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***‘protecting and improving the quality of life***

***for all Bayston Hill residents’***

**Clerk to the Council/RFO: Caroline Higgins**

**Chairman: Cllr Fred Jones**

Parish Office

Lyth Hill Road

Bayston Hill

Shrewsbury Telephone/Fax: 01743 874651

E-mail: [baystonhillpc@hotmail.com](mailto:baystonhillpc@hotmail.com)

[www.baystonhillparishcouncil.org.uk/](http://www.baystonhillparishcouncil.org.uk/)

Committee Members**:** Cllrs Clarke (Chairman), Mrs Whittall (Vice Chairman), Cllr Mrs Lewis, Parkhurst, Keel and Breeze.

You are summoned to attend an Amenities Committee meeting on Monday 27 March 2017 at 7.30 pm in the Memorial Hall.

**Caroline Higgins**

**Caroline Higgins `**  21 March 2017

**Clerk to the Council**

**AGENDA**

A18.17 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

A19.17 **DECLARATION OF INTEREST** - Disclosure of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.  *Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members’ interests maintained by the Monitoring Officer.*

A20.17 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – *To allow members of the public the opportunity to speak on an item listed on the Agenda up to a maximum of 3 minutes.*

A21.17 **MINUTES** - To approve the minutes of the Amenities Committee meeting held on 6 February 2017.

A22.17 **MATTERS ARISING** – To consider matters arising from previous Amenities Committee meeting, not arising elsewhere on the agenda.

A23.17 **CLERK’S REPORT** - To note expenditure on revenue items under £500, approved in accordance with Financial Regulation 4.1 (To follow)

A24.17 **PARRS POOL** –To approve a planting scheme to enhance the appearance of the pool (to follow); To consider providing additional picnic benches under the trees if sufficient budget remains.

A25.17 **ONLINE BOOKING OF PARISH AMENITIES** –

1. To note the SchoolHire Terms and Conditions and consider a recommendation that the Council appoints SchoolHire to provide an online booking service for Parish Facilities and to act as a limited authorised payment collection agent of the Council for the purposes of accepting facility fees from users on behalf of the Council;
2. If approved, to authorise the Clerk to sign the SchoolHire Term Sheet for a 3 year period at a fixed commission (plus online payment fees for card bookings only) and to make the necessary arrangements to set up the site;
3. To consider and approve a Hire Agreement for Parish facilities for publication on the site, (acceptance of this agreement will be a pre-requisite for hiring the facilities) – to follow
4. To consider whether current hire charges require amendment before publication on the online booking facility and to consider a recommendation that the online booking fees be absorbed by the Council for the first year.

A26.17 **CHANGING FACILITIES – LYTHWOOD PAVILION –** To receive a summary of responses to the recent stakeholder questionnaire; To consider the feasibility study on re-configuration of the pavilion to comply with current Football Association technical standards; To authorise the Clerk to seek quotations from suitably qualified contractors. (To follow)

A27.17 **STREET LIGHTING** **REVIEW-** *(Deferred from Full Council 27 February 2017)*

1. To consider authorising dimmable LED lanterns for increased energy savings and reduced light pollution where appropriate (eg: semi-rural locations)
2. To delegate authority to the Clerk to make ad hoc decisions as to whether to repair a faulty lantern or replace it 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;
3. To authorise the completion of outstanding repairs identified as ‘urgent’ in 2015 utilising the balance of the street light repairs budget within the current financial year.

A28.17 **WASTE BIN AT BROOKFIELD** – To consider a request from Brookfield residents that an enclosed dog waste bin is provided instead of or in addition to the open litter bin that emits offensive smells.

A29.17 **ASSET RENEWALS** – To approve the purchase of a long reach hedge cutter to replace the two damaged hedge cutters for which replacement blades cannot be sourced. (Approximate cost £500)

A30.17 **PLANTER FOR LYTH HILL ROAD SHOPS** – To discuss and select a suitable planter and authorise a budget for maintenance and stocking with suitable plants on a year round basis

A31.17 **WOODLAND TRUST TREE CHARTER** – To consider registering as a Charter Branch; To consider applying for a grant to refurbish the ‘Taste’ and ‘Touch’ beds if funding is still available (grants up to £1,500 considered until end of March); To consider an offer from a local resident to provide approximately 12 birch saplings for the Community Woodland.

A32.17 **ONGOING PROJECTS** – *To review ongoing projects (To follow)*

A33.17 **CORRESPONDENCE –** *To note and discuss any correspondence relating to Amenities*

A34.17 **PAYMENTS –** *To approve and sign all payments (to follow)*

A34.17 **EXCLUSION OF THE PRESS AND PUBLIC** - *To pass resolution to exclude the public under Public Bodies (Admission to Meetings) Act 1960, so as to discuss the following confidential matters.*

A35.17 **CONFIDENTIAL MINUTES** – *None*

A36.17 **CONFIDENTIAL QUOTATIONS** –

1. To consider a quotation for the proposed planting scheme and remaining work at Parrs Pool (To follow)
2. To note and approve the confidential booking fee and card payment fees for SchoolHire
3. To consider confidential quotation(s) for the annual street light maintenance contract due to expire on 30 April 2017 and consider extending the maintenance contract to 3 years to include the electrical testing of columns due within the period.
4. To consider a confidential quotation(s) for the ongoing maintenance of The Common; The Glebefield and the A49 sites