



Stanway

Parish Council

DEPUTY CLERK'S REPORT FOR COMMUNITY ASSETS - September 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. Swing unit removed. £150.00.
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 removed. New planting scheme suggested as part of Woodland Project.		Rotten crab apple tree removed.
Garage/workshop	Storage and workspace.	Roller door to be replaced after burglary.	Covered by insurance.	Risk Assessments completed by Dept. Clerk. Passed to Clerk/SC.
Grounds Maintenance	Grass cutting, hedge trimming.	Dines Agri Services began 1 st 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: Persimmon Homes – £1,000	£5,334.00 incl.delivery and installation.	Three noticeboards delivered and installed.
Waste collection	Emptying bins	TBS Hygiene Ltd began work 1 st April 2020.		Three-year contract signed April 2021-March 2024.



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			£140.45 (Dines)	Relocation of two bins to SWG. TBS to undertake fortnightly collection from yellow bin at no extra charge. 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.
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?
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.
Drought Garden	Cycle/footpath Lighting	Ownership? Investigation into land ownership. Letters sent to West family.	Budget/Reserve £5k	Issue with Clerk/FC.
Footpath 42	Maintenance			
Bus shelters Swan Green bus shelter	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	Painting London Road bus shelter. Grants received. Wooden bus shelter ready for delivery. Application granted by Essex Highways. Date confirmed of 29 th September for work to commence.



Stanway

Parish Council

			With grants: £7,800.00	
Burial Ground	Build Memorial Wall	BC taken over maintenance. Cook & Phillips for wall construction.	£5,500.00 in 20/21 budget. £12,000.00 quote.	Memorial wall construction complete. Parking area requires rolling.
Village Halls	Finalise legal agreement. Review SVHMC MoU	Building Condition Survey: comment on general condition, defects, necessary repairs and ongoing maintenance required. SVHMC to install EVCPs?	£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. SVHMC confirmed gutters and fascias work 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 court agreed.
Sports Field	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. More bins required?



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				750.00	4.98	745	745 (99%)
28	Car Park repairs				5,000.00		5,000	5,000 (100%)
29	Play equipment Reserve				50,000.00	65.00	49,935	49,935 (99%)
30	Play area signs				1,000.00	890.00	110	110 (11%)
31	Grounds maintenance				10,750.00	5,590.45	5,160	5,160 (48%)
32	Play area bark				1,000.00		1,000	1,000 (100%)
33	Tree maintenance				5,000.00	1,820.00	3,180	3,180 (63%)
34	Youth Pod / Outdoor Gym				21,000.00	20,893.15	107	107 (0%)
35	Play area benches/bins				500.00		500	500 (100%)
42	Pest control				500.00	265.00	235	235 (47%)
52	MW Consumables				750.00	599.63	150	150 (20%)
90	Safety Inspections				500.00		500	500 (100%)
94	Vehicle lease				200.00		200	200 (100%)
95	Workshop/store				3,000.00	2,629.00	371	371 (12%)
SUB TOTAL					99,950.00	32,757.21	67,193	67,193 (67%)

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	2,650 (88%)
49	Notice Board Reserve				250.00	395.00	-145	-145 (-58%)
50	Street Light Costs				5,300.00	1,970.60	3,329	3,329 (62%)
51	Street Light Reserve				2,000.00	1,066.27	934	934 (46%)
81	Street signs etc				500.00		500	500 (100%)
84	Street lighting electricity				5,000.00	1,236.70	3,763	3,763 (75%)
96	Footpath Reserve				1,500.00		1,500	1,500 (100%)
SUB TOTAL					17,550.00	5,018.57	12,531	12,531 (71%)



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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	-1,500 (N/A)
88	Contingency Reserve				4,000.00	2,271.53	1,728	1,728 (43%)
SUB TOTAL					4,000.00	3,771.53	228	228 (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	3,045.00	-955				-955 (-23%)
56	Tree sponsorship	10.00	130.00	120				120 (1200%)
57	BG Maintenance				1,500.00	898.33	602	602 (40%)
58	BG Reserve				13,000.00	12,600.00	400	400 (3%)
SUB TOTAL		4,010.00	3,175.00	-835	14,500.00	13,498.33	1,002	167 (0%)