



Stanway

Parish Council


DEPUTY CLERK'S REPORT FOR COMMUNITY ASSETS – January 2022

Asset	Task	Status	Finance	Progress
Lucy Lane South Play Area	Replace play equipment General maintenance	Contract – Caloo.	Finance up to £50,000 for play area upgrade.	<p>Satisfactory ROSPA yearly playground assessment carried out by Wicksteed, 10.01.22 – report to follow – TO NOTE – spinning top a bit loose – but as being replaced – not critical</p> <p>PSS Ltd are loading photos and descriptions to their reporting system (used by Councils) to log inspections via app @ cost of £ 3 per inspection as a trial for SPC to see if this assists in providing an audit trail of visual (every week approx.) and manual (every 1-3 months) inspections. Adult Gym to be included also</p> <p>UPGRADE - Caloo quotation accepted.</p> <p>Pending grant acceptance from Enovert (due w/c 18.01.22). Grants from Hyperlocal @ £ 10 and CIF @ £ 6 already confirmed for both park upgrades)</p>
Silver Witch Green	Replace play equipment Legal agreement - CBC Adult gym equipment Disability gate	Contract – Caloo. Requires adjustment.	Finance up to £50,000 for play area upgrade. £150.00 to move yellow fence back or £1.5k for wooden access gate (s.106?)	<p>Satisfactory ROSPA yearly playground assessment carried out by Wicksteed, 10.01.22 – report to follow</p> <p>PSS Ltd are loading photos and descriptions to their reporting system (refer LLS comments) - Adult Gym to be included also</p> <p>UPGRADE - Caloo quotation accepted.</p> <p>Damaged SUDS marked with hazard tape.</p> <p>Clerk organised for scrap metal frame to be removed of FOC after quantifying that there was no value.</p> <p>Pending grant acceptance from Enovert (due w/c 18.01.22). Grants from Hyperlocal @ £ 10 and CIF @ £ 6 already confirmed for both park upgrades)</p> <p>Disability gate – discuss at 02.22 meeting to progress (or look in conjunction with a full perimeter upgrade?)</p>



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				<p>PLANTING SCHEME – Clerk and Deputy Clerk will be meeting with Nick Day (February 2022) to look at the current scheme and how well the whips planted 2020 are surviving (2/3 residents have raised questions regarding the condition of them). Mike Basham (arborist) has provided an assessment of the trees/layout – the Clerk will request Dines/Barry organise the cutting back recommended. Discuss MB’s report in relation to tree planting/scheme for the park into 2022/23 and beyond and also in relation to the COVID memorial which is proposed for this site by CS</p>
Swan Green	General maintenance	New planting scheme suggested as part of Woodland Project.		<p>Donated tree from Colchester Food Bank and Colchester Citizens to Cllr Dundas</p>  <p>planted at SG</p> <p>Initial request from Weston Homes to lay a pipe under SG to the Roman River has been aborted (for now) as developer is looking at other options (CG were advised of this re: legalities)</p>
Garage /workshop	Storage and workspace.	Roller door replaced after burglary. Security posts to prevent car damage.	<p>Covered by insurance.</p> <p>4 x Autolock security posts: £653.66 plus installation: £803.66</p>	<p>Risk Assessments completed by Dept. Clerk. Passed to Clerk/SC. Clerk is reviewing outsourcing H&S and Risk Assessments will be reviewed in relation to this (to be discussed at March CG meeting)</p> <p>Taller white posts to be placed around workshop to prevent car damage – VERBAL UPDATE from Deputy Clerk</p> <p>Clerk agreed to £ 120 to install a raised cill at roller shutter doors to prevent water ingress – BC has confirmed it has helped stop the flooding into the workshop</p>



