

WEST MOORS PARISH COUNCIL

MINUTES of the **ENVIRONMENT COMMITTEE** meeting held on **Thursday 11th January** in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT: Cllr M Hawkes – Chairman
 Cllr J Lewis Cllr Mrs J Lovegrove Cllr R Smith
 Cllr L Wilmar Cllr Mrs P Yeo

OTHERS PRESENT: Mrs J Weedon (Clerk)

APOLOGIES: Cllr J Bartley Cllr Mrs C Holmes Cllr Ms S Zyga

17/290 DECLARATIONS OF INTEREST

All councillors present declared a pecuniary interest in agenda item 13, committee budgets all present had previously been granted a dispensation under Section 31(4) of the Localism Act 2011 in order for them to participate.

17/291 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

17/292 TO RECEIVE CLERKS REPORT

- a) Traffic Matters: West Moors Road, by Gullivers Farm minute no 17/043a refers: DCC Highways have suggested that they may be able to paint Slow and countdown strips across the road on the approach to the 30mph limit, Members felt that this was an appropriate measure and asked that DCC be contacted and asked to proceed with this road traffic measure.
- b) Signage, minute no 17/065 refers: No progress has been made on this matter.
- c) Christmas Lights: New lamp post motifs as order were not installed until the 8th December, in the meantime Light Angels installed a different design. However, on Monday 11th December it was discovered that two of the new lamp post motifs had fallen from the lamp posts. Light Angels attended on the 11th and removed all the new motifs and replaced them with an alternative, they are investigating what caused the motifs to become detached from the lamp posts. It appeared on first inspection that the welded joints of the framework had cracked and broken. The additional lights in the trees on the Petwyn have been well received. Due to the issues with the motifs, compensation has been offered which includes an additional year of installation and removal FOC and new lights for the Christmas tree.
- d) Annual Play Inspection reports have now been received for both play areas and the skatepark. The report highlighted that various works are required at the skatepark in order to bring it up to the required safety standard. Works to the skatepark have been completed. Copies of the reports are available for inspection.
- e) Shipping Container by the MUGA: This is reported as leaking in the roof area by the West Moors Youth Football Club, who keep their equipment in this parish council owned container. A quotation has been requested for its repair. A new container of a similar size is approximately £1500.
- f) Memorial Plaque on bench in Uplands Road, minute no 17/219 refers: the bench has been repainted and the memorial plaque installed. A donation of £20 was received from the family.
- g) Dog Warden: It has been confirmed that the dog warden cannot enforce dogs on a lead, but can only ask people to do so.
- h) The Clerk assisted the youth club with the road closure application for the carol event along with printing for the event. This took up approximately 1.25 hours.
- i) Grange Football Tournament has been booked for Saturday 2nd and Sunday 3rd June 2018. Members agreed that the same fee be charged as in 2017.
- j) Keep Britain Tidy Event has been scheduled for Saturday 3rd March.

17/293 LENGTHSMAN SERVICES

Members discussed the increased in fees to be charged by Ferndown Town Council for Lengthsman services from April 2018. Members felt that the large increase was not acceptable and it was

- a) **RECOMMENDED to terminate the agreement with Ferndown Town Council for Lengthsman services from the end of March 2018**

Voting: unanimous

Members then discussed future provision for Lengthsman services that could be provided by Terrafirma Maintenance Southern Ltd. Members agree that this company had proven to be reliable and had shown themselves to be helpful. There was also a feeling that the parish council should not be so dependent on one company for many of its maintenance services. After discussion it was

- b) **RECOMMENDED that Terrafirma Maintenance Southern Ltd be contracted to carry out Lengthsman duties at a cost of £28 per hour.**

Voting: 5 for, 1 against

Members then reviewed a draft service level agreement for Lengthsman services and after discussion it was

- c) **RECOMMENDED that the service level agreement for Lengthsman service be approved.**

Voting: unanimous

17/294 FOOTPATH THROUGH ST LEONARDS FARM PARK

Cllr Pete Holden the parish council's footpath liaison officer requested that members consider the situation with the footpath known as E55/8, which has been blocked for many years by buildings. As a consequence of this an alternative route has been in use for a number of years (known as a permissive route). However this alternative route, although signposted is not on the definitive map. In order to ensure the alternative route is recognised on the definitive map the landowner must apply for a legal diversion. After brief discussion it was

RESOLVED that the parish council contact DCC Rights of Way Team and ask that they insist that the landowner applies for a legal diversion in order that the footpath can be placed on the definitive map.

