



Stanway

Parish Council

DEPUTY CLERK'S REPORT FOR COMMUNITY ASSETS - JANUARY 2021

Summary of projects successfully undertaken in 2020:

- Silver Witch Green play equipment repaired
- Waste collection contract awarded
- Hedge/mowing contract awarded
- Tree Map of Parish completed
- Tree maintenance contract awarded
- Public consultation on adult gym equipment completed
- Firebreak on Silver Witch Green restored
- Three parish notice boards purchased, and sites confirmed
- Drought Garden cleared and lighting upgraded
- MPGA lease returned to CBC
- Stanway Village sign restored

Asset	Task	Status	Finance	Progress
Lucy Lane South Play Area	Replace General maintenance	Needs basic repairs	Finance up to £50,000, scheduled 2021/22	ROSPA inspection 14th January 2021.
Silver Witch Green:	General risk management Bark replacement Play area repairs Legal agreement with CBC Adult gym equipment	Contacted CBC about permission. Formal letter from DL/JS. Robert Pomery - Planning Consultant	£2,000 annual budget £1,800 costs for planning Finance up to £20,000 2020/21 £25,000 incl. VAT. £5,000 budget	ROSPA 14th January 2021. Waiting for CBC to respond. Public consultation complete. Results sent to Planning Consultant. Caloo ready to start work once planning permission achieved.



Stanway

Parish Council

		Contract - Caloo. Public consultation complete – public in support	Finance up to £50,000 scheduled 2022/23	Tree/shrub planting as part of Woodland Project.
Garage/workshop	Required for tools, materials, etc. to enable self-sufficiency / cost-savings, plus safe garaging of van	BC has cleaned out Tollgate shed. Clearly unsuitable as work area. Some additional storage in Coomb Meadow.	Finance up to £25,000 scheduled 2020/21 Quotes @ £10k for steel shed 8mx6m £150 for site clearance £7,900 for shed base	Planning permission not required. Concrete base in place. Steel shed: EXPECTED DELIVERY 19.01.21 with immediate installation. Quotations for electricity connection.
Grounds Maintenance	Grass cutting, hedge trimming Restore 2m firebreak on SWG.	Dines Agri Services began 1 st April 2020	£500.00 per month.	FIREBREAK CLEARED. January schedule: - hedge cutting of hedge along footpath between Hall car park and Stanway school and remove leaves at Stanway Hall and young laurel plants.
Streetlights	On-going maintenance Upgrade Unmetered energy supply	Spoken to consultant, Lorraine Calcott. Salix helping with tender proposal.	Finance up to £40,000 scheduled 2020/21 Contacted Salix for funding / SALC for borrowing approval. Independent survey £4,265.06	Survey completed apart from UKPN streetlights. Next stage of tender to be decided. Contacted MLHGC for permission to proceed.
Noticeboards	Replace Lucy Lane North Regular inspections New boards in Tollgate/new developments	Funding: Mersea Homes – agree in principle Persimmon Homes – £1,000 grant Church Manor – funding committed RF West Ltd, Cala Homes (left message) British Land (letter sent)	2020 Budget - £2,500 £2,000 pa thereafter. £5,334.00 including delivery and installation. Applying for s.106 funds (CC/AW)	Three noticeboards ready for delivery. Delivery delayed. 1. Lakelands Primary (Wagtail Mews) - agreed 2. Warren Farm/Dale Close – confirmed (site ready for installation) 3. Villa Road outside Victory Hall - proposed.



Stanway

Parish Council

Waste collection	Emptying bins 660L bin purchased for SPC waste collection	TBS Hygiene Ltd began work 1 st April 2020. Need to verify SPC bins and SVHMC bins on Sports Field.	£355.00 each. Ownership and responsibility: £1,040.00pa	Two new bins ordered for Drought Garden. Installation 15 th January. Report to councillors
Car park drains	Repair/risk management	Clearance undertaken summer 2019 - rolling contract required. Notice require for SVHMC clients not to use wet wipes.	2020 Budget - £5,000 £5,000 pa thereafter Approx: £2,500 for tests	BC cleared drains with pressure washer. Quotes for porosity test in preparation of replacing soakaways and drains
Tree maintenance	3 year cycle schedule/risk management	Contract: TWH Tree Services	£5,000 annual budget £30.00@hour for tree mapping January: £900.00	Tree mapping complete. Drought Garden tree. SWG field maples.
Van acquisition	Parish wide maintenance	Barry's licence / vehicle lease	£2,500 annual budget	E-cargo bike?
Tollgate Car Park	Extension	Planning permission may be required	£150.00 £4,000.00	Surface damage repaired. Overhanging trees cut back. Possible extension agreement with Sports England. Survey of whole area?
Drought Garden	Upgrade Lighting Improvements	Email from Jane Thompson re: design and lights. ECC to contribute to lighting costs. Serious problems with anti-social behaviour persists. Decision to remove pod and bicycle racks. BC to clear area on daily basis. Investigation into land ownership.	Budget/ Reserve £5,000 pa from 2021 £1050.50 plus VAT to improve lighting. £1,230.00 for general maintenance. TWH quote: £150.00 £225.00 per hour for legal advice. Estimated costs to date: £450.00	Lighting upgrade complete. Jane Thompson notified. General maintenance continues. New planting in hedges. Tree limb to be removed and trespassing tree cut down. JLG proposal for redesign to be considered. SPC ownership of property unconfirmed. Legal advice received – how to proceed?



