

**Minutes OF THE HALCOMBE COMMUNITY DEVELOPMENT GROUP**

 **Thursday 3rd December 2020 7pm @ Halcombe Memorial Hall**

**PRESENT:** Jeannette Henderson (Chair), Darryle Thomas, Richards Bain, Peter Beck, Barba Davies, Annie O’Fee, Maureen Lambert, Rachel Lane.

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| * 1. **Apologies:** Vicki Powell, Paul Hughes, Cr Stewart Campbell

(Moved: Maureen Seconded: Richard) |
| * 1. **Correspondence**
* To be done at end.
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| * 1. **Confirmation of previous minutes:**

*That the minutes from the previous meeting held on* ***2nd Nov*** *be accepted as a true and correct record.*(Moved: Rachel Seconded: Annie) |
| * 1. **Matters Arising from 2nd Nov 2020 minutes:**
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| Finance Policy needs to be captured in one document rather than being only found in historical minutes. **(Rachel)** | Still to do. |
| Welcome packs actions. | See note in body of the minutes. |
| Image of stone carving for George and Avril passed around.Purchase approved.  | Rachel still to order. |
| Stuart Campbell will chase up on the pine trees behind the tennis court as they are causing a hazard. The trees have been trimmed along the tennis court path side. | Cr Campbell has asked for a report and will forward once he gets this. |
| Reflectors – Pete has purchased these. Will attach 4 as a donation. | Done |
| Request has been put in via Nov minutes to Council for signs about picking up dog poo and no motorbikes on the Domain. |  |
| Bird issue with hall sorted? | In hall report |
| Meeting to devise short and long term plan for the hall. | In hall report |
| Copy of the Hall audit report received. | We can go in and view it in the New Year. |
| Maureen and Rachel to meet Pete from MDC to discuss picnic tables and Info board project. |  |
| Roading transaction requests (need to include sign on cnr of Vogel St and Mangone Road – fallen down.) | Done |
| Hello Halcombe actions | Done |
| Cemetery land: weaning, tank shifted on and annual budget to be done. |  |
| Carl Johnstone (MDC) to come back re: boundary lines pictures vs actuals. |  |
| Halcombe Phone book: Annie to sort a printer and Rachel to ask school for the template. | See body of minutes |
| Reply to Carl Johnstone re: light by the hall option ($5k-ish)? | Say no. |

2.0 FINANCIAL BUSINESS

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| **2.1 Financial Report***That the Financial Report showing an overall total balance of* ***$17,060.42*** *as at 30th November 2020 be accepted.***See attached Financial report for payments made and received in Nov.**(Moved: Rachel Seconded: Jeannette) |
| **2.2 Invoices for approval***Approved via email prior to the meeting (quorum of Jeannette, Maureen, Vicki, Peter, Richard and Rachel):*$194.85 Reimbursement to M Lambert for Hello Halcombe Bubbly (Hall operating account– paid for out of ticket sales)$780.28 Reimbursement to M Lambert for Hello Halcombe Resources (General account – to be reimbursed by MDC $3K project funding)$179.31 Reimbursement to M Lambert for Hall toilet door closers (Hall operating account)$1,127.00 Payment for 7 x ewe hogget replacements (Livestock account)$169.14 Reimbursement to N Lankshear for Hello Halcombe glassware (General account)$208.58 Reimbursement to R Lane for website renewal for 2 years (General account)Other invoices to approve:$27?? For Christmas meeting snacks (Rachel to confirm amount)Approved. |
| * 1. **MDC Project Funding**

**$3K fund:**2019/20 claim has been sent in. 2020/21 spend to date has also been sent in. See report.Discuss additional projects/items to use funds for. Quotes should be received for:* Sound system for hall (ML). Checking options out at the RockShop next week. Confirmed that this is our #1 priority.
* Solar lights for walkway (JH). TBC.
* Hall mezzanine curtain (RL/ML). TBC
* Carpet tiles for supper room (ML) **on hold**.
* Barb added thought that the HCDG could fund someone to care take the school pool to enable it to be open earlier. See how it goes this year with opening on the 13th Jan.