Voting: unanimous

17/295 FRYER FIELD MAINTENANCE CONTRACT

Members considered the annual review of the Fryer Field maintenance contract, it was noted that there would be a slight increase in the cost for 2018/19.

After consideration it was

RESOLVED that the contract to maintain the Fryer Field be renewed from the 9th March for the next 12 months with the current contractor, Terrafirma Maintenance Southern Ltd.

Voting: unanimous

17/296 SPORTS FEES

Members reviewed the sports fees charged by the parish council. After discussion it was

RECOMMENDED that sports fees for 2018 remain unchanged.

Voting: unanimous

17/297 CEMETERY FEES

Members reviewed the cemetery fees charged by the parish council. It was noted that these fees had remained static for 4 years. Concern was raised about the price difference between cremation and full burial plots. After discussion it was

RECOMMENDED that cemetery fees be increased by approximately 5% with effect from 1st February 2018. A copy of the new fees are attached to these minutes.

Voting: unanimous

17/298 ALLOTMENT FEES

Members reviewed the allotment fees charged by the parish council. After discussion it was

RESOLVED that allotment fees remain unchanged but are reviewed again in June 2018

Voting: unanimous

17/299 ARBORICULTURE SERVICES

Members reviewed a quotation from Mark Hinsley Arboricultural Services to carry out a survey of all trees on parish council owned land and to plot all trees on map. It was noted that other local councils had used the services of Mark Hinsley and recommended his work. After discussion it was

RECOMMENDED that the quotation from Mark Hinsley Arboricultural Services be accepted and the works completed as soon as possible with monies coming from reserves.

Voting: unanimous

17/300 WAR MEMORIAL WREATH FIXINGS

Members considered installing a form of temporary frame and/or permanent railings around the War Memorial for holding wreaths after the Remembrance Day Parade. Cllr Yeo reported that she had looked at other local War Memorials and found that some had railings and others held the wreaths with string as is the practise in West Moors. Cllr Yeo reported that those War Memorials with railings gave the impression that the public should not go near the War Memorial. It was felt that securing the wreaths with string was very common and unobtrusive. After debate it was

RESOLVED that wreaths continue to be secured to the War Memorial with string after Remembrance Day and that no form of temporary or permanent structure for holding wreaths be commissioned.

Voting: unanimous

17/301 COMMITTEE BUDGET 2018/19

Members reviewed the draft committee budget and after discussion it was agreed to put the committee budget as shown on page 2099-2102 of these minutes forward to the Finance and GP committee for scrutiny before being approved by Council.

17/302 FRYER FIELD DEVELOPMENT PLAN TASK AND FINISH GROUP UPDATE

A meeting is due to be held in early February to build on the work already started.

17/303 FUTURE PROVISION OF CEMETERY SPACE WORKING PARTY UPDATE

It was noted that working party now consisted only of Cllr's Smith and Lewis after Cllr Bartley resigned from the working party. In order to move forward the Clerk will contact the ICCM for advice and then liaise with Cllr's Lewis and Smith.

17/304 CORRESPONDENCE

- a) Dog Warden reports for December
- b) ICCM Journal – Winter Issue
- c) Allotment and Leisure Gardener – Issue 4 2017

The Chairman declared the meeting closed at 8.53 pm

The next Environment meeting is scheduled for 1st March 2018 2017 at 7.30pm

SIGNED DATE
Chairman of Environment Committee

WEST MOORS PARISH COUNCIL

Acting as the Burial Authority for the Parish of West Moors

Cemetery Fees for 2018

The Fees and charges set out below apply where a person to be interred or in respect of whom the right is granted is, or immediately before his/her death was an inhabitant or parishioner of the Parish of West Moors, or whose private address before being hospitalised /transferred to a care home was within the parish boundary, or in the case of a still-born child, where the parents (or one of them) are, at the time of interment, such inhabitants or parishioners.

IN ALL OTHER CASES THE FEES AND CHARGES WILL BE DOUBLED

NB The new cemetery extension is for the *exclusive use of West Moors Residents* or people who can prove a strong connection to West Moors. Burial plots will be allocated in strict rotation and there will be no pre-purchase facility available.

PART 1. INTERMENTS

The fees indicated for the various headings or items:

- a) Do not include the digging of the grave.
- b) Interments are only available between the hours of 10am and 4pm Monday to Friday or 10am to 12noon on Saturday, or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary.

