

Clerk to the Council/RFO: Caroline Higgins

Chairman: Cllr Fred Jones

5 June 2017

Minutes of an Amenities Committee Meeting held at 7.30 pm on Monday 27 March 2017 in the Memorial Hall.

Present: Cllrs Clarke, Keel, Breeze, Parkhurst and Jones

In attendance: Caroline Higgins– Clerk.

A18.17 APOLOGIES – Cllr Mrs T Lewis and Cllr Mrs J Whittall - holiday. These were accepted.

A19.17 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST –Cllr Clarke confirmed his wife is employed as a key holder for Long Meadow play area and he is a delegate to Bayston Hill Bowling Club. No other declarations beyond those recorded in accordance with the Code of Conduct were made.

A20.17 PUBLIC SPEAKING AT COUNCIL MEETINGS – There were no members of the public at the meeting.

A21.17 MINUTES –The minutes of the meeting held on 6 February 2017 were approved unanimously as a true record.

A22.17 MATTERS ARISING –
A6.17 – The Clerk confirmed that the farmer has agreed to return the trough removed from the Community Woodland
A8.17 – Monthly technical inspections of Longmeadow Play Area are being undertaken by Shropshire Council. Parish Council employees continue to inspect the site daily on opening and locking up of the site.

A23.17 CLERK'S REPORT –
The Clerk reported expenditure on revenue items below £500 approved in accordance with Financial Regulation 4.1 in consultation with the Chairman of the Amenities Committee. This included the hire of a skip to remove scrap fencing materials from Lythwood Pavilion at a cost of £130 & VAT and white line paint for marking pitches at £271.25 & VAT. These were noted by the Committee.

The Clerk also reported that following approval of their quotation by the Committee, a contractor had completed hedge cutting at Longmeadow maze.

The Committee noted that in consultation with the Committee Chairman, an order for limestone dust had been placed with Longcliffe Quarry and a

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specialist contractor instructed to repair the BMX track (as agreed under minute A40.16).

A24.17 PARRS POOL REGENERATION – The Committee approved a planting plan to provide three banks of lilies; a group of *Gunnera* and several areas of irises in the pool. The Clerk was asked to check Financial Regulations and confirm that negotiation of the remaining work complied with standing orders before proceeding with negotiations and otherwise to seek a further two quotes. **(Action: Clerk)**

The Committee considered allocating any remaining funding for picnic benches but decided to defer the decision until the summer. It resolved to retain the fallen tree as a rustic bench if it can be removed largely intact. The Committee confirmed the need to maintain the improved appearance of the pool and undertook to make arrangements for regular maintenance to control the brash around the pool and the duckweed on the surface. **(Action: Amenities Committee)**

The Committee noted that two residents had expressed concern that the wire fencing had been removed, which might increase the danger of children falling into the pool. The Committee noted their concerns but also noted that the wire fencing had presented a danger due to its poor condition and concealment by bushes and that the removal of the bushes greatly improved visibility enabling parents and carers to supervise their children more effectively. The Committee also noted that following consultation with their insurers that they had considered the ongoing risk and that provision of a lifebuoy adequately mitigated the risk. It was confirmed that the lifebuoy is checked on a weekly basis and the checks are recorded.

A25.17 ONLINE BOOKING SYSTEM – The Clerk proposed that the Council sets up an online booking service which would enable availability of sports and social facilities to be checked, reserved and paid for online outside normal office hours. After undertaking research into the options available and testing a ‘dummy profile’ for suitability (as described in minute A9.17) a three-year agreement with SchoolHire was recommended at a cost of 3% per booking plus an online payment fee for card bookings only. Full details of the terms and conditions and cost and efficiency benefits were provided for consideration. The Clerk estimated an annual cost of less than £500 for the service which would be offset by releasing officer time in dealing with numerous small cash transactions and offers a more convenient service to users. She recommended that the Council absorb these costs within the first year and review them thereafter.

Cllr Parkhurst expressed concern that the contract had not been examined by a solicitor on behalf of the Council and questioned the demand for an online booking service. He proposed the Clerk’s recommendation be rejected and was seconded by Cllr Clarke. The Committee resolved by two votes to one to reject the recommendation with two members abstaining.