**Other Project $:**$3,624.77 cenotaph lights left over – this has been reallocated to Monteith Street Walkway.$17,000 Info signs and picnic area. Need to get picnic tables in. Rachel and Maureen still to meet with Pete from MDC.$8,200 Further CBD/Cenotaph/Rec Area Development (2021/22) |
| **Actions required from Financial Business*** Finance Policy still to be done and end of year summary (Rachel)
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3.0 COUNCIL BUSINESS

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| **Current Consultation Underway** |
| * No consultation
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| **Council Report: Stuart Campbell**No report. |

**4.0 GENERAL BUSINESS**

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| **4.1 Focus #1 – Walkway and Domain** (Vicki) |
| * Request has been put in via Nov minutes to Council for signs about picking up dog poo and no motorbikes on the Domain.
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| * Reflectors – Pete has done these. Thanks so much ☺.
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| **4.1a Focus #1a – Monteith Street walkway** (Rachel) |
| * Transaction request (61265) put in to have Monteith Street northern verge mowed. Need to put in another request later on to then keep it sprayed.
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| * Email sent to Paul Jukes about splitting the job of Monteith Street as we have the ~$3600 left over from the Cenotaph lights project that we have reallocated to the Monteith Street walkway. We’ve asked Paul if he could put in the culverts for that price.
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| **4.2** **Focus #2 – Hall (**Maureen) |
| * Birds coming into hall - nothing we can do but would ask for people to be aware when they are using the hall that this can happen. Only really happens in nesting season.
* Haydon from Corey’s Electrical sent an option for outside door lights but these would require the wiring to be redone and were very expensive. The existing system is not ideal but does work, so suggest we keep looking for replacement glass.
* MDC Hall Audit - See below in correspondence. Would like to organize a time in the new year for anyone interested to meet with James to discuss this. The meeting for our short and long term plan can then be held when we have this information.
* ‘Hello Halcombe’ was very successful in regards to meeting the goals that were set for holding this. Many thanks to the committee people who helped, especially on the night. See separate report.
* Met with Murray Henderson re supper room floor. He also took the measurements for all areas in the hall so they are on record for when the main hall will need resealing. Quote received $2,980. Have thanked and said we were not doing anything at this time. I would suggest that this is revisited as part of the long term plan being developed.
* Sound system for hall – group to meet at the RockShop when the sound system is in the store.
* Richard installed automatic door closures on both toilet entrance doors. He has done an excellently neat job on these. Where the old closures had been there were large holes as well as bits of timber tacked on, so it wasn’t just a simple job of installation. He has also found rubber door stops so the doors don’t overextend now. Many thanks.
* The security system is ready for a maintenance check. Richard is sorting this – will be a cost from Hall Operating account.
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| **MDC Audit Report*** We can go into Council and view this in the New Year.
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| **Usage****Actual Nov** = Yoga / Zumba / Hello Halcombe Party / SHRWS AGM / F. Burke Gymnastics display / A. Bangma Childs birthday booking.**Bookings Dec** = Yoga / Zumba / R. Howell Childs birthday. |  |

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| **4.3** **Focus #3 – Cenotaph & Recreational Area** (Rachel/Maureen) |
| Rachel and Maureen are yet to catch up with Pete from MDC to discuss the project including where the picnic tables are going to go. |  |
| Stain picnic tables black and red once Rachel has water blasted them. |  |

**4.3 Subprojects**

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| ***Roading*** *(Richie)* |
| Pearce St. needs metal on short stretch.  |  |
| Cassan St humps had a near miss with two vehicles the other day! Has the council had a road review done on Halcombe metal/dirt roads yet? |  |
| Gilmor’s drive crossing (Kimber Street) has been on the list for ages?? Water tables are non-existent in many areas. Appreciation is expressed to council regarding remediation work done on several water table drains around Halcombe lately. |  |
| MDC notified sign on corner of Godley / Gilbert blown over | Transaction # 60275 |
| Water table on Kimber St just below #74 needs filled with rocks | Transaction # 60277 |
| Vogel Street / Mangone Road sign has fallen down too. | Transaction number?? |

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| ***Community get-togethers*** |  |
| *ANZAC DAY* (Wayne/Richie)No update. |  |
| *Lantern Festival* (Jeannette)Contact Halcombe school in Feb 2021 about working in with us on this.Need to do claim for Lantern Festival. |  |
| *Halcombe Fun Run series* (Rachel) – On hold until the Monteith Street walkway extension is done. |  |
| *Hello Halcombe* (Maureen / Bex):Awesome night – thank you so much to all involved. |  |

