



Birstall Parish Council  
Minutes of the Estates and Recreation Committee  
Held in the Village Hall on Monday, 25 November 2024.

**PRESENT:** Councillors: T Fowler (Chair), J Cassidy, K Haywood, R Thornton, C Vincent, and R Vincent.

**IN ATTENDANCE:** Mrs S Coulson (Clerk), Mrs W Cotter-Jacobs (Deputy Clerk) and Mr A Garland (Estates Team Manager) and two members of the public.

**PUBLIC OPEN SESSION:** Members of the public may ask questions, make representations, answer questions, and give evidence in respect of the business on the agenda. *Up to 10 minutes will be set aside for this purpose.* No members of the public were present.

A member of the public spoke in support of a request at agenda item 8(a).

4235 **1 - APOLOGIES:** To receive, consider and accept apologies for absence:

Cllr P Barnsby (personal reasons)  
 Cllr A Khayer (personal reasons)  
 Cllr J Palmer (personal reasons)

**RESOLVED:** that the apologies be received and accepted.

4236 **2 – CO-OPTION:**

a) To consider co-opting Cllr Robert Payne onto the Committee:

**RESOLVED:** to co-opt Cllr Robert Payne onto the Committee.

4237 **3 – TO RECEIVE DISCLOSURES OF PECUNIARY INTERESTS AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND REQUESTS FOR DISPENSATIONS:** For information, disclosable pecuniary interests and registrable interests relate to entries that are included, or should be included, on a Councillor's register of interest. Non-registrable interests relate to any other matters. It is the responsibility of Councillors to maintain their Register of Members Interests and report any changes to the Monitoring Officer at Charnwood Borough Council.

No disclosures were made.

4238 **4 - MINUTES:**

a) To sign as an accurate record the Minutes of the meeting held on 28 October 2024:

**RESOLVED:** that the minutes of the meeting held on 28 October 2024 be accepted with amendments and were signed as a correct record.

4239 **5- FINANCE & ACCOUNTS:**

a) To receive, approve and authorise expenditure of £16,497.97 net for October 2024:

**RESOLVED:** to receive, approve and authorise the schedule of expenditure for October 2024.

4240 **6 – REPAIRS & MAINTENANCE:**

a) To receive two quotes for lamp post hanging baskets:

- i) Quote A - £1,700 + VAT
- ii) Quote B – £1,898 + VAT

**RESOLVED:** To accept Quote A from Plantscape and authorise the expenditure of £1,700.

b) Hallam Fields Hall – To receive, consider and approve an annual service check for under floor heating - £175:

The Clerk explained that problems occurred each year when the central heating was commissioned in the Autumn with it not heating all areas. Other companies have been called out to quote and have informed us that it is outside of their expertise. The quote supplied to the Committee is from the installers of the underfloor heating system, Thermo-floor who recommend that an annual service would solve any issues when switching on the boiler in the Autumn.

Councillors raised questions for the Clerk to forward to the contractor and bring the answers back to a future meeting.

**RESOLVED:** To accept the quote and authorise the expenditure of £175 for the annual service and bring back information to a future meeting.

4241 **7 – ALLOTMENTS:**

a) To receive the Allotment Tenants Satisfaction Survey results for 2023/2024:

Councillors discussed the results and asked for information to be brought back to a future meeting on how to address:

- Q4 – Management of overgrown / vacant plots, and
- Q5 – Satisfaction with how queries/complaints are dealt with by the Council / Council Staff

**RESOLVED:** That the information be received and for the results to be published on the Council's website and information to address Q4 and Q5 to be brought back to a future meeting.

b) To note the completion of the palisade fencing to the boundary of Worcester Avenue allotment site:

**RESOLVED:** That the information be noted.

4242 **8 – HALL HIRE:**

a) Village Hall – To receive a request from a new hirer for an extension to the locking time of 9pm to 10pm:

Councillors received information that the hirer is known to the office staff and that in the past the keys were signed out on the day by the hirer and returned immediately after the hire period.

**RESOLVED:** To approve the request and permit the hirer to sign out the keys on the day and return them immediately after the hire period.

4243 **9 – HEALTH & SAFETY:**

a) To receive a Fire Risk Assessment Action Plan:

**RESOLVED:** That the Fire Risk Assessment Action Plan be received and a hard copy of the Fire Risk Assessments to be placed in the buildings.

b) To receive quotes to install a Fire Alarm System in the Robert Dickinson Building:

- i) Quote 1 - £2,898.00 + VAT with 2 x annual maintenance inspections - £160 per annum
- ii) Quote 2 - £3,519.51 + VAT with 2 x annual maintenance inspections - £340 per annum

A Councillor requested that the contractor is asked to install smoke detectors in the toilets.

