected to be carried out over term of lease.

- iii) Parish Council to approach RDC for discretionary business rate relief for term of lease unless zero rated for any other reason.

Named vote called – For amended recommendation – Councillors Sawyer, Loding, Blunden, Rodger, Hookway, Hughes and Efde. Against – Councillors Wilkins, Green, Brandon and Goodwin.

*Resolved* that the Parish Council approach RDC for discretionary business rate relief for term of lease unless zero rated for any other reason.

- iv) RDC provide installation and maintenance of automatic time locks on all toilets (even un-used in case of future need) with opening times to be decided by Parish Council.

Any call-out costs to be paid for by RDC.

Named vote called – For recommendation – Councillors Sawyer, Loding, Blunden, Rodger, Hookway, Hughes and Efde. Against – Councillors Wilkins, Green, Brandon and Goodwin.

*Resolved* that RDC provide installation and maintenance of automatic time locks on all toilets (even un-used in case of future need) with opening times to be decided by Parish Council.

- v) Committee requests that a sharps bin arrangement be provided by RDC to allow cleaning operative facility to dispose of sharps safely.

Named vote called – For recommendation – Councillors Sawyer, Loding, Blunden, Rodger, Hookway, Hughes and Efde. Against – Councillors Wilkins, Green, Brandon and Goodwin.

*Resolved* that that a sharps bin arrangement be provided by RDC to allow cleaning operative facility to dispose of sharps safely. Disposal of sharps also to be arranged by RDC.

- vi) That subject to RDC accepting PC proposals then Great Wakering Parish Council agrees to take on lease.

Proposal amended to state that subject to RDC accepting Great Wakering Parish Council's proposals that Great Wakering Parish

Council agrees to take on lease subject to successful lease negotiations and agreement of negotiated lease by Full Council.  
Named vote called – For recommendation – Councillors Sawyer, Loding, Blunden, Brandon, Green, Goodwin, Rodger, Hookway, Hughes and Efde. Against – Councillor Wilkins.

*Resolved* that subject to RDC accepting Great Woking Parish Council's proposals that Great Woking Parish Council agrees to take on lease subject to successful lease negotiations and agreement of negotiated lease by Full Council.

Legal costs of taking on lease discussed. Felt that as RDC made decision to close toilets the Parish Council should not incur legal costs as a result. Therefore an additional condition was added that RDC pay any legal costs borne to the Parish Council.

Named vote called – For recommendation – Councillors Sawyer, Loding, Blunden, Brandon, Green, Goodwin, Rodger, Hookway, Hughes and Efde. Against - Councillor Wilkins.

*Resolved* that it be a condition of the lease that RDC pay any legal costs borne to the Parish Council as a result of taking on the lease.

**10. At the Chairman's discretion the exchange of relevant Council information.**

Councillor Goodwin and Blunden – streetlamps.

Councillor Brandon – proposal re recognising villager.

Councillor Wilkins – volunteer burial ground soil removal. Echo article.

Councillor Hookway – volunteer opportunity re duck pond litter. Clerk noted advance notice and approval needed of any volunteer works undertaken as Councillors for insurance purposes.

Councillor Efde – Flood victim memorial needs cleaning. Lights in Recreation Ground car park, Clerk noted District responsibility.

**11. The meeting will stand adjourned to permit Parishioners of Great Woking to address the Council only once in respect of business itemised on the agenda (3 minutes each at Chairman's discretion).**

None present.

**12. Exclusion of the Press and Public.**

**To agree that the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.**

*Resolved* that the public not be excluded.

**13. To agree the award of tenders for maintenance of:**

a) **Parish Council Burial Ground.**

b) **St Nicholas churchyard.**

c) **Parish Council Office surrounds, footpath and village sign area.**

**Or**

d) **The award of a combined tender for the above.**

*Resolved* that Steve's Gardening Services be removed for non-compliance with tender process

Proposal that proceed straight to consideration of combined quotes.

*Resolved* that this proposal be carried.

Proposal that PJR be awarded combined contract as lowest price and known track record as current contractor. Counter proposal that Crafty Plants be awarded combined contract. Parish Council charged with obtaining best value for money, Financial Regulations state contracts be awarded on MEAT basis.

Counter proposal to award contract to Crafty Plants. Named vote called - For Crafty Plants – Councillors Goodwin, Green, Brandon and Wilkins. Against Councillors Sawyer, Loding, Blunden, Rodger, Hookway, Hughes and Efde.

Counter proposal not carried.

Original proposal to award combined contract to PJR Services. Named vote called - For PJR Services – Councillors Sawyer, Loding, Blunden, Rodger, Hookway, Hughes and Efde. Against - Councillors Goodwin, Green, Brandon and Wilkins

*Resolved* that PJR Services be awarded the combined tender for grounds maintenance services.

**Meeting Closed 9.45pm.**

**Date of next meeting – 24th January, 2018 – Full Council Meeting**