

**Clerk to the Council/RFO: Emma Kay**

**Chairman: Cllr Fred Jones**

**1 September 2015**

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**Minutes of an Amenities Committee Meeting held at 7.30 pm on Monday 27 July 2015 in the Memorial Hall.**

**Present:** Cllrs Clarke (Chairman), Mrs Whittall, Keel, Mrs Lewis, Parkhurst, Gordon, Breeze and Jones.

**In attendance:** Emma Kay – Clerk.

- A39.15 **APOLOGIES** – Cllr Mrs Whitmarsh (holiday), Cllr Ball (holiday) and Cllr Mrs Trickett (holiday).
- A40.15 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – No declaration beyond those recorded in accordance with the Code of Conduct.
- A41.15 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public at the meeting.
- A42.15 **MINUTES** – It was **proposed** by Cllr Parkhurst, **seconded** by Cllr Gordon and **RESOLVED** that the minutes of the Amenities meeting held on Monday 8 June 2015 be accepted as a true record.

**Cllr Ball arrived at the meeting at 7.36 pm**

A43.15 **MATTERS ARISING** – The following matters arose from the minutes of the Amenities meeting held on Monday 8 June 2015:

A18.15 **Longmeadow Toilets** – The Clerk reminded councillors about the dates she had offered by e-mail to undertake a walk round at Longmeadow

A20.15 **Parrs Pool** – The Clerk reported that a specialist had visited Parrs Pool and confirmed that the green layer on top is actually duckweed. This is good news for the wildlife as it is not dangerous, however it is not treatable. The recommendations from Shropshire Council is that we remove as many of the nutrient sources as possible, specifically the overhanging foliage that is feeding the duckweed. The Clerk undertook to collect some tenders after her holiday.

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A31.15        **Youth and Community Building Water Costs** – The Clerk confirmed that she had spoken to Severn Trent Water about the increase in recent bills, their advice had been to rule out a leak somewhere and then get back to them. Following discussion about the Youth and Community building water historically going through the metre at the pavilion the Clerk undertook to go back to them again. **Action: Clerk.**

A32.15        **Ongoing Projects** – A discussion was held about whether to put a plaque up on the Parade stating where the planters had come from. Cllr Jones **proposed**, Cllr Gordon **seconded** and it was **RESOLVED** that a plaque be arranged to be placed near to the planters stating their origin.

Cllr Clarke suggested it include the bins, seat renovations, notice board and planters.

The Clerk also reported the following related to ongoing projects:

- Graffiti cleaning is on the handymen’s to do list.
- Three contractors have been to view Longmeadow play park with a view to quoting on improving it, the project specification is due to be discussed later in the meeting and the Clerk is hoping to have quotes to be considered at the next Amenities meeting on 21 September 2015.
- The badly angled light on Longmeadow has been resolved, no further complaints have been received.
- The planters on the parade are being watered at least twice a week (three times in hotter weather).
- A contractor has been identified to complete the work on the sensory garden.
- Contractors have been contacted about quoting for repairing the bench in front of the Parish Office.

A34.15        **Amenities use during the school holidays** – The Clerk included information about this in the monthly article in the Villager magazine.

The research into the inclusion of a rounder’s pitch up at the SPPF is ongoing.

A44.15        **TO APPROVE AND SIGN ALL PAYMENTS** – Cllr Gordon **proposed**, Cllr Breeze **seconded** and it was **RESOLVED** that all the listed payments and the two extra payments be approved for payment.

A45.15        **ONGOING PROJECTS** – The following ongoing projects were discussed:

**BMX Track/Extension** – A discussion was held as to why the repair to the start of the BMX track had not yet been done, the Clerk explained that work needed to be prioritised and that other emerging work had needed to be done. Cllr Clarke stated that it had been risk assessed and was not considered to be dangerous and would not affect usage of the track. The Clerk undertook to elevate it up the priority list. **Action: Clerk.**

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**Bus Shelters** – Cllr Keel asked when the old bus shelters were being removed. Cllr Clarke confirmed that he was in regular contact and has been assured that it will be done as soon as is possible. The Clerk was asked to include this information in her monthly Villager article. **Action: Clerk.**

**Longmeadow Play Park** – The Clerk stated that she had been in contact with three contractors to invite them to tender for work to improve and repair the play park, all having been given the same specifications. Cllr Clarke reminded councillors that the Parish Council is likely to be committed to another play park once the Oaklands/Glebefield development has completed.

**Parrs Pool** – Following confirmation that the green surface covering of the pool is actually duckweed and not green algae the Clerk will collect quotes to action the recommendations from Shropshire Council with regards to reducing the sources of nutrients to the duckweed. Cllr Jones suggested trying to incorporate some of the suggestions of the Year 6 pupils at Oakmeadow following their Treasures and Eyesores project. **Action: Clerk**

**Street Lighting** – The Clerk has received an e-mail of thanks from the resident affected by the bad angled street light.

**Planters on the Parade** – The Clerk suggested this be moved to completed, Cllr Clarke stated that it needed to be added yearly as the Parish Council had committed to paying for the replanting each year. Shrewsbury Town Council will remove the planters, replant them and refit them. A discussion ensued about having some spring planting done as well but the logistics of having them removed and refitted twice was decided to be too much.