**RESOLVED:** To approve of Quote 1 – ADT Fire and Security PLC and authorise the expenditure of £2,898.00 and for the Clerk to progress the work.

4244 **10 - ESTATES TEAM MANAGERS REPORT:**

a) Tree Report and Policy:

The Estates Team Manager delivered his proposed revision of the current Tree policy.

**RESOLVED:** To accept the policy and recommend it to the next Management & Policy Committee meeting.

4245 **11 - DATE OF NEXT MEETING:** Monday, 27 January 2025 at 7:00pm

The meeting closed at 8:10pm.

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

# Paid Expenditure Transactions

paid between 01/11/24 and 30/11/24, for the Estates & Recreation Committee

Start of year 01/04/24

4a

Payment Reference	Paid	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
DC011124/33	01/11/24	43212		£39.07	£6.51	E & R	Syston Service Station	1317/6
OL381407/61	04/11/24	43174		£288.00	£48.00	E & R	Plumbloke	1301/1
OL381411/46	04/11/24	43214		£8.10	£1.35	E & R	George Walker Ltd	1317/1
OL38141070	04/11/24	43215		£1.27	£0.21	E & R	William Hercul Limited	1317/1
OL38140706	04/11/24	43216		£320.00	£0.00	E & R	Metric Ltd	1301/12
OL38141017	04/11/24	43217		£2,520.00	£420.00	E & R	Marrons	1328/4
DC041124/68	04/11/24	43224		£62.50	£10.42	E & R	Shepherd Seeds	1317/1
DC041124/35	04/11/24	43225		£66.30	£11.05	E & R	UK Safety Store	1317/1
DD111124/99	11/11/24	43151		£47.27	£7.88	E & R	Biffa Waste Services Ltd	1317/1
DD121124/55	12/11/24	43124		£14.95	£2.49	E & R	Parkers Motors Services Ltd	1317/3
OL383566/14	12/11/24	43204		£410.00	£0.00	E & R	Alan Barnacle	1322
OL383675/62	12/11/24	43222		£453.60	£75.60	E & R	ICE	1335
OL383678/06	12/11/24	43227		£36.48	£6.08	E & R	Wanlip Sands & Gravel	1317/1
OL383677/57	12/11/24	43228		£26.88	£4.48	E & R	Biffa Waste Services Ltd	1317/1
OL383677/18	12/11/24	43229		£136.80	£22.80	E & R	Wanlip Sands & Gravel	1317/1
OL383676/84	12/11/24	43230		£11.52	£1.92	E & R	Wanlip Sands & Gravel	1317/1
OL383682/84	12/11/24	43232		£192.00	£32.00	E & R	Target Hygiene LTD	1317/1
DC121124/34	12/11/24	43248		£140.41	£23.41	E & R	Syston Service Station	1317/6
DC131124/78	13/11/24	43271		£51.00	£8.50	E & R	Tractor Tyres Direct	1317/3
OL384324/49	14/11/24	43231		£6.00	£1.00	E & R	Wanlip Sands & Gravel	1317/1
OL385192/15	18/11/24	43238		£40.32	£6.72	E & R	Target Pest Control	1301/15
OL385191/43	18/11/24	43247		£120.00	£0.00	E & R	Metric Ltd	1301/19
OL385190/02	18/11/24	43249		£144.40	£7.40	E & R	Terratruck Distribution Services Limited	1317/5
OL385190/81	18/11/24	43250		£69.07	£11.51	E & R	Spaldings (UK) Ltd	1317/1
DC211124/10	21/11/24	43270		£221.35	£36.89	E & R	Anstey Shoe Repairs	1317/1
DC211124/08	21/11/24	43272		£113.68	£18.95	E & R	Branston Service Station	1317/6
OL387175/84	25/11/24	43275		£174.00	£29.00	E & R	Squire Alarms Ltd	1301/4
OL387176/44	25/11/24	43276		£1,915.00	£319.17	E & R	Metric Ltd	1301/2
OL387175/30	25/11/24	43285		£324.00	£54.00	E & R	Squire Alarms Ltd	1301/4
							HF Annual Charges for the Maintenance of Fire Alarm System	

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# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24, for the Estates & Recreation Committee

