



Stanway

Parish Council

DEPUTY CLERK'S REPORT FOR COMMUNITY ASSETS - October 2021

| 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. | Caloo quotation accepted. |
| 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. | Caloo quotation accepted. Clerk request to have SUDS repaired @ £2k |
| Swan Green | General maintenance | New planting scheme suggested as part of Woodland Project. | | |
| Garage/workshop | Storage and workspace. | Roller door replaced after burglary. Security posts to prevent car damage. | Covered by insurance. 4 x Autolock security posts: £653.66 Labour, concrete, borer hire and new cement to cap top: £150 Total Price: £803.66 | Risk Assessments completed by Dept. Clerk. Passed to Clerk/SC. https://www.barriersdirect.co.uk/bollards-c1022/telescopic-retractable-bollards-c1024/telescopic-posts-anti-ram-raid-very-tough-and-effective-p532?shopping&ppc_keyword=&gclid=CjwKCAjw-sqKBhBjEiwAVaQ9a_ozvJI3v3td10efk7xCml-7YHfQFNwP7NfxBvS1em4y7Wi3EL-9pBoCFwEQAvD_BwE |
| 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. | Three-year contract signed April 2021-March 2024. |



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| 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: Persimmon Homes – £1,000 Request with Weston Homes for new noticeboard | Quotation: £845.00 | To relocate noticeboard outside community halls @ £845.00. (requires cutting posts to get the notice board out of the ground and to supply and fit new ones). |
| Waste collection | Emptying bins | TBS Hygiene Ltd began work 1 st April 2020. | | Three-year contract signed April 2021-March 2024. TBS agreed fortnightly collection of yellow bin at no extra charge. Larger yellow bin? Black bin on Sports Field? |
| Tollgate Car Park | Repair/risk management Extension | Investigation of drainage/soakaways | £5,000.00 in carpark budget. £2,500 for tests | Rural Community Grant Funding? Contact made with M7H Civil Engineering Water Specialist. Possible extension agreement with Sports England. Proposal with Clerk/CGC. Relocation of salt/salt bin with SVHMC? |
| Tree maintenance | 3-year cycle schedule/risk management | Contract: TWH Tree Services | £3,000 annual budget | Clerk request for additional work on Millers Lane and Chapel Road @ £2.7K. |
| Van acquisition | Parish wide maintenance | Barry's licence / vehicle lease | £2,500 annual budget | Other transport options being considered. |
| Drought Garden | Cycle/footpath | | Budget/Reserve £5k | Issue with Clerk/FC. |
| Footpath 42 | Maintenance | | | |
| Bus shelters | Maintenance Signage | Contract: Andrew Baker – The Shed Man | £1,000 2020 Reserve, then £2,000 pa | Grants received. Wooden bus shelter ready for delivery. Application granted by Essex Highways. |



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| Swan Green bus shelter | Maintenance Replacement | 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 | Date confirmed of 29 th November for work to commence. |
| Burial Ground | | 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. | |
| New Community Centre and Country Park | Transfer of lease. | Mid/late 2022 completion? | Likely maximum annual cost £60,000 | CBC arranging long-term lease. Petanque court agreed. |
| Sports Field | Outdoor use by SVHMC clients | Contracts re charges and liability for usage of field. | | Request from Stanway Villa to have Sports Field sprayed with weedkiller @ £400.00. |



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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 | 4.98 | 745.02 | 745.02 (99%) |
| 28 | Car Park repairs | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| 29 | Play equipment Reserve | | | | 50,000.00 | 215.00 | 49,785.00 | 49,785.00 (99%) |
| 30 | Play area signs | | | | 1,000.00 | 890.00 | 110.00 | 110.00 (11%) |
| 31 | Grounds maintenance | | | | 10,750.00 | 6,970.45 | 3,779.55 | 3,779.55 (35%) |
| 32 | Play area bark | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 33 | Tree maintenance | | | | 5,000.00 | 2,780.00 | 2,220.00 | 2,220.00 (44%) |
| 34 | Youth Pod / Outdoor Gym | | | | 21,000.00 | 20,893.15 | 106.85 | 106.85 (0%) |
| 35 | Play area benches/bins | | | | 500.00 | | 500.00 | 500.00 (100%) |
| 42 | Pest control | | | | 500.00 | 265.00 | 235.00 | 235.00 (47%) |
| 52 | MW Consumables | | | | 750.00 | 1,556.99 | -806.99 | -806.99 (-107%) |
| 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 | 2,629.00 | 371.00 | 371.00 (12%) |
| SUB TOTAL | | | | | 99,950.00 | 36,204.57 | 63,745.43 | 63,745.43 (63%) |

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 | 350.00 | 2,650.00 | 2,650.00 (88%) |
| 49 | Notice Board Reserve | | | | 250.00 | 414.92 | -164.92 | -164.92 (-65%) |
| 50 | Street Light Costs | | | | 5,300.00 | 2,853.30 | 2,446.70 | 2,446.70 (46%) |
| 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 | 1,236.70 | 3,763.30 | 3,763.30 (75%) |
| 96 | Footpath Reserve | | | | 1,500.00 | | 1,500.00 | 1,500.00 (100%) |
| SUB TOTAL | | | | | 17,550.00 | 5,921.19 | 11,628.81 | 11,628.81 (66%) |



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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 | -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 | 3,145.00 | -855.00 | | | | -855.00 (-21%) |
| 56 | Tree sponsorship | 10.00 | 130.00 | 120.00 | | | | 120.00 (1200%) |
| 57 | BG Maintenance | | | | 1,500.00 | 898.33 | 601.67 | 601.67 (40%) |
| 58 | BG Reserve | | | | 13,000.00 | 12,600.00 | 400.00 | 400.00 (3%) |
| SUB TOTAL | | 4,010.00 | 3,275.00 | -735.00 | 14,500.00 | 13,498.33 | 1,001.67 | 266.67 (1%) |