

**PURLEY ON THAMES PARISH COUNCIL**  
**Minutes of the meeting of the Barn Committee**  
**held at the Parish Office on 4<sup>th</sup> July at 7.30pm**

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**PRESENT:** Cllr P Beddoes (Chair) Cllr J Chapman Cllr S Briscoe Cllr C Collier

**In attendance:** Mrs C Lamb (Clerk)

**B19/12 TO RECEIVE APOLOGIES FOR ABSENCE** Cllr R Jones

**B19/13 TO ELECT A VICE-CHAIRMAN**

It was **RESOLVED** to elect Cllr J Chapman as Vice-Chairman of the Barn Committee (unanimous).

**B19/14 TO RECEIVE ANY DECLARATIONS OF INTEREST** None received

**B19/15 TO RECEIVE ANY STATEMENT OR QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were in attendance.

**B19/16 TO RECEIVE AND CONFIRM THE MINUTES** – *Minutes to be taken as read.*

Minutes from 7<sup>th</sup> February 2019 were confirmed as correct and signed by the Chairman.

**B19/17 PAST SUBJECT MATTERS FOR REPORT ONLY** – (that are not already on the agenda).

B19/08-5 It was noted that the new doors fitted to the Barn work very well and have addressed the previous problems that existing with closing the large Barn door. The Committee thanked Colin Moses, Amenities Officer, for his hard work achieving this result.

**B19/18 TO RECEIVE REPORTS FROM THE PARISH** – to receive a report on bookings and general management.

**A. BARN REPORT**

*Cllr P Beddoes presented the Barn Report as Mr Moses was on Annual Leave.*

Regarding the WC renovations in the Barn, it was requested that the Amenities Officer ask for quotations that include replacing the porcelain fittings and not replacing them. The Parish Office had not received three quotes to compare to date.

**B. BURIAL GROUND REPORT**

With regards to item one on the report, the Committee's guidance required the rules to remain the same and state that payment must be received upfront. The Clerk was urged to use discretion when enforcing the rules to new or less frequently known businesses wishing to use the Burial Ground in comparison with those with whom longer term and familiar relationship had been established.

**C. ACTION LOG** – reviewed, updated and noted.

**B19/19 TO RECEIVE A REPORT FROM THE CHAIRMAN**

Cllr P Beddoes reported that the full investigation into the possibility of installing a disabled changing area with lift harness in the Barn had found that the Barn, because of the age and nature of the building, was not suitable for installing this facility. The organisation that has enquired about the possibility had been informed.

## **B19/20 RESOLUTIONS**

- B19/20-1**      **TO APPROVE A BUDGET FOR THE REFURBISHMENT OF THE BARN WCs**  
*The cost, based on initial quotes, appeared likely to be higher than the £5.5K set aside for the work.*
- It was **RESOLVED** to put the project to complete high-level painting in the Barn on hold until the full cost of refurbishment of the Barn WCs was clear. It was agreed that this additional 4K, plus the £1.5k saving from the Barn door renovations, would be sufficient to ensure the WC renovation could go ahead this year. (unanimous)
- B19/20-2**      **TO APPROVE THE REQUEST FROM A REGULAR USER OF THE BARN TO EXTEND STORAGE FACILITIES IN THE REAR COMPOUND**
- It was **RESOLVED** to approve the request to increase the storage facilities for the 1<sup>st</sup> Purley and Pangbourne Scouts. (unanimous)
- B19/20-3**      **TO APPROVE A REQUEST FROM A REGULAR USER OF THE BARN TO MAKE AN ADJUSTMENT TO THEIR TERMS OF USE**  
Proposal: to adjust point 7 in 'Compound notes' to add 'the Parish Council would endeavor to give at least 8 weeks' notice'.
- It was **RESOLVED** to approve the request for 8 weeks' notice but to add that in an emergency situation the Parish Council would require immediate co-operation to move items, as required.
- B19/20-4**      **TO APPROVE A REQUEST FROM A REGULAR USER OF THE BARN TO REPLACE THEIR EXISTING NOTICEBOARD IN THE SMALL HALL WITH ONES THAT HAVE A COVERING DOOR THAT WOULD PROTECT THE DISPLAY**
- It was **RESOLVED** to approve the request to replace the existing noticeboards with new noticeboards that are the same size and with covering doors.
- B19/20-5**      **TO AGREE A TIMEFRAME WITHIN WHICH THE PARISH COUNCIL WILL ENDEAVOUR TO ISSUE EXCLUSIVE RIGHTS OF BURIAL TO LICENCE HOLDERS**
- It was **RESOLVED** that Parish Council Officers are required to issue Exclusive Rights of Burial within 3 months of the interment. (unanimous)
- B19/20-6**      **TO FORMALLY APPROVE THE REVISED 'DETAILS OF MEMORIAL FORM'**
- It was **RESOLVED** to approve the 'Details of Memorial Form' with two minor changes that would be implemented by the Clerk. (unanimous)
- B19/21**      **BUDGET 2019/20** – Noted.
- B19/22**      **MEMBERS ITEMS FOR THE NEXT MEETING**                      None received.

