

BURPHAM
VILLAGE COMMITTEE AND PARISH MEETING
Minutes of the Meeting held on Tuesday 01 August 2017
at 7.30 pm in the Village Hall

Those attending: Paul Challen (Chairman)
Marion Tucker (Secretary)
Val Belton (Treasurer)
Julie Tester (Village Hall)
Ed French (Planning)
Kevin Foster (Cricket)
Heather Birch (Social)
Ron Chapple
Bob Baynes

		Action
1.	Apologies Apologies were received from Paul Dendle.	
2.	Minutes of the Last Meeting The minutes of the meeting held on 13 June 2017 were signed as a true record.	
3.	Village Hall <p>(a) Ron handed his formal resignation from the Village Committee and trusteeship of the VH to Marion. He then went through the VH Inspection and Test Schedule, and outstanding points. A schedule is attached to these minutes.</p> <p>(b) It was agreed that a fire-proof box in which the Village Hall Master File could be safely housed should be purchased and positioned in the hall. Kevin will look into this.</p> <p>(c) Car Parking: Paul has spoken to the Estate about the proposed works to the car park. The Estate has specified that there should be no digging out of the edges, and that they are against any line markings. Paul is to investigate what lies beneath surface undergrowth around the edges.</p> <p>(d) There was discussion about the future of the playground area, should ADC withdraw from the agreement whereby they are responsible for the equipment. Paul is to look further into this. The fence around this area, which currently is rotten in places, forms part of this discussion.</p> <p>(e) It was agreed that the cooker should receive a thorough professional clean. Bellings are the manufacturers, and they should be contacted should further assistance with the cooker “refurbishment” be necessary.</p> <p>(f) It was agreed that a dishwasher should be purchased. Val has obtained some quotes, and will look further into the matter.</p>	<p>KF</p> <p>PC</p> <p>PC</p> <p>VB</p> <p>VB</p>

	Two round tables are to be purchased to replace the two which have disappeared. There was discussion as to what might have happened to them. There is a possible explanation, and care will be taken to ensure that a similar situation cannot arise.	
4.	Planning (a) There is a small amendment to the Absuma planning application. (b) Thomas Cottage – application to turn garage into additional accommodation. No objection.	
5.	Treasurer Report The accounts for the period 6 April – 31 July 2017 are satisfactory and current assets amount to just under £56,500.	
6.	Secretary Report Nothing to report.	
7.	Councillor Dendle Report In the absence of Cllr. Dendle, there was no report.	
8.	Social (a) A “Village Picnic” will be held at the Clump on Sat 5 August. (b) Heather has booked a shuffle board for an evening next February.	
9.	Any Other Business (a) Kevin will organise for weed clearance of the out field. (b) Celia Woodruff, the new Vicar, has indicated she would like to attend at least some village meetings. Marion will inform her of the date of the next meeting. (c) There was discussion on Richard Parkinson’s request to erect a marquee for his party at the VH in November. There was concern that damage could be done to the grass and surrounding area, because of potentially soft winter ground conditions at this time of year. Subsequent to the meeting it was agreed that a marquee could be hired, but that Richard should pay a deposit, repayable when it was certain that no damage had occurred.	KF MT JT / MT
10.	Date, Time and Venue for Next Meeting Tuesday 3 October 2017.	
	Agreed as a true record: Date: <i>for</i> Burpham and Wepham Village Committee and Parish Meeting	

VILLAGE HALL INSPECTION & TEST SCHEDULE

TITLE	TEST/INSPECTION	DUE DATE/FREQUENCY
Emergency Lighting	3 hour Test	July 2018 Annual
Portable Appliances (PAT)	Test (contact mark@mr-pat.co.uk)	March 2018 Annual
VH electrical test	Complete electrical Inspection & Test (A D Pearce Electrical Ltd 01903 531089)	May 2019 Every 5 Years
Gents Toilet Auto Flush	Battery Change. (Available from Springwell Microelectronics 01924 420029)	December 2017 As required
Fire Extinguishers	Test (Chubb Jamie 07905421345)	June 2018 Annual
Risk Assessment	Inspection	July 2018 Annual
Cleaning	Complete clean including high level	As required

Notes

Outside of VH will need repainting in 2018

Electrical appliances “donated” to VH should be tested before being used (PAT)

Rubbish Bin store needs regular clear out.

Emergency lighting units have nearly all been changed to LED units available from Discount Fire Supplies (www.discountfiresupplies.co.uk)