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				<p>Damage to the shed is pending – DEPUTY CLERK to provide update and cost etc.,- Salt bags can then be moved (SVHMMW will organise this or BC can organise this with tractor)</p> <p>Consider – alarm (or will it be protected with better lighting as proposed by A&J)</p>
Grounds Maintenance	Grass cutting, hedge trimming.	Dines Agri Services agreed terms for 3-year contract.	£500.00 per month. Additional £100.00 pa for 2022/3.Dines w	<p>Three-year contract signed April 2021-March 2024.</p> <p>Clerk met with Nick Dines 01.22 to run through the current contract (coming up to end of year 1) – he is happy that it is all working correctly, apart from the increase in levy on red diesel – if this comes out of the budget (April) – the tax he pays on fuel to SPC will increase from £ 730 approx to over £ 1500 p/year. The Clerk advised him to contact us with exact details when/if it happens for CA to consider a variation to the contract Dines will provide a summary of where we with the annual maintenance contract coming to an end and will also provide details on monthly bills for work completed (although this will not relate to the charges applied as they have been pro-rated over the year for ease of accounting and cashflow.</p>
Streetlights	On-going maintenance Upgrade Unmetered energy supply	Survey complete details with Clerk/CGC.	Finance up to £40,000 scheduled 2020/21	<p>Tender/upgrade with Clerk/CGC.</p> <p>The Clerk has advised A&J to revert back to replacing old bulbs with LEDS as SPC will not be looking to upgrade the whole inventory over the next 2 years at least. We currently have 19 LEDS (out of a total 118/19 streetlights).</p> <p>This increase in costs may impact on streetlight budget (Clerk to provide further info)</p> <p>Quote received for Tollgate carpark lighting – to be agreed (currently £ 2000 in H50 & 51 combined) – total quote is maximum of £ 1540 – with other streetlights to be replaced (1 pending already) – Virement may be required before year end if work is authorised.</p>



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				<p>Discuss No. of streetlights or timeframe for callouts @ £ 80 so streetlights bulbs replacements can be carried out at the same time (price increase from supplier received and issued to CA)</p> <p>DISCUSS - Budget for 2022/23 £ 6000</p>
Noticeboards	Regular inspections	Request with Weston Homes for new noticeboard		<p>£ 395. Was spent in July 2021 on noticeboards – there was an overspend of £ 164 (as a repair was also needed)– next year’s budget is £ 800 for maintenance and new notice boards</p> <p>Where do CA want more noticeboards–(DC to seek funding from developers if available – was one offered outside Lakelands school and one will be needed at new centre</p>
Waste collection	Emptying bins	TBS Hygiene began work 1 st April 2020.		<p>Three-year contract signed April 2021-March 2024.</p> <p>Large wheeled bin has been purchased and installed by workshop – TBS are emptying it</p> <p>Black bin on Sports Field – another bin was ordered by CC – has this been installed?</p> <p>SV McDonald bins ready to be returned for inspection – propose use of Cllr Dundas and Hagon’s locality fund to purchase more street furniture - total available spend £ 1500.00 (bins etc., for field)</p>
Tollgate Car Park	Repair/risk management	Investigation of drainage /soakaways	£5,000.00 in carpark budget. £2,500 for tests	<p>Rural Community Grant Funding?</p> <p>Possible extension agreement with Sports England. Proposal with Clerk/CGC – The Clerk is investigating permitted development/planning conditions 01.22</p> <p>Quotations from CS Mason and Colne Contracts received – Clerk and Cllr Baines will check area of carpark in relation to quotes provided and arrange for adjusted prices if necessary (tender process will be required).</p> <p>Relocation of salt/salt bin with SVHMC.</p>
	Extension			
Tree maintenance	3-year cycle schedule/risk management	Contract: TWH Tree Services	£3,000 annual budget	<p>On-going.</p> <p>Clerk is meeting with TWH 02.22 to run through the contract specifics and establish where we are this year – Tree Surgeon costs to date £ 3130 (the first year was due to be more expensive I understand – this will be verified with contractor – YE forecast from RFO states £ 4500 with budget 2022/23 of £ 2000).</p>



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				The clerk has asked our subcontracted arborist to provide his assessment of burial ground and SWG trees in addition and Nick Day from CBC will provide costs and further advice on these reports.
Van acquisition	Parish wide maintenance	Barry's licence / vehicle lease	£2,500 annual budget	Lease for tractor @ £ 245 agreed on monthly rolling basis – no minimum commitment – SPC to pay for repairs/running costs and insuring. BC to take road test w/c 24 th Jan and has already completed LANTRA H&S and safe practice with tractor and towing (w/c 17.01). Budget for 2022/23 has £ 3,300 allocated –which will cover lease &insurance @ £120 & repairs @ £250
Drought Garden	Cycle/footpath		Budget/Reserve £5k	Issue with Clerk/FC. CBC Planning have confirmed 01.22 that the applicant has been asked to revise their submission
Footpath 42	Maintenance			Recent repairs carried out by CB – Dines to quote for further upgrade?
Bus shelters Swan Green bus shelter	Maintenance Signage Maintenance Replacement	Contract: Andrew Baker – The Shed Man Colne Contracts for groundworks. £2,500 quote.	£1,000 2020 Reserve, then £2,000 pa SPC Bus shelter reserves 2020/21 £3000.00. Reserves 2021/22 £500.00 With grants: £7,800.00	Grants received. Wooden bus shelter ready for delivery. Application granted by Essex Highways. Date confirmed of 29 th November for work to commence. All work completed at a cost of £ 5320.00 (which included extra £500 as agreed by CG to The Shed Man for extra costs incurred) – budgeted £ 3000, grants were received on top