For the Interment in a site selected IN ROTATION:

- | | |
|---|---------|
| i) Of a body of an infant/child whose age at the time of death did not exceed 16 years. | No fee |
| ii) Of the body of a person whose age at the time of death exceeded 16 years. | £415.00 |
| iii) Of cremated remains in a grave in the burial area or in the cremated remains area. | £90.00 |

The above fees will be DOUBLED if a BRICK-LINED VAULT or AMERICAN STYLE CASKET is required.

PART 2. PURCHASE OF PLOTS

The fees below include the Deed of Grant.
Plots to be purchased in rotation.

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|--|---------|
| i) Exclusive Right of Burial is for 99 years in an earthen grave
2100mm x 900 mm | £405.00 |
| ii) Exclusive Right of Burial for 99 years of Cremated Remains in an
earthen grave 600mm x 600mm | £275.00 |
| iii) Exclusive Right of Burial of a child whose age at the time of death
did not exceed 16 years. | £20.00 |
| iv) Transfer of Deed of Grant (Statutory Declaration) | £25.00 |
| v) The above fees are DOUBLED where a BRICK-LINED VAULT and /or
AMERICAN-STYLE CASKET is required, as this requires the purchase of
two plots. | |

PART 3. MEMORIALS AND INSCRIPTIONS

For the right to erect or place on a grave in respect of which the Exclusive Right of Burial has been granted: All memorials to be constructed from marble, granite or natural stone and installed in accordance with NAMM code of practice.

- | | |
|---|---------|
| i) A headstone, not exceeding 900mm in height and 610mm in width
and 300mm in depth (3',2',1') | £125.00 |
| ii) A Ground Slab should have no inlays, vases or embellishments and
be installed flush with the ground.
Dimensions must be 1981mm x 762mm x 38mm (6ft 6in x 2ft 6in x 1.5in).
Headstones to be installed on top of Ground slab. | £210.00 |
| iii) A vase not exceeding 450mm in height (18") | £60.00 |
| iii) A memorial not exceeding and 280mm(11") in height, 600mm(2') in depth
and 600mm(2')in width for cremated remains in the cremation area. | £100.00 |
| iv) <i>For vaults only</i> A headstone not exceeding 900mm(3') in height nor
exceeding 1200mm(4') in width | £250.00 |
| v) Additional Inscription | £50.00 |

New cemetery extension:

No Vaults are available in the new cemetery extension; if a vault is required then 2 plots have to be purchased.

These fees came into effect on 1st February 2018

Please note that no pre purchase of plots is available and plots will be allocated in strict rotation order.

A resident is a person who at the time of their death was living within the parish boundary of West Moors, or if the death occurred whilst in a hospital/nursing/care home and their last place of residence has been within West Moors, or they moved away from West Moors within the preceding 3 years. All others are classed as non residents.

Draft Environment Budget 2018/19

Code	Source	BUDGET
		2018/19
INCOME		
1100	Playing Field Fees	
1100/1	Football	3000.00
1100/3	Multi-Purpose	7500.00
1100/4	Other	1500.00
Total		12000.00
Income from fees paid by various sports clubs for using the sporting facilities		
1110	Cemetery Fees	
1110/1	Memorial	4000.00
1110/2	Interment	13000.00
1110/3	Purchase Graves	4000.00
Total		21000.00
Income from fees paid by various funeral directors and individuals for interment etc. in the cemetery.		
1115	Allotment Rent	1740.00
Income from allotment rent.		
TOTAL BUDGETED INCOME		34740.00

EXPENDITURE

3010	Fryer Field Maintenance	
3010/1	General	2500.00
3010/4	Contractor fees	10000.00
Total		12500.00
Fryer Field maintenance covers all aspects of keeping the area in a suitable condition for football and general usage. An external contractor is employed to maintain the Fryer Field.		
3020	Pavilion Running Costs	
3020/1	Electricity	550.00
3020/2	Water/Sewage	700.00
3020/3	Maintenance	2000.00
3020/4	Legionella Testing	800.00
3020/6	Phone/Broadband	550.00
Total		4600.00
Pavilion running costs include services to the pavilion and maintenance costs required to keep the building in good condition.		
3030	Multi Purpose Play Area	
3030/1	Floodlight Maintenance	0.00
3030/2	General Maintenance	3000.00
3030/3	Electricity	500.00
3030/5	Floodlight replacement	0.00
Total		3500.00

