

## Minutes of a joint meeting between Upton and Kexby Parish Councils.

Held in the Upton Methodist Schoolroom on Tuesday 13<sup>th</sup> February 2018

### **Present;**

**Upton Parish Council;** Jamie Allan (Chair), Don Spittlehouse, Lynn Alsop, John Alsop, Pete Rushton, Patrick Fotheringham, Tony Hall, Liz Holman (clerk)

**Kexby Parish Council;** Ron Gore, Sue Farrow, Clare Cuckson, in attendance Geoff Payne (clerk).

01/2/18 **Apologies for absence;** Lee Hoggarth (Kexby)

02/2/18 **Agreement / contract**

This had been circulated in advance and was agreed with two amendments;

- The point that the battery should be fully charged prior to handover was felt to be inappropriate. It was agreed that the team due to erect the device would be responsible for taking it down and charging it prior to erecting it in the new position.
- It was agreed that it was not necessary for both parishes to insure the device, since Kexby had agreed to purchase the device they would be responsible for insuring it.

With these amendments minuted the chairmen signed off the agreement, each clerk to hold a signed copy.

03/3/18 **Locations**

Each village had agreed two initial locations although the Kexby location on the Upton Road would have a double bracket so that it could face in either direction. Kexby clerk to let Upton clerk have details of Kexby locations. **Action GP**

The Upton clerk would then complete and submit the form requesting a site visit. **Action EH**

04/2/18 **Model to be purchased**

It was agreed that the model with data-logging device should be purchased. Concern was expressed that it was not possible to purchase a spare battery which could be charged whilst the device was in use. The meeting also asked for clarification over what would happen if the battery would no longer take charge if it was not removable. The Upton clerk agreed to seek clarification from the suppliers and inform both parish councils. **Action EH**

05/2/18 **Payment methodology**

It was agreed that Kexby parish council would purchase the device and brackets, they would also pay for the initial setting up of the device, the site visit and any additional insurance cost. They would then bill Upton parish council for half the net cost (excluding VAT). Kexby would recover the VAT in the normal way. **Action GP**

## KEXBY PARISH COUNCIL

Approximate costs (excluding VAT) to be shared equally between the two parishes

	£
Site visit	40
Indicator device	2,038
Mounting brackets (5 @ £57)	285
Installation by Unipart Dorman	399
Total	£2,762

### 06/2/18 **Recruitment of volunteers**

Upton had agreed their team, Kexby would confirm theirs at their next parish council meeting (scheduled for 8<sup>th</sup> March 2018). Each parish would be responsible for providing reflective clothing for the volunteers and ensuring that it was worn when moving the device.

### 07/2/18 **Erection of signs**

Each parish would utilize the device for a calendar month at a time, any movement during the month within their own parish would be at their discretion. Once a delivery date had been agreed the two parish clerks would draw up and monitor a rota. Initially this would involve moving the device every two weeks but it may be necessary to modify this in light of battery life.

Upton had completed a risk assessment which was held by their clerk, Kexby would need to carry out their own before installation of the device. Clare Cuckson agreed to ask Lee Hoggarth if she would be prepared to do this.

**Action CC**

### 08/2/18 **Any other business**

Kexby clerk queried insurance cover for the joint village sign, the sign was on Upton land and would therefore be covered by their insurance.