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				<p>Budget for 2022/23 is £ 1000 – which will only cover maintenance – propose to repaint shelters and look for grants to replace as with SG</p>  <p>Propose Holly Road for upgrade next</p>
		BC taken over maintenance.	£5,500.00 in 20/21 budget.	
Village Halls	Finalise legal agreement. Review SVHMC MoU	SVHMC to install EVCPs?	£5,567.00 in contingency reserves.	SVHMC have provided an update from their recent meeting in Jan 2022. Closer ties will be forged and Finance Officer will assist with grant application sourcing
New Community Centre & Country Park	Transfer of lease.	Mid/late 2022 completion?	Likely maximum annual cost £60,000	<p>CBC arranging long-term lease. Petanque court agreed. Name agreed as Stanway Lakelands Centre Totem Signage as public art being organised – the SM campaign and branding can be adopted by SPC to use after to promote our services and the centre. CG are dealing with legal matters re: planning, carpark, Toucan crossing and will report to FC for final decisions. Clerk has set up a working group to progress project logistics. St Albright Pioneers want to be part of the working group & suggest running StanWell out of the centre</p>
Sports Field	Outdoor use by SVHMC clients	Contracts re charges and liability for usage of field.		<p>Stanway Villa completed spraying of Sports Field. Meeting in Autumn 2021 with SV was successful in agreeing a way forward – SV are happy with the cutting schedule and will direct any requests through CAC Clerk. Propose to discuss a JV with SV re: playing field award</p>



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G - Comm Assets - Grounds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	General repairs				750.00	258.01	491.99	491.99 (65%)
28	Car Park repairs				5,000.00		5,000.00	5,000.00 (100%)
29	Play equipment Reserve				50,000.00	455.50	49,544.50	49,544.50 (99%)
30	Play area signs				1,000.00	890.00	110.00	110.00 (11%)
31	Grounds maintenance				10,750.00	9,302.84	1,447.16	1,447.16 (13%)
32	Play area bark				1,000.00		1,000.00	1,000.00 (100%)
33	Tree maintenance				5,000.00	3,130.00	1,870.00	1,870.00 (37%)
34	Youth Pod / Outdoor Gym				21,000.00	20,893.15	106.85	106.85 (0%)
35	Play area benches/bins				500.00	413.00	87.00	87.00 (17%)
42	Pest control				500.00	265.00	235.00	235.00 (47%)
52	MW Consumables				750.00	1,880.98	-1,130.98	-1,130.98 (-150%)
90	Safety Inspections				500.00		500.00	500.00 (100%)
94	Vehicle lease				200.00		200.00	200.00 (100%)
95	Workshop/store				3,000.00	4,619.00	-1,619.00	-1,619.00 (-53%)
SUB TOTAL					99,950.00	42,107.48	57,842.52	57,842.52 (57%)



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H - Comm Assets - Streets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Bus Shelter Reserve				3,000.00	5,670.00	-2,670.00	-2,670.00 (-89%)
49	Notice Board Reserve				250.00	414.92	-164.92	-164.92 (-65%)
50	Street Light Costs				5,300.00	4,232.45	1,067.55	1,067.55 (20%)
51	Street Light Reserve				2,000.00	1,066.27	933.73	933.73 (46%)
81	Street signs etc				500.00		500.00	500.00 (100%)
84	Street lighting electricity				5,000.00	2,461.74	2,538.26	2,538.26 (50%)
96	Footpath Reserve				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL					17,550.00	13,845.38	3,704.62	3,704.62 (21%)

I - Comm Assets - Halls

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Architectural and other fees					1,500.00	-1,500.00	-1,500.00 (N/A)
88	Contingency Reserve				4,000.00	2,271.53	1,728.47	1,728.47 (43%)
SUB TOTAL					4,000.00	3,771.53	228.47	228.47 (5%)

J - Comm Assets - Burial Gds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Burial Ground Income	4,000.00	3,395.00	-605.00				-605.00 (-15%)
56	Tree sponsorship	10.00	430.00	420.00				420.00 (4200%)
57	BG Maintenance				1,500.00	998.33	501.67	501.67 (33%)
58	BG Reserve				13,000.00	12,600.00	400.00	400.00 (3%)
SUB TOTAL		4,010.00	3,825.00	-185.00	14,500.00	13,598.33	901.67	716.67 (3%)



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