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| ***Cemetery Land*** (Rachel/Darryle) |
| * Darryle will stand down from looking after the Cemetery Land and Rachel will take over.
* Lambs weaned 21st November. 42 lambs from 33 sheep. A good % and we don't think there have been any deaths since docking, which is amazing!
* 15 lambs that were 36kg+ (live weight) were sent to Affco (via Paul Turner). We received $1,842.25.
* The remaining 27 lambs had an average weight of 29.5kg and Stu Addenbrooke said the paddock price for lambs was $3.40/kg. Darryle decided he'd buy from the sale this year so Jelanco Projects (Jeff and Rachel Lane). Invoice has been sent.
* The number of cull ewes reduced down to 6 in the end (Rachel has no idea where she got 12 from - it was actually only ever supposed to be 7!!). It ended up being 6 as one we had culled at docking due to being dry has since popped out a lamb! The 6 culls are as follows:
* 1 ewe culled after docking due to not properly recovering from a bearing.
* 1 ewe and a lamb have escaped through to Norms and we haven't been able to get them back - I'm pretty sure she is a cull as Jeff and Carl (who did the mustering and weaning) only found 5 with brown 'cull tags' on the weekend.
* 4 were sent to AFFCO with the lambs (we received $476.10 for them)
* 1 is running around at Jeff and Rachel Lanes place waiting to be made into sausages for the Lantern Festival (Booked in with Vaughan Munn for the last week of January - the soonest we could get her done).
* Jelanco sent an invoice for the 7 replacement ewes that they supplied and Jeannette will be invoicing the HCDG for 5 replacement ewes from them. So we end up with 38 ewes but hopefully with water and being able to rotationally graze a bit better plus the fert we have put on, this will be ok.
* Loading ramp and water working be to be done Christmas/NY. The large concrete water tank from Rec Services yard has been delivered up to the Cemetery Land by Jeff Lane – thank you ☺.
* Account form has been submitted to Carrfeilds so we can also sell through Cam Waugh and the Feilding sale yards in the future.
* Access way – as MDC will be extending the area use for the Cemetery in the near future (shifting the Halcombe paddock fence out), we will lose our #1 access. MDC (Carl Johnstone) will organise and fund getting a new all-weather access put in at the top. Thank you ☺ We will need to purchase 2 chains and locks once this is done. Spend approved.
* Stu Addenbrooke and Adrian Henderson will be shearing the ewes ASAP.
* Darryle sold the January 2020 wool for $96.90.

Discussion needs to be had on:* Budget for the year (Rachel to do a proposed budget)
* Actual boundary vs fences (Rachel to follow up with Carl)
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| ***IT communication – cell, landline, internet*** (Rachel) |
| Work has started in preparation for the cell tower. |  |
| ***Entrance/Welcome signs*** (Richard) |
| Rocks still to be placed. |  |
| ***Welcome to Halcombe packs*** (Annie) |
| Have asked for template documents from the school but this request has been declined and privacy given as the reason. Will go back and ask again as it is a publicly published document so privacy shouldn’t be an issue. Advertising in phone book costs ½ an A5?? page for $75. Printers: Awa Street, Streamline contact Tiri (Feilding), Fisher Print (Pnth). | Put in FB and on email again.Rachel to do advert for ½ page advertising (to go on FB and email) |
| Let’s put a note on FB and email note to see if there are anyone who wants to be the Welcombe to Halcombe Committee and get the packs sorted. | Done – One person said yes. Annie as well. |
| Jeannette – Pub vouchers (still working on them) | Think these are a yes. |
| ***Recycling Centre*** (Richard) |  |
| All has *not* been good this month. Polystyrene packaging from a large appliance was tucked behind the recycling container along with a large portion of glass from a broken window. |  |
| ***Christmas lights*** (Richard) |  |
| Can Richard be reminded of who to contact re Christmas pole lights/decorations please? |  |

**4.5 Other General Business**

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| ***Water Scheme*** |  |  |
| ***Halcombe Community Trust*** | 3rd Dec meeting has been postponed. |  |
| ***Halcombe Community Fund*** | New Trustees to sort. |  |

**5.0 COMMUNITY COMMUNICATIONS**

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| *Facebook* (Rachel & Maureen) Added Louise Thompson as an Editor so she could post the Hello Halcombe photos and video. |
| *Website* (Kirsten Otter) Has been renewed for another 2 years. |
| *Road Information signs* (Richard) SHRWS sign needs to come down. |
| *Community Email* (Rachel)  |
| *School*  |
| *Playcentre* (Vicki)  |
| *Halcombe Tavern*  |
| *Fire Brigade* (Paul Hughes) |