**Date of next meeting:** Barn Committee, 14<sup>th</sup> November 2019

## ADDENDUM

### PURLEY ON THAMES PARISH COUNCIL

#### Barn Management Committee

#### Barn Report, July 2019

(Parish Office report on items not included on the Action Log)

#### Part 1. Current Business overview

Total invoiced in the period 1 February to 1 June 2019: £12,082.25
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Total balance waiting to be paid: £0.00
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#### Current business summary:

- Review of Asset Register.
- There have been 8 Sunday bookings in the period to mid June bringing in a further £465- broadly in line with last years annual total for the then new Sunday bookings of £1000. Very useful additional income, with the hires typically being low key family gatherings/small children's birthday parties- taking place in mornings/afternoons.
- We have had one wedding, with a further wedding due to take place in July. Further viewings are taking place but with our 11pm curfew , we do not expect to see any great numbers of weddings for remainder of year or indeed in 2020.
- We are just finalising a regular Tuesday morning weekly booking in the small hall for a baby/toddler class hopefully to start at beginning of September. This will take regular activity /clubs/groups etc to around 14.
- One of our June hirers – family barn dance from late Saturday afternoon to evening- reported that a Beech Lane resident had visited the barn twice during the hire to complain about the noise when she was sitting in her garden- second time being at 5.20pm. We have not received any direct complaints over the last 2 years from this neighbour or any others. The hirer confirmed that the noise limiter only saw brief activity in the red zone and the band actually checked the noise levels outside and confirmed whilst it could be heard it was more prominent at the front of the barn than the rear. We will undertake a further decibel check albeit it is difficult to cater for all types /frequencies of music played.

#### Part 2. Maintenance

- Cleaning. The new 2 year contract running from 1 June 2019 to 30 May 2021 has been signed, based on the previously agreed 8% uplift.
- Check Lists – we have levied the first £20 penalty for failure to follow our exit check list by a one off hirer and issued gentle warning to 2 regular hirers. 2 strikes and a penalty is due.

#### Work undertaken:

- Following installation of the new heaters, the contractor was called back to re-fix one of the internal dust guards. Annual servicing of all 7 now due in September.
- Barn Doors. The repair/strengthening of the large hall door and the two side fire doors, alongside the repainting of all doors with suitable preservative was undertaken in May. The work included a new locking system for the large hall door coupled with internal exit push bar, which has made opening and self closing very much easier. The internal protruding beam pegs were also attended to. The contractors advised that the cladding which was put on circa 5 years ago will need repainting in the short term with preservative- quoted a cost of £5k bulk of which was labour. The ten-year 10 year structural survey is due in 2020 and opinion on this will be provided.
- The emergency lighting in the small barn failed in May, and the units and the external emergency light on the east side of the barn were replaced.

