



# Stanway

## Parish Council

### DEPUTY CLERK'S REPORT FOR COMMUNITY ASSETS - July 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.	Two tenders received for play equipment upgrade.
Silver Witch Green	Legal agreement with CBC Adult gym equipment Disability gate	Formal letter from DL/JS about ownership. Contract - Caloo.  Requires adjustment.	Finance £20,000 for gym. Finance up to £50,000 for play area upgrade. £150.00 to move yellow fence back or £1.5k for wooden access gate.	Gym installation complete. Two tenders received for play equipment upgrade.  Meeting with Bossman Engineering.
Swan Green	General maintenance	Rotten tree needs removal. New planting scheme suggested as part of Woodland Project.		Rotten crab apple tree. Contacted Tom Heddle about removal.
Garage/workshop	Storage and workspace.	Completed		H&S assessment (RFO/CGC).
Grounds Maintenance	Grass cutting, hedge trimming.	Dines Agri Services began 1 <sup>st</sup> April 2020. Agreed terms for 3-year contract.	£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	Tender/upgrade with Clerk/CGC.
Noticeboards	Regular inspections	Funding: <b>Persimmon Homes – £1,000</b>	<b>£5,334.00 incl.delivery and installation.</b>	Three noticeboards delivered and installed.
Waste collection	Emptying bins	TBS Hygiene Ltd began work 1 <sup>st</sup> April 2020.	£140.45 (Dines)	Three-year contract signed April 2021-March 2024. Relocation of two bins to SWG.



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				CBC and SV have removed several bins. Weekly collection no longer sufficient for amount of rubbish and BC can only manage additional bag changes at Villa Road as no means to move rubbish bags.
<b>Tollgate Car Park</b>	Repair/risk management  Extension	Investigation of drainage/soakaways	£5,000.00 in carpark budget. £2,500 for tests	BRE porosity testing report complete. Rural Community Grant Funding? Contact made with M7H Civil Engineering Water Specialist. Possible extension agreement with Sports England. Survey of whole area. Proposal with Clerk/CGC.
<b>Tree maintenance</b>	3-year cycle schedule/risk management	Contract: TWH Tree Services	£3,000 annual budget	Maintenance on-going. Rotten crab apple at Swan Green. Issues with managing schedule.
<b>Van acquisition</b>	Parish wide maintenance	Barry's licence / vehicle lease	£2,500 annual budget	Other transport options being considered.
<b>Drought Garden</b>	Cycle/footpath	Ownership?		Issue with Clerk/FC.
<b>Footpath 42 and The Folley</b>	Upgrade Lighting Cycle path	Investigation into land ownership. Letters sent to West family.	Budget/ Reserve £5,000 pa from 2021	Issue with Clerk/FC.
<b>Bus shelters</b>  <b>Swan Green bus shelter</b>	Maintenance Signage  Maintenance  Replacement	Paint London Road bus shelter  Contract: Andrew Baker – The Shed Man Colne Contracts for groundworks. £2,500 quote.	£1,000 2020 Reserve, then £2,000 pa £235.33 – paint £420.00 - engraving SPC Bus shelter reserves 2020/21 £3000.00. Reserves 2021/22 £500.00 With grants: £7,800.00	Painting London Road bus shelter. Grants received.  Wooden bus shelter ready for delivery. Application granted by Essex Highways. Chasing for date when groundworks can begin.



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<b>Burial Ground</b>	Build Memorial Wall	<b>BC taken over maintenance.</b> Cook & Phillips for wall construction.	£5,500.00 in 20/21 budget. £12,000.00 quote.	Memorial wall construction. Parking area requires rolling.
<b>Village Halls</b>	Finalise legal agreement. Review SVHMC MoU	<b>Building Condition Survey:</b> comment on general condition, defects, necessary repairs and ongoing maintenance required.	£5,567.00 in contingency reserves.  £1.5k	Homebase cut back overhanging trees and mended broken fence. Manager will contact SVHM Secretary about on-going complaint about fir trees. MOU and insurance documents received. Building condition survey completed. SVHMC confirmed gutters and fascias work Completed.
<b>New Community Centre and Country Park</b>	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 court agreed.
<b>Sports Field</b>	Outdoor use by SVHMC clients	Contracts re charges and liability for usage of field. Maintenance of benches.	Cost: £36.00 – paint.	Contracts signed for use of Sports Field – Colchester Fitness and Stanway Villa. Sanding and repainting of benches.

### Meetings attended:

Luke Overall, Caloo – SWG outdoor gym installation, playground tender

Bob Clarke, Bossman Engineering – disability access at Silver Witch Green



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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	4,035.45	6,715	6,715 (62%)
32 Play area bark				1,000.00		1,000	1,000 (100%)
33 Tree maintenance				5,000.00	1,320.00	3,680	3,680 (73%)
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	248.50	502	502 (66%)
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%)
<b>SUB TOTAL</b>				<b>77,150.00</b>	<b>8,352.95</b>	<b>68,797</b>	<b>68,797 (89%)</b>

### 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	850.70	4,449	4,449 (83%)
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%)
<b>SUB TOTAL</b>				<b>15,050.00</b>	<b>1,200.70</b>	<b>13,849</b>	<b>13,849 (92%)</b>



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### 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		(0%)
88	Contingency Reserve				1,000.00		1,000	1,000 (100%)
<b>SUB TOTAL</b>					<b>2,500.00</b>	<b>1,500.00</b>	<b>1,000</b>	<b>1,000 (40%)</b>

### 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	3,045.00	2,045				2,045 (204%)
56	Tree sponsorship	10.00	130.00	120				120 (1200%)
57	BG Maintenance				1,500.00	708.33	792	792 (52%)
58	BG Reserve				500.00		500	500 (100%)
<b>SUB TOTAL</b>		<b>1,010.00</b>	<b>3,175.00</b>	<b>2,165</b>	<b>2,000.00</b>	<b>708.33</b>	<b>1,292</b>	<b>3,457 (114%)</b>