**6.0 OTHER ITEMS**

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| No other items |  |
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| **Correspondence** |  |
| * Affco kill sheets (lambs and cull ewes) *(sent to committee)*
* Response from MDC re: our submission on MDCs Cemeteries Management Strategy 2020 *(sent to committee)*
* Carrfeilds account form sent in.
* Follow up sent to Janine Hawthorn (MDC) re: transaction #51656 – Mt Biggs/Stanway/Halcombe Roads crossing point.
* Claim sent to Janine Hawthorn (MDC) for 2019/2020 $3K Project Funding reimbursement.
* Claim sent to Janine Hawthorn (MDC) for 2020/2021 $3K Project Funding reimbursements to date.
* Transaction request (number to come) put in to have Monteith Street northern verge mowed.
* Email sent to Paul Jukes about splitting the job of Monteith Street.
* Remittance advice from MDC for 2019-20 community events and walkway/rec area.
* Response from Matt Williams re: Stanway/Mt Biggs/Halcombe Road crossing – this will be done this financial year (Yay!)
* Halcombe School Room 5 ideas from their camp where they brainstormed what would be great to have in Halcombe.

Hall Correspondence* James Adamson MDC: Sending on Monday:

1. An old leak spot in storeroom is wet again. Closer to parapet. Reminder that flashing has not been put on back of parapet yet. (Nor the grass removed from the gutter) 2. New leak - looks like on spine of main hall just inside hall in front of main door. Three holes in plaster ceiling have appeared. Trev had put silicon on this area on a prior visit.3. Response to council audit of hall. We are able to have some people visit council and they will discuss what issues were identified. Reports are not public. Have accepted this offer and will organize a time in the new year. * MDC verbal hall submission was given on Thursday 19th November. Good feedback. Copy in Dropbox.
* Inquiry re cost for hall for a work Christmas party on 12th Dec

(Moved: Jeannette Seconded: Maureen ) |  |

Meeting Closed: 9:05pm

**SEE POINTS BELOW
MDC ACTION SHEET SUMMARY**

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| **MDC Action point** | **Transaction #** | **MDC dept/ Where and who the next action sits with.** | **Minutes****date** |
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| **CBD/Rec Area and Walkway Plans: (For previous points relating to this Action see April 2020 minutes)**Decision made to put this on ice until the cell phone tower location has been confirmed. | **IN PROGRESS** | Janine Hawthorn | April 2019\* |
| **An underpass/overpass option for Halcombe Road: (For previous points relating to this Action see July 2019 minutes)****30 July 2019** – Confirmation received that this has been added to the Safer Journeys to Schools program.**Nov 2019** – Please can we have an estimated time for beginning this from MDC – Safer Journeys to School Programme – **Matt Williams has confirmed that a crossing aid/point will be installed at the Stanway Road intersection on Halcombe Road.  This work will be done in March 2020 if not sooner.**  **Aug 2020** – Installation of a formalised crossing point, immediately north of the Stanway Road/Mt Biggs Road intersection across Halcombe Road is expected to be completed before the end of the contract year (May/June 2020).**Sept 2020** – informed the project was cancelled under ‘Safer Journeys to School as Principal of Halcombe School did not require it. Letter from March 2020! | **STATUS UPDATE REQUIRED****Transaction #51656**Write to School to get confirmation | RoadingNot informed until Sept 2020! | April 2019\***Oct 2020** |
| **Willoughby Street Flood Gates:****July 2019 –** MDC to contact owners to clean off flood gate blocking stormwater.**August 2019** – Shane to follow up to see if this is Horizons responsibility. | **STATUS UPDATE REQUIRED****# 53787** |  | July 2019 |
| **Mt Biggs Road pothole between 334 and 357 Mt Biggs Road:****August 2019 –** This has been patched extremely poorly so needs doing again. New transaction number has been issued.**Oct 2019 –** The pothole was mechanically caused and temporarily filled, pending permanent repair, programmed for Sept 2019. | **STATUS UPDATE REQUIRED****#53706** |  | July 2019 |
| **Subsidence on Mt Biggs road:****August 2020 -** In Progress this job has been programme for August 2020 | **IN PROGRESS****# 53240** |  | August 2019 |
| **Hall matters:****July 2019** – Meeting with James - Items discussed included, flashing on roof, storeroom door, kitchen door, guttering, external paint, water tank running, grass in gutter - James took photos to follow up.**Oct 2019 –** James Adamson will organise a follow up meeting on site with Rec Services and plumber to look into fixes. | **IN PROGRESS** | James Adamson – Parks & Property. | July 2019 |

***KEY:***

\*\*\*\*Greater than 12 months since point raised \*\*\*9 months since point raised

\*\*6 months since point raised \*3 months since point raised

*Italics denotes actions that have happened between meeting date and minutes being done.*