

## WEST BERGHOLT PARISH COUNCIL

### Minutes of Trustees Meeting – 22<sup>nd</sup> August 2007 – 7.30p.m.

**In the Chair:** Mr Gili-Ross  
**Trustees Present:** Mrs Church, Mr Colbron, Mr Johnson, Mr Sleigh, Mr Stone, Mr Tyrrell  
**Clerk:** Mrs Walsom

Prior to the meeting a presentation was given by Laura Chase a Planning Officer from CBC about Colchester's Core Strategy Future Planning Policies.

#### 1. Apologies for Absence

Apologies were received from Mrs Bowden, Mr Savage, Mr Short and Mr Stevenson.

#### 2. To approve and sign the minutes of the previous meeting

With no amendments the Minutes were approved and signed.

#### 3. Hall Report

- Grants applications of £7295 for insulation and £7400 for lighting have been approved. Quotes will now be sought and work can commence once confirmation has been received. The first project will be the lighting. Mr Savage was thanked for his hard work in securing the grants.
- CCTV – there are still 2 black marks appearing on two of the cameras. Mr Sleigh is chasing the outstanding issues but has yet to receive a response.
- Orpen Hall flooring – Mr Short is looking for someone to repair holes in the floor.
- Rex Cant has agreed to repair a hole in the car park near the exit. There may be some drainage problem with the car park as it flooded very quickly after a recent downpour. This will be monitored.
- It was agreed that the first floor storage room will be tidied up and used as a committee meeting room.
- A key has been found for the safe. All documents need to be sorted out and securely stored.
- Village Hall Hallmark – There is a section relating to records including booking systems. This needs to be investigated to ensure our systems are satisfactory.
- A questionnaire will be devised for users of the hall to determine use of the kitchen.
- The cleaning is not up to the required standard, which needs to be raised with the cleaners. The contract, signed by the cleaners, does not itemise specific cleaning requirements. Mrs Mayhew is to be asked to approach the cleaners to discuss what improvements need to be made.
- Mr Colbron is looking into the purchase of a new lockable notice board for inside the hall, a new bin for the kitchen and a set of door stops.

#### Accounts

The accounts showed 60% income and 41% expenditure.

#### Expenditure – Approved by Mr Johnson and seconded by Mr Sleigh

Vincent Pizzuto	Plumbing in JL Hall	58.75
Roberts Cleaning Services	Window cleaning	25.00
Caroline Nix	Cleaning	516.00
AtoZ Supplies	Cleaning materials	71.42
Accurus Property Services	Painting heating pipes	335.45
Mrs Mayhew	Expenses	21.18

Salary payment to Mrs Mayhew

#### 4. Allotments

- Two complaints were received about smoke. It was suggested that a skip for the removal of waste should be available at the end of July instead of October next year.
- PDS will deal with the problem of rats at a cost of £57.
- A letter had been received from the resident of 1 Albany Close about issues relating to his property. This will be looked at by the Environment committee at the next meeting.

#### 5. Poors Land

- There has been no report from Atkins about remedial work following the land swap.
- The committee is considering a metal gate across the entrance to the field.

#### 6. Lorkin Daniell Playing Field

Work will start on installing the new play equipment on 5<sup>th</sup> September 2007. The contractors will be asked to look at problems with Phase 2 equipment at the same time.

The door on the electricity box has been shut and latched. Need to ascertain who are the owners of the box to pass on any charges for repairs.

7. **Village Green**  
There was no report.

8. **Correspondence**  
There was no correspondence.