Floodlights around the artificial grass pitch were replaced with LED lights in 2017, floodlights around the tennis courts are not used and were not replaced. Each year funds are set aside for renewal of the artificial grass when it reaches the end of its useful life (approx. 10 years after installation) 2018/19 - £2500 added to general maintenance heading (3020/2) for earmarked fund to cover this cost in the future.		
3040	Fencing	500.00
To cover any incidental fencing requirements in and around the Fryer Field.		
3050	Fryer Field Play area	
3050/1	Maintenance	1000.00
3050/3	Safety Inspections	600.00
Total		1600.00
Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out plus an annual inspection. Fryer Field was completely refurbished in 2017.		
3060	Oakhurst Play area Maintenance	
3060/1	Maintenance	400.00
3060/3	Safety Inspections	450.00
Total		850.00
Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out plus an annual inspection.		
3070	Skate park Maintenance	3800.00
General maintenance of the skate park to ensure it is safe to use. Inspections are carried out monthly as part of the Fryer field play area inspections. Due to the high usage the skate park requires painting twice a year. Additional funds due to wear and tear of equipment. (£2500 for maintenance, £1300 to earmarked fund)		
3080	Play Equipment	5000.00
For replacement play equipment in the future. Monies go in to an earmarked fund		
3100	Cemetery Costs	
3100/1	Non Domestic Rates	750.00
3100/2	Water Charges	70.00
3100/3	Buy Back of Cemetery Plots	0.00
Total		820.00
Rates and water charges for the cemetery		
3110	Cemetery Maintenance	
3110/1	General	200.00
3110/2	Fencing	200.00
3110/3	Gravel	350.00
3110/7	Refuse collection service	850.00
3110/8	Contractor Fees	6500.00
Total		8100.00
Cemetery maintenance covers all aspects of work that is required to ensure the cemetery is kept neat and tidy. It also includes funds to carry out any works to improve/replace the area. Refuse collection is carried out weekly by War on Waste.		
3120	Memorial Inspections	360.00
Memorial Inspections are required every 5 years. The last inspection was in April 2014. In order to ensure there are sufficient funds to carry out the inspections in 2019 an earmarked fund is held.		
3130	Lych-gate Maintenance	1000.00
For the maintenance of the Lych-gate at the entrance to the cemetery.		
3140	Petwyn Maintenance/improvements	250.00

Budget for maintenance and improvement to the Petwyn Village green. Includes water charges for stand pipe located on the Petwyn.		
3150	Allotments	1000.00
allotment maintenance and improvements		
3160	Tree Maintenance	2500.00
Funds for the maintenance of all trees on parish land. A rolling maintenance program is in place for trees on parish council land.		
4000	Public seats	
4000/1	Maintenance	200.00
4000/2	Purchase	0.00
Total		200.00
For the repair/maintenance/replacement/addition of public seats in the village.		
4010	Bus Shelters	
4010/1	Maintenance	250.00
4010/2	Purchase	0.00
Total		250.00
Budget for the maintenance of Parish Council owned Bus shelters. August 2017 - replacement shelters at Castleman Court and opposite Queens Close wer provided by DCC but remain the property of WMPC.		
4020	Street Furniture (Inc. Dog Bins)	
4020/1	Maintenance	150.00
4020/2	Purchase	0.00
Total		150.00
Repairs/maintenance/purchase of welcome signs, dog bins, refuse bins.		
4030	General	150.00
A general contingency fund for items not specifically covered in the budget		
4040	Christmas decorations	5000.00
Village Christmas decoration costs		
4070	Lengthsman	3000.00
Lengthsman costs		
4090	Dog Warden Scheme	2200.00
Dog warden patrols at Fryer Field. Plus the emptying of Parish Council owned Dog waste bin.		
4095	CCTV	
4095/1	Purchase/Installation	200.00
4095/2	Maintenance	300.00
Total		500.00
CCTV costs		
4096	Provision for Public Toilets	500.00
Provision for public toilets to go in an earmarked fund		
4098	Fryer Field Development Plan	
4098/1	BMX regeneration	7500.00
4098/2	Adult Exercise Equipment	
4098/3	Youth Focus Equipment	
4098/4	Activity Day Costs	1000.00
4098/5	Signage	0.00

Total		8500.00
4099	Keep Britain Tidy Events	50.00
Funds for arranging litter pick events		
TOTAL BUDGETED EXPENDITURE		66880.00