Payment Reference	Paid	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
OL38753655	26/11/24	43269		£410.00	£0.00	£410.00	Alan Barnacle	1322
DC261124/63	26/11/24	43338		£19.18	£3.20	£15.98	JTL Architectural Hardware Ltd	1317/1
DC281124/35	28/11/24	43333		£20.00	£3.33	£16.67	Halfords	1317/1
DC281124/34	28/11/24	43334		£83.47	£13.91	£69.56	Halfords	1317/1
DC281124/95	28/11/24	43335		£968.00	£161.33	£806.67	Pod Point	1317/1
DC281124/30	28/11/24	43343		£93.95	£15.66	£78.29	Ebay	1317/3
DC291124/35	29/11/24	43296		£52.95	£8.83	£44.12	Syston Service Station	1317/6

**Total** £9,601.52 £1,373.60 £8,227.92

Burial - [REDACTED] - 27.11.2024  
 Eclipse - Precision Bathroom 52 x 8mm - 1317/1  
 Stainless Steel Disabled Thumb turn & Release - 34415  
 Rear matting for the new van 1317/1  
 Accessories for the new van - F/ Set, R/Car Mats, Warning Triangle, Anti Freeze, First Aid Kit 1317/1  
 Charging Point for the new van - Estates Team 1317/1  
 Vauxhall Movano 2010 - 2021 Front Headlamp, Headlight Passenger Side Left Side N/S 1317/3  
 Unleaded 38.96L @ 1.359/L 1317/6

# Paid Expenditure Transactions

paid between 01/12/24 and 31/12/24, for the Estates & Recreation Committee

Start of year 01/04/24

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Payment Reference	Paid	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
						E & R	B & Q	
DC021224/16	02/12/24	43152		£172.87	£0.00	£172.87	B & Q	1317/1
								Assorted Flowers x 124, Evo Sfik, retrac Knife x 2, Builders Line, Brick trowel
DC021224/16	02/12/24	43213		£47.59	£7.93	£39.66	B & Q	1317/1
								Hardwood Plywood, Sanding Sheet, Epoxy Adhesive, Super Glue, R-O Universal Cardinal Red
DD021224/05	02/12/24	43226		£15.76	£2.63	£13.13	E & R	1317/1
OL38998895	03/12/24	43170		£260.40	£43.40	£217.00	E & R	1317/1
								0.08 Tonnes General Waste Loose Security Barrel Nut x 12, Swing Seat x 2, Torx Pin Button Head x 12, Brake Spring
DC031224/37	03/12/24	43301		£83.53	£13.92	£69.61	E & R	1317/6
DC041224/69	04/12/24	43304		£24.00	£0.00	£24.00	E & R	1317/3
DC061224/31	06/12/24	43324		£51.19	£8.53	£42.66	E & R	1317/6
OL39194448	10/12/24	43330		£70.00	£0.00	£70.00	E & R	1301/2
								Call out Village Hall toilets light fault
DC101224/52	10/12/24	43371		£13.86	£2.31	£11.55	E & R	1317/3
DC111224/52	11/12/24	43326		£335.00	£0.00	£335.00	E & R	1317/9
DD161224/09	16/12/24	43291		£35.45	£5.91	£29.54	E & R	1317/1
DC181224/41	18/12/24	43383		£26.34	£4.39	£21.95	E & R	1317/1
DC191224/00	19/12/24	43354		£17.65	£2.94	£14.71	E & R	1317/6
OL39544888	20/12/24	43297		£95.42	£15.90	£79.52	E & R	1317/3
								Replacement dowty seal, environmental charge, labour charge
OL39544436	20/12/24	43298		£203.00	£33.83	£169.17	E & R	1317/1
								Gate Spring x 4
OL39545105	20/12/24	43300		£66.96	£11.16	£55.80	E & R	1317/1
								Machine turned pole tanalised, PSE
OL39545212	20/12/24	43302		£3.94	£0.66	£3.28	E & R	1317/1
								Tubular Mortice Latch
OL39552511	20/12/24	43303		£1,078.98	£179.83	£899.15		525BX Blower, Megaslit Tine x 32, R Clips, Top Link Pin x 2, Lower Link Reducing bush cat 2 to cat 1 x 2
OL39545313	20/12/24	43305		£6.00	£1.00	£5.00	E & R	1317/1
								0.06 Tonnes Green Waste
OL39549748	20/12/24	43306		£17.28	£2.88	£14.40	E & R	1317/1
								0.18 Tonnes Green Waste
OL39551179	20/12/24	43307		£47.40	£7.90	£39.50	E & R	1317/1
								1 x Type 1 bagged MOT subbase
OL39551379	20/12/24	43308		£15.36	£2.56	£12.80	E & R	1317/1
								0.16 Tonnes Green Waste
OL39551507	20/12/24	43309		£13.44	£2.24	£11.20	E & R	1317/1
								0.14 Tonnes Green waste
OL39551597	20/12/24	43310		£24.96	£4.16	£20.80	E & R	1317/1
								0.26 Tonnes Green Waste
OL39552037	20/12/24	43311		£114.00	£19.00	£95.00	E & R	1317/1
								20 x Postfix
OL39552276	20/12/24	43312		£9.60	£1.60	£8.00	E & R	1317/1
								0.10 tonnes Green Waste
OL39552374	20/12/24	43313		£6.00	£1.00	£5.00	E & R	1317/1
								0.06 tonnes Green waste
OL39552805	20/12/24	43318		£475.20	£43.20	£432.00	E & R	1335
								Toilet cleaning services SLPF & V/Hall
OL39544971	20/12/24	43340		£49.32	£8.22	£41.10	E & R	1317/3
								Oil Seal, Taper Roller x 2
DC201224/07	20/12/24	43366		£13.37	£0.00	£13.37	E & R	1317/1
								Keys cut x 3
DD231224/11	23/12/24	43292		£15.76	£2.63	£13.13	E & R	1317/1
								0.08 tonnes general waste loose
<b>Total</b>				<b>£3,409.63</b>	<b>£429.73</b>	<b>£2,979.90</b>		

