

Clerk to the Council/RFO: Caroline Higgins

Chairman: Cllr Fred Jones

13 September 2016

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**Minutes of an Amenities Committee Meeting held at 7.35 pm on Monday 25 July 2016 in the Memorial Hall.**

**Present:** Cllrs Clarke, Keel, Parkhurst, Breeze, Gordon, Gouge, Mrs Lewis, Miles and Jones

**In attendance:** Caroline Higgins– Clerk.

- A31.16 (a) APOLOGIES** – The Committee accepted an apology from Cllr Mrs Whittall, who was unwell.
- A32.16 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.
- A33.16 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public at the meeting.
- A34.16 MINUTES** – It was **proposed** by Cllr Gordon, **seconded** by Cllr Parkhurst and **RESOLVED** that the minutes of the Amenities meeting held on Monday 6 June 2016 be accepted as a true record.
- A35.16 MATTERS ARISING** – All matters arising were covered by agenda items
- A36.16 USE OF PAVILION KITCHEN FOR REFRESHMENTS DURING FOOTBALL MATCHES** – The Committee considered a verbal request by Bayston Hill Junior Football Club that the pavilion kitchen be used to make / serve refreshments during home matches. Concerns were raised that this would increase cleaning and electricity costs and that there was a safety issue if children were given unsupervised access to the pavilion. In the absence of any representative from the club or written proposals, the Committee **resolved** to await further details before considering the matter further.
- A37.16 CHARITY FOOTBALL TOURNAMENT** – The Committee considered an email request by Radbrook FC to use the football pitches for a charity tournament. The Committee noted that a similar event in May had created a lot of additional work for Council staff and generated a great deal of additional litter. In the absence of any representative from the club, the Committee **resolved** to permit the tournament on the understanding that the two pitches requested be paid for at the usual casual hire rate and that the

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club be required to clean up after themselves, including cleaning the changing rooms and removal of litter. A £30 cleaning and security deposit would be required as a condition of hire.

**A38.16 DEFIBRILLATOR CABINET** – The Committee noted the donation of a fully automatic defibrillator by Tarmac Quarry and discussed suitable locations for installation. The Clerk recommended an external cabinet be purchased and installed to ensure security and efficient operation of the defibrillator, which should preferably be connected to an electrical supply.

Cllr Clarke proposed that LJC reserves be allocated to purchase a suitable cabinet and it was **resolved** to authorise the Clerk and the Committee Chairman to spend up to £500 on a suitable cabinet and up to £250 on installation and connection to an electrical supply.

Several locations were discussed, including Holland Close, the Beeches Medical Practice and the Beeches PH. It was noted that the Beeches Medical Practice had indicated its willingness to provide a publicly accessible location and it was **resolved** that the defibrillator should be located on the external wall of the building.

The Committee discussed training options and it was **resolved** that the Community First Responders be approached by the Clerk to arrange training.

It was **resolved** to report the gift in the next edition of the Villager and to write to Tarmac thanking them for their kind donation.

**A39.16 REPLACEMENT OF LOCK – YOUTH & COMMUNITY BUILDING** – The Clerk was authorised to purchase a replacement lock. The Committee thanked the Clerk for bringing minor expenditure items to its attention but confirmed that she was authorised to approve revenue expenditure below £500, in consultation with the Chairman. It was **resolved** that the Clerk provide the Committee with a list of expenditure items purchased under this authority rather than seeking separate approval for each item of expenditure.

The Committee discussed the finding that the riding of the BMX track as a continuous loop is considered a high risk that requires alteration. It was noted that the track had been designed by a qualified person and **resolved** that the inspector's experience and opinion be challenged.

**A40.16 ANNUAL INSPECTION OF YOUTH COMPLEX** – The Committee reviewed the annual report, which identified a number of defects. It was **resolved** that the Clerk be authorised to arrange minor repairs as they become apparent, subject to the £500 expenditure limit and in consultation with the Committee Chairman and report back to the Committee.

The Committee discussed the BMX track, which requires repair in some places. The Committee **resolved** that a sign be erected stating the BMX track is only to be used by bicycles because scooters tend to cause damage to the track surface. Cllr Clarke proposed that the whole track would benefit from resurfacing and proposed that a quantity of limestone dust be

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purchased and laid. The Committee noted that vegetation is encroaching on the track, which is narrowing the riding surface.

Financial Regulation 11.1 h. requiring three quotations for contracts was considered as were the exceptions provided in regulation 11.a. ii for appointments for specialist services and in 11.1. a. iii, which provides an exception for work to be executed, or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.

It was **resolved** that arrangements be made for widening and resurfacing of the track using appropriate materials and if appropriate a specialist contractor before the end of the summer. It was resolved to contact the original track designer and installer to make the necessary repairs.

The Committee noted the finding on the Skate Park that the panels fail the current entrapment specification. It was also noted the requirements have changed since the equipment was installed. The equipment was confirmed as having been compliant at the time of installation and there is therefore no obligation to alter the panels at this time. This was confirmed on page 23 of the report.

The Clerk was authorised to repair the worn edging on one ramp and the small indentations on the tarmac surface.

**A41.16 PARRS POOL REGENERATION** – The Clerk reported that a meeting had been arranged with the Environment Agency the following Wednesday. It was **resolved** that Cllrs Gouge and Clarke attend with the Clerk.

**A42.16 ONGOING PROJECTS** – The Committee reviewed the list of ongoing projects:

- a. **Long Meadow Play Park** – The Committee authorised the Clerk to replace the bearing on the overhead rotator. Cllr Keel requested a review of the toilets at Long Meadow be added to a future agenda. The Clerk was authorised to obtain quotations for repairs to the wet-pour tarmac around the roundabout, for consideration at a later meeting.
- b. **The Common** – The Clerk was authorised to repair the noticeboard. Cllr Clark agreed to approach the quarry for some boulders to mark the edge of the green.
- c. **Sensory Gardens** – The Clerk was asked to provide a specification to repair the remaining two sensory beds and add the item to the list of Ongoing Projects
- d. **Parade Planters** – It was noted that the planters had been installed by Shrewsbury Town Council and that the handymen were watering them 2 – 3 times per week.

**A43.16 CORRESPONDENCE** – None.

**A44