



Stanway

Parish Council

DEPUTY CLERK'S REPORT FOR COMMUNITY ASSETS - April 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	£120.00	Moles removed from area.
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. Completely overgrown.	£500.00 per month. Additional £100.00 pa for 2022/3. £4-5k quote.	Three year contract signed April 2021- March 2024. Dines asked to quote to restore to 6 feet. Licences required for footpath closure.
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 grant received Church Manor – funding agreed RF West Ltd, Cala Homes, British Land all contacted.	2020 Budget - £2,500 £2,000 pa thereafter. £5,334.00 including delivery and installation.	Three noticeboards ready for delivery. Proposed delivery after Easter. Date tba. 1. Lakelands Primary (Wagtail Mews) - agreed 2. Warren Farm/Dale Close – confirmed (site ready for installation) 3. Villa Road outside Victory Hall - proposed.



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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?
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. Awaiting report but received verbal update that soakaways unsuitable for terrain.
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	
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.
Swan Green bus shelter	Replacement	Contract: Andrew Baker – The Shed Man	SPC Bus shelter reserves 2020/21 £3000.00. Reserves 2021/22 £500.00 With grants: £7,800.00	Grants received. Wooden bus shelter on order. Application granted by Essex Highways. Quotations for groundworks.
Burial Ground	Build Memorial Wall	BC to take-over maintenance.	£5,500.00 in 20/21 budget.	Purchase of additional tools. Memorial wall construction.



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Village Halls	Finalise legal agreement. Review SVHMC MoU	Building Condition Reports: Non-intrusive survey of all accessible parts of the internal and external parts of the buildings. Roof inspection needs hire of powered access platform and charged at cost. The report would comment on general condition, defects, necessary repairs and ongoing maintenance required.	£5,567.00 in contingency reserves. £1.5k	Contacted Homebase-overhanging trees. MOU and insurance documents received. Building condition survey for Tollgate?
New Community Centre and Country Park	Transfer of lease. Design Potential clients – Scouts?	Mid/late 2021 completion?	Likely maximum annual cost £60,000 pa (i.e. no income)	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.	£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				1,500.00	335.26	1,165	1,165 (77%)
28	Car Park repairs				5,000.00	2,620.00	2,380	2,380 (47%)
29	Play equipment Reserve				5,000.00	180.00	4,820	4,820 (96%)
30	Play area signs				250.00		250	250 (100%)
31	Grounds maintenance				10,000.00	11,021.09	-1,021	-1,021 (-10%)
32	Play area bark				2,000.00	1,455.82	544	544 (27%)
33	Tree maintenance				5,000.00	3,640.00	1,360	1,360 (27%)
34	Youth Pod / Outdoor Gym				20,000.00	4,245.00	15,755	15,755 (78%)
35	Play area benches/bins				1,000.00	617.50	383	383 (38%)
42	Pest control				500.00		500	500 (100%)
52	MW Consumables				450.00	498.13	-48	-48 (-10%)
90	Safety Inspections				500.00	235.00	265	265 (53%)
94	Vehicle lease				2,500.00		2,500	2,500 (100%)
95	Workshop/store				25,000.00	23,540.29	1,460	1,460 (6%)



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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				1,500.00	1,760.00	-260	-260 (-17%)
49	Notice Board Reserve				4,200.00	4,170.00	30	30 (0%)
50	Street Light Costs				5,000.00	5,686.35	-686	-686 (-13%)
51	Street Light Reserve				40,000.00	3,183.03	36,817	36,817 (92%)
81	Street signs etc				2,000.00	1,860.00	140	140 (7%)
84	Street lighting electricity				4,000.00	4,997.00	-997	-997 (-24%)
SUB TOTAL					56,700.00	21,656.38	35,044	35,044 (61%)

I - Comm Assets - Halls

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Architectural and other fees					90.00	-90	-90 (N/A)
88	Contingency Reserve				14,260.00	6,331.25	7,929	7,929 (55%)
SUB TOTAL					14,260.00	6,421.25	7,839	7,839 (54%)

J - Comm Assets - Burial Gds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Burial Ground Income	2,000.00	1,210.00	-790				-790 (-39%)
56	Tree sponsorship		5.00	5				5 (N/A)
57	BG Maintenance				2,000.00	215.70	1,784	1,784 (89%)
58	BG Reserve				5,500.00		5,500	5,500 (100%)
SUB TOTAL		2,000.00	1,215.00	-785	7,500.00	215.70	7,284	6,499 (68%)



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