**Robert Dickinson Building Central Heating Boiler Replacement: - £2,465.00**  
**Estates & Recreation Committee Meeting – 27 January 2025.**

4C

The central heating and hot water boiler in the Robert Dickinson building has unrepairable faults. This boiler is over 16 years old and requires replacing. To keep repairing is not a safe or financially viable option.

The plumbers have managed to get it working but it requires pressuring each day by a member of staff to get any hot water or heating.

The Council's preferred contractors/plumbers have not charged for a call out of for some remedial works to get the heating and hot water system working. They have quoted a price of £2,465.00 + VAT to replace the boiler (with a 10-year guarantee) including all labour (copy attached).

The Clerk considered this to be an urgent job and authorised the expenditure in line with section 4. of the Council's Financial Regulations (see below).

The Clerk reported this to the Chair of the Estates & Recreation Committee on 25 November 2024.

**Total £2,465.00 + VAT**

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**Financial Regulations:**

**4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £30,000;
- a duly delegated committee of the council for items over £5,000 up to £30,000 or
- the Clerk, in conjunction with Chairman of the Council or Chairman of the appropriate committee, for any items below £5,000;

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

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Signed: \_\_\_\_\_

Sue Coulson – Clerk / RFO

Signed: \_\_\_\_\_

CLlr T Fowler – Chair of Estates & Recreation Committee

Date: 25/11/2024



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# Allotment Tenants Satisfaction Survey Results 2023/24

## Revised Copy

In 2022 / 2023 122 Tenants were supplied with a survey form asking them to score from **1** (*very poor*) to **10** (*very good*), only **34 (28%)** were completed and returned. Tenants were asked to feedback on the following seven questions listed below.

No.	Questions: How satisfied are you with.....	Scores for 2022/23	Scores for 2023/24	Status
Q1	Boundary maintenance to: gates, fences, hedges	7 out of 10	8 out of 10	Improved
Q2	Road and Pathway maintenance	7 out of 10	7 out of 10	Remained the same
Q3	On site water provision	9 out of 10	9 out of 10	Remained the same
Q4	Management of overgrown / vacant plots	7 out of 10	7 out of 10	Remained the same
Q5	Satisfaction with how queries/complaints are dealt with by the Council / Council Staff	8 out of 10	8 out of 10	Remained the same
Q6	Levels of annual rent	9 out of 10	9 out of 10	Remained the same
Q7	Number of annual inspections (currently quarterly)	8 out of 10	8 out of 10	Remained the same

The Surveys were revisited and it was noted that the calculations did not accurately reflect the outcomes, the total was divided by the full 34 tenants responding, however, not all tenants answered questions 4 and 5, so...

Q4: total of column = 215 divided by 33 tenants who answered the question = 6.515 rounded up to 7—same as previous year—no actions required

Q5: total of column = 223 divided by 27 tenants who answered the question = 8.259 rounded down to 8

PDF