Stanway

Parish Council

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. Ownership?
Bus shelters Swan Green bus shelter	Maintenance Replacement	Application with ECC Graffiti on London Road bus shelter	£1,500 2020 Reserve, then £500 pa £7,000.00	Grant from Kevin Bentley - £1,600.00 Possible replacement.
MPGA	Lease transfer to SRFC Electricity meter installation	Letter signed by SRFC. Sub-committee in abeyance. SRFC responsible for all supervision.	Budget until end of lease 30/9/2020 (no income)	Final transfer achieved with CBC.
Burial Ground	Build Memorial Wall Complete water supply connection	Tap installed. Hose stored in shed. BC to take-over maintenance.	£5,500 Reserve, then £500 pa Paid up front £889.00 for tools. £600.00 budget for hand-push petrol lawnmower.	Water supply connected. Purchase of additional tools Tree planting as part of Woodland Project.
Village Halls	Frontage-green planting Water pressure Over-hanging trees Graffiti Finalise legal agreement Review SVHMC MoU	See Refurbishment report Sept/Oct 2020	£10,000 2020 Reserve, then £7,500 pa thereafter. £359.55 for laurel trees £90.00 for cleaning	Laurel tree plants planted. Contacted Manager of Homebase-overhanging trees Graffiti cleaned by CBC MOU and insurance documents received.
Chapel Road Green Stanway village sign	Poor repair	Baker's of Danbury awarded refurbishment project.	£1,880 estimated cost.	Sign in situ.
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.
Sports Field	Outdoor use by SVHMC clients	Contracts re charges and liability. Community space in demand by other groups.		Contracts signed for use of Sports Field – Colchester Fitness and Stanway Villa.



Stanway

Parish Council

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
28	Car Park repairs				5,000.00	150.00	4,850	4,850
29	Play equipment Reserve				5,000.00	180.00	4,820	4,820
30	Play area signs				250.00		250	250
31	Grounds maintenance				10,000.00	8,504.59	1,495	1,495
32	Play area bark				2,000.00	967.88	1,032	1,032
33	Tree maintenance				5,000.00	1,020.00	3,980	3,980
34	Youth Pod / Outdoor Gym				20,000.00	1,710.00	18,290	18,290
35	Play area benches/bins				1,000.00		1,000	1,000
42	Pest control				500.00		500	500
52	MW Consumables				450.00	493.96	-44	-44
90	Safety Inspections				500.00		500	500
94	Vehicle lease				2,500.00		2,500	2,500
95	Workshop/store				25,000.00	17,742.70	7,257	7,257



Stanway

Parish Council

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		1,500	1,500
49	Notice Board Reserve				2,500.00	4,170.00	-1,670	-1,670
50	Street Light Costs				5,000.00	3,972.50	1,028	1,028
51	Street Light Reserve				40,000.00	1,050.50	38,950	38,950
81	Street signs etc				2,000.00	1,860.00	140	140
84	Street lighting electricity				4,000.00	2,504.39	1,496	1,496
SUB TOTAL					55,000.00	13,557.39	41,443	41,443

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
88	Contingency Reserve				14,260.00	4,623.41	9,637	9,637
SUB TOTAL					14,260.00	4,713.41	9,547	9,547

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	150.00	-1,850				-1,850
56	Tree sponsorship		5.00	5				5
57	BG Maintenance				2,000.00	176.25	1,824	1,824
58	BG Reserve				5,500.00		5,500	5,500
SUB TOTAL		2,000.00	155.00	-1,845	7,500.00	176.25	7,324	5,479

K - Comm Assets - MPGA

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60	MPGA Income	4,000.00	480.00	-3,520				-3,520
61	Maintenance				5,000.00		5,000	5,000
62	Stationery				100.00		100	100
63	Lease				100.00	50.00	50	50
64	Specialist fees				500.00	520.18	-20	-20



Stanway

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