### Work to be undertaken

- High level clean and fixing of non working fluorescent light in small hall to be hopefully taken forward over the summer
  - Have received first estimate for refurbishment of the toilets etc with second firm to provide quote shortly and third local operative to call out beginning of July to provide third quote. FOPB have agreed to provide £2500 towards cost.
  - The first quote has come in at £18.3k excluding Vat .This includes new flooring throughout, new heaters in disabled/ladies toilets ( maintaining radiator in mens toilet)/ new electric water heater in small hall/new units/fittings throughout and boxing in of old piping/decorating throughout.
  - Currently in the overall £21000 property maintenance budget , £14000 had been set aside for ;-
    - Barn doors £3500 actual cost £2000
    - High level cleaning £700 not yet taken place
    - Repainting at high level £4,300 not yet taken place
    - Refurbishing WCS £5,500
- As such if we look to fund from FOPB £2500, the £5500 and the £1500 saved on the Barn doors= £9500. If we are successful with a matching grant from Greenham Common a further £2500 = £12000, and potential postponement of the internal repainting £4300 increases potential budget to £16300.
- At this level nearly in line with first quote – as such see Resolution 1 with proposal to use available budget for this project.

### Scouts

- The Scouts have provided more information re the build of further storage in the compound, ( *see January report*) are seeking minor amendment to the user agreement and wish to replace at their cost their notice boards in the small hall with self closing/covering units .
- **Extra Storage shed**
- Plan has been provided showing the location of the shed as expected behind one of the existing sheds- dimensions very similar. Shed needed as Scouts now number 200 and more storage for tents/camping equipment required.
- Confirmation has been obtained via WBC that planning permission not required – the outbuildings do not exceed 50% of the total area around the barn/ the sheds are not more than 2.5 metres in height
- The existing gas storage area will be moved slightly so that it is at least 5 metres away from the barn ( the fire brigade have been notified of the compound and the LPG storage ,and have noted in their records).
- HSE guidelines and conversation with UK main supplier of LPG cages have confirmed that the LPG cage does not need to have protection from the sun- unless temperatures of 125 degrees are experienced.
- The Scouts will be fully funding/insuring the new shed build.
- Our previous conditions/requirements have therefore been met.
- See Resolution 2 .
- **User Agreement**
- Wording agreed in January meeting agreed save -
- - “ We totally understand the council reserving the right to suspend use of the compound due to unforeseen changes but to give us pre warning of 8 weeks or 3 months, for example , would obviously help with the vacation of all the equipment – see Resolution 3
- **New Notice Boards in small Hall**
- The Scouts wish to replace the existing boards at their expense with boards with closing transparent covers- this to protect the Scouts work and be a much neater solution
- See Resolution 4

**Increased security/safety at Goosecroft**

- CCTV camera on the eastern side of the barn has been upgraded so that more focus on the height barrier and the entrance to the lower Goosecroft field. Camera will now pick up car registrations
- The 3 lamps have been replaced up Goosecroft Lane with more efficient LED lighting
- Height Barrier does not seem to cause any issues with hirers- very few actually have above height vehicles.

DRAFT

**PURLEY ON THAMES PARISH COUNCIL  
Barn Management Committee  
Burial Ground Report, July 2019**

**Part 1. Current Business overview**

Invoicing from 1 February to 1 June 2019		
Total invoiced: £770.00	Total received: £670.00	Total outstanding: £100.00

**Current business summary**

1. The Burial Ground Rules currently say that payment must be received before any work is carried out on site. Although most funeral directors and stonemasons do send cheques with application paperwork, one funeral director frequently does not do this but prefers to pay by BACS at the end of each month. Enforcing the rule might lead to late postponement of a burial.
2. A headstone was positioned in the wrong place on a grave; it was the first grave in the row to have a headstone installed so there was a choice as to whether to have the headstone moved to the correct position or to leave it in place had have a narrower row. On this occasion, the next of kin realised the mistake and contacted the stonemason herself to arrange for the headstone to be moved.
3. The Clerk and Assistant Clerk attended a course run by the Institute of Cemetery and Crematorium Management (ICCM).
4. The Burial Ground Working Group continues to review the Burial Ground Rules and other documentation.

**Part 2. Maintenance**

**Maintenance work carried out**

- All loose capstones have been secured.
- The contractor who had re-fitted the gate following the car accident which damaged part of the wall needed to return as the gate opened the wrong way (out into car park) and the bottom scraped on the car park surface.
- The work to reduce the size of the soil compound had been completed.