A26.17 CHANGING FACILITIES – LYTHWOOD PAVILION – The Clerk gave a verbal report on the responses to the recent survey, which she had so far been unable to extract in a presentable format. The Committee resolved that it was unable to consider the results without adequate details and requested

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these be circulated to all members for consideration at a later meeting.
(Action: Clerk)

A27.17 STREET LIGHTING REVIEW

- (i) Dimmable LED Lanterns – The Committee resolved unanimously that dimmable lanterns be approved in principle on a site by site basis and authorised the Clerk to approve each instance in consultation with the Chair of the Amenities Committee.
- (ii) The Committee resolved unanimously to delegate authority to the Clerk to make ad hoc decisions as to whether a faulty lantern should be repaired or replaced with an LED lantern on economic grounds, in consultation with the Chair of the Amenities Committee and within the overall budget for street light repairs.
- (iii) The Committee resolved unanimously to authorise the completion of outstanding repairs identified as ‘urgent’ in 2015 within the current financial year if possible or to set aside any remaining budget for street light repairs in the 2016/17 budget as an earmarked reserve for completion of the repairs in the next financial year. It was further resolved to authorise the Clerk to programme repairs and maintenance to existing lighting stocks in a timely fashion to reduce the risk of failure. **(Action: Clerk)**
- (iv) The Committee noted that a renewal quotation for annual street light maintenance had been received and that an alternative quotation for a three-year contract to include electrical testing of columns had also been provided by the current contractor for consideration. The Committee resolved that comparative quotations be sought on a three-year basis to include electrical testing, for consideration at a later meeting. **(Action: Clerk)**

A28.17 WASTE BIN AT BROOKFIELD – Cllr Clarke proposed that the Parish Council relocates an unused concrete bin (presently stored in the skate park area) to the Brookfield at a suitable distance from residential properties and arranges to empty it by its own staff as part of their regular collection of dog waste and litter from the playing fields and Parris Pool areas. The bin would require the provision of a suitable plastic insert with a lid to reduce the smell of dog waste. He suggested the existing uncovered black bin, which is the property of Shropshire Council be removed and stored for future relocation, should Shropshire Council be willing to agree to the proposal. He was seconded by Cllr Parkhurst and the matter was resolved. **(Action: Clerk)**

A29.17 ASSET RENEWALS – It was resolved unanimously to authorise the purchase of a long reach hedge cutter to replace the two damaged hedge cutters which have been scrapped as replacement blades cannot be sourced. A budget of £500 was agreed. **(Action: Clerk)**

A30.17 PLANTER FOR LYTH HILL ROAD SHOPS – The Committee noted that a quotation from Shrewsbury TC to fill and maintain an additional planter was still awaited and would be subject to the size and nature of the planter chosen. The Committee resolved in principle to allocate a budget for an additional planter and agreed to attempt to use the redundant trough removed from the Community Woodland and to fund the planting in house. It was suggested that a local garden centre be approached to supply the plants as a good will gesture.

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A31.17 WOODLAND TRUST TREE CHARTER – The Committee resolved unanimously to register as a Tree Charter Branch to support the principles of the Tree Charter to be launched in 2017 and to collect signatures of support for the Charter. The Committee resolved to accept the birch saplings from a local resident and plant them in the Community Woodland. It was suggested by Cllr Parkhurst that Shrewsbury TC be approached for advice on tree planting as required.

A32.17 ONGOING PROJECTS – The Committee noted the list of ongoing projects provided by the Clerk without further comment.

A33.17 CORRESPONDENCE – The Committee considered an email from Longden Parish Council dated 22 March 2017 proposing a separate management committee be set up to plan and oversee the running costs of Lyth Hill Country Park consisting of representatives of both parish councils and Shropshire Council and requesting a joint meeting to discuss their proposal.

Cllr Clarke explained that the Lyth Hill Advisory Group (LHAG) already exists and comprises representatives from both parishes; Shropshire Council members and officers and members of the Lyth Hill Residents Association. Shropshire Council officers are proposing this group continues to manage and oversee the running of the Country Park.

Cllr Parkhurst remarked that Bayston Hill made its offer to support the Country Park based on the existing management arrangements and has consulted with residents on this basis. He subsequently proposed that the management remains with LHAG as at present but with an added requirement that the LHAG provides a full financial report on an annual basis in order to provide a clear audit trail and demonstrate that Parish funds have been ring-fenced for Lyth Hill and not diverted to other Country Parks within the responsibility of Shropshire Council. This was seconded by Cllr Jones and resolved unanimously. The Clerk was authorised to arrange a meeting with representatives from Shropshire Council and Longden Parish Council to set out the position of Bayston Hill Parish Council.

A34.17 TO APPROVE AND SIGN ALL PAYMENTS – The Committee unanimously approved the list of payments tabled by the Clerk

A35.17 EXCLUSION OF THE PRESS AND PUBLIC - It was **proposed** by Cllr Jones, **seconded** by Cllr Parkhurst and **RESOLVED** to exclude the press and public under LGA 1972 ss 100 (2), so as to discuss Confidential matters.

A36.17 CONFIDENTIAL MINUTES – None

A37.17 CONFIDENTIAL QUOTATIONS – The Committee considered confidential competitive quotations for grounds maintenance of The Common; The Glebefield and the A49 verges for the period April 2017 – March 2018. The Committee resolved to accept the quotation provided by Shrewsbury Town Council.

There being no further business, the meeting closed at 9:20pm.

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