**Lythwood Sports Pavilion Roof Repairs** – This was agreed to be completed.

**Sensory Garden at the Community Woodland** – Following a suggestion that a maintenance schedule be created for the sensory gardens, Cllr reported that RS Landscapes have been asked to come and do a refurbishment of 2 of the sensory beds.

**The Burgs** – Cllr Parkhurst suggested an annual maintenance budget be created for the Burgs, Cllr Clarke urged caution as it belongs to English Heritage and they have very specific processes for the upkeep. He advised that there was a right of way issue currently, but once the work has been completed the Parish Council will put an information board up.

**Additional Notice Boards in Village and Planters outside Lyth Hill Shops** – Contractors have been contacted, awaiting quotes. **Ongoing.**

**Skate Park area seating** – Cllr Keel asked if any seating would be put into the skate park area, Cllr Clarke stated his doubts over the appropriateness of providing somewhere comfortable to sit and encouraging inappropriate behaviour. **Ongoing.**

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- A46.15      **CORRESPONDENCE** – The Clerk showed councillors amenities related correspondence recently received into the Parish Office. These included complaints about the overgrown paths through to Parrs Pool, hedge growth at Oakmeadow School, the relevant information about the duckweed and a request for soil sampling from DEFRA for a project.
- A47.15      **PROJECT SPECIFICATION** – The Clerk presented councillors with a draft project specification for the update of the Longmeadow Play Park and gave some detail about suggestions received from the three companies that have been invited to tender. A discussion ensued where it was considered whether a mini-skate park should be included, whether the steps on the fixed equipment in the toddler area could be made more appropriate for a two year old, concern about moving swings and that correct clearance should be maintained. It was concluded that the proposal could be amended as required once the tenders were received. The Clerk was asked to check that the appropriate signage was on the various sites. Cllr Breeze **proposed**, Cllr Jones **seconded** and it was **RESOLVED** that the specification be approved in lieu of the specific details of the tenders.
- A48.15      **EXCLUSION OF THE PRESS AND PUBLIC** - It was **proposed** by Cllr Mrs Whittall, **seconded** by Cllr Parkhurst and **RESOLVED** to exclude the press and public under LGA 1972 ss 100 (2), so as to discuss Confidential matters.

**The exclusion period began at 8.27 pm**

**Meeting closed at 9.26 pm**

- A49.15      **CONFIDENTIAL MINUTES** - It was **proposed** by Cllr Gordon, **seconded** by Cllr Parkhurst and **RESOLVED** that the confidential minutes of the Amenities Committee meeting held on Monday 8 June 2015 be accepted as a true record.
- A50.15      **MATTERS ARISING** – There were no matters arising the confidential minutes of the Amenities Committee meeting held on Monday 8 June 2015:
- The Chair suggested doing Agenda item A52.15 before the discussion about the handymen.
- A52.15      **LYTHWOOD CHANGING ROOMS REFRESH** – The Clerk presented councillors with the details of quotes obtained from two contractors. A comparison of the specifics of each quote was conducted and a discussion about the merits of each quote. Cllr Gordon **proposed**, Cllr Parkhurst **seconded** and it was **RESOLVED** that the contract be given to Steve Shuker Decorating at £985.

In addition the Chair asked councillors to consider a quote received to provide a roof over the gap between the containers at Lythwood Pavilion. He exceptionally asked that the Parish Council go ahead with the single quote of £880 as it is by the same contractor that did the new roof for the bowler's container recently and it would provide a consistent piece of work. A discussion was held over whether a door to the area be done at the same time.

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Cllr Ball **proposed**, Cllr Keel **seconded** and it was **RESOLVED** that Florian Garden Services and Property Maintenance be offered the contract and that a new door be included up to the value of £1,000 in total.

A51.15

**HANDYMEN** – The Clerk reiterated that during the summer months the handymen did not have enough hours to complete all the tasks required and presented councillors with a brief which included a list of scheduled and emerging tasks. She stated that despite making a few enquiries nobody had been interested in taking on some seasonal work therefore she wanted to suggest giving the handymen an extra 3 hours paid overtime a week from July to September.

The Clerk presented the additional costs for the Parish Council and suggested it be paid from the seasonal worker budget. Cllr Breeze **proposed**, Cllr Jones **seconded** and it was **RESOLVED** that the handymen be paid 3 hours temporary overtime a week between July and September to enable them to complete tasks.

A discussion ensued on the current hours available versus the tasks required to be completed, the Clerk stated her aspiration to complete a study into this later in the year which was a popular suggestion with councillors. Cllr Clarke and the Clerk undertook to complete a future study into the handymen's tasks and timings. **Action: Clerk/Cllr Clarke.**

The merits of putting the work out to tender was discussed and also the repairs needed to the new tractor. Cllr Breeze **proposed**, Cllr Gordon **seconded** and it was **RESOLVED** that Oakley's be asked to come and fix the tractor.

A suggestion was made to contact Shrewsbury Town Council to help with the study into working hours.

**Meeting closed at 9.26 pm**

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