



Stanway

Parish Council

DEPUTY CLERK'S REPORT FOR COMMUNITY ASSETS - May 2021

Asset	Task	Status	Finance	Progress
Lucy Lane South Play Area	Replace General maintenance	Passed ROSPA. Investigate upgrade.	Finance up to £50,000 for play area upgrade.	Tender for play equipment.
Silver Witch Green	General risk management Legal agreement with CBC Adult gym equipment	Formal letter from DL/JS about ownership. Robert Pomery - Planning Consultant Contract - Caloo.	Finance £20,000 for gym. Finance up to £50,000 for play area upgrade.	Planning permission received. Caloo to start installation w/c 17 th May. Tender for play equipment.
Swan Green	General maintenance	Mole problem Rubbish dumped from local garden clearance – Dines contacted.	£120.00 £60.00	Moles removed. Dines contracted for clearance.
Garage/workshop	Storage and workspace.	Completed		List of electrical appliances. H&S assessment (RFO/CGC).
Grounds Maintenance	Grass cutting, hedge trimming. Restore 2m firebreak on SWG. London Road hedge.	Dines Agri Services began 1 st April 2020. Agreed terms for 3-year contract. CBC cut hedge.	£500.00 per month. Additional £100.00 pa for 2022/3.	Three-year contract signed April 2021-March 2024.
Streetlights	On-going maintenance Upgrade Unmetered energy supply	Survey complete – details with Clerk/CGC.	Finance up to £40,000 scheduled 2020/21	Next stage of tender/upgrade with Clerk/CGC.
Noticeboards	Replace Lucy Lane North Regular inspections New boards in Tollgate/new developments	Funding: Mersea Homes – agree in principle Persimmon Homes – £1,000 Church Manor – funding agreed	2020 Budget - £2,500 £2,000 pa thereafter.	Three noticeboards ready for delivery. Proposed delivery w/c 17 th May. 1. Lakelands Primary (Wagtail Mews) - agreed 2. Warren Farm/Dale Close – confirmed (site ready for installation)



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		RF West Ltd, Cala Homes, British Land all contacted.	£5,334.00 including delivery and installation.	3. Villa Road outside Victory Hall - proposed.
Waste collection	Emptying bins	TBS Hygiene Ltd began work 1 st April 2020.		Three-year contract signed April 2021-March 2024. Relocation of two bins to SWG.
Tollgate Car park drains	Repair/risk management	Investigation of drainage/soakaways	£5,000.00 in carpark budget. £2,500 for tests	BRE porosity testing complete. Report circulated with recommendations.
Tree maintenance	3-year cycle schedule/risk management	Contract: TWH Tree Services	£3,000 annual budget	Maintenance on-going.
Van acquisition	Parish wide maintenance	Barry's licence / vehicle lease	£2,500 annual budget	Other transport options being considered.
Tollgate Car Park	Extension	Planning permission may be required		Possible extension agreement with Sports England. Survey of whole area. Proposal with Clerk/CGC.
Drought Garden	Upgrade Lighting Cycle path	Investigation into land ownership. Letters sent to West family.	Budget/ Reserve £5,000 pa from 2021 Legal costs to date: £1,000.00	Legal advice on ownership received. Issue with FC/Clerk.
Footpath 42 and The Folley	Maintenance Signage		£1,000 2020 Reserve, then £2,000 pa £450.00 budget for cleaning trolley.	BC cleared path and cut back overhanging trees.
Bus shelters	Maintenance	Paint London Road bus shelter	£235.33 – paint £420.00 - engraving	Painting London Road bus shelter. Grants received.
Swan Green bus shelter	Replacement	Contract: Andrew Baker – The Shed Man Colne Contracts for groundworks. £2,500 quote.	SPC Bus shelter reserves 2020/21 £3000.00. Reserves 2021/22 £500.00 With grants: £7,800.00	Wooden bus shelter on order. Application granted by Essex Highways. Groundworks to begin July?



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Burial Ground	Build Memorial Wall	BC to take-over maintenance. Cook & Phillips for wall construction.	£5,500.00 in 20/21 budget. £12,000 quote.	Purchase of additional tools. Memorial wall construction.
Village Halls	Finalise legal agreement. Review SVHMC MoU	Building Condition Survey Report: to comment on general condition, defects, necessary repairs and ongoing maintenance required.	£5,567.00 in contingency reserves. £1.5k	Contacted Homebase about overhanging trees and broken fence. MOU and insurance documents received. Building condition survey completed.
New Community Centre and Country Park	Transfer of lease. Design Potential clients – Scouts?	Mid/late 2021 completion?	Likely maximum annual cost £60,000 pa	CBC arranging long-term lease. Revised designs under consideration. Petanque?
Sports Field	Outdoor use by SVHMC clients	Contracts re charges and liability. Community space in demand by other groups. Footpath blocked – fallen tree.	£60.00	Contracts signed for use of Sports Field – Colchester Fitness and Stanway Villa. Fallen tree removed.



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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				1,250.00		1,250	1,250 (100%)
28	Car Park repairs				5,000.00		5,000	5,000 (100%)
29	Play equipment Reserve				50,000.00		50,000	50,000 (100%)
30	Play area signs				500.00		500	500 (100%)
31	Grounds maintenance				10,750.00	2,710.00	8,040	8,040 (74%)
32	Play area bark				1,000.00		1,000	1,000 (100%)
33	Tree maintenance				5,000.00	650.00	4,350	4,350 (87%)
34	Youth Pod / Outdoor Gym				1,000.00		1,000	1,000 (100%)
35	Play area benches/bins				500.00		500	500 (100%)
42	Pest control				500.00	120.00	380	380 (76%)
52	MW Consumables				750.00	290.89	459	459 (61%)
90	Safety Inspections				500.00		500	500 (100%)
94	Vehicle lease				200.00		200	200 (100%)
95	Workshop/store				200.00	2,629.00	-2,429	-2,429 (-1214%)
SUB TOTAL					77,150.00	6,399.89	70,750	70,750 (91%)



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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				500.00	350.00	150	150 (30%)
49	Notice Board Reserve				250.00		250	250 (100%)
50	Street Light Costs				5,300.00	516.50	4,784	4,784 (90%)
51	Street Light Reserve				2,000.00		2,000	2,000 (100%)
81	Street signs etc				500.00		500	500 (100%)
84	Street lighting electricity				5,000.00		5,000	5,000 (100%)
96	Footpath Reserve				1,500.00		1,500	1,500 (100%)
SUB TOTAL					15,050.00	866.50	14,184	14,184 (94%)

I - Comm Assets - Halls

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Architectural and other fees							(N/A)
88	Contingency Reserve				1,000.00		1,000	1,000 (100%)
SUB TOTAL					1,000.00		1,000	1,000 (100%)



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J - Comm Assets - Burial Gds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Burial Ground Income	1,000.00	950.00	-50				-50 (-5%)
56	Tree sponsorship	10.00	100.00	90				90 (900%)
57	BG Maintenance				1,500.00	708.33	792	792 (52%)
58	BG Reserve				500.00		500	500 (100%)
SUB TOTAL		1,010.00	1,050.00	40	2,000.00	708.33	1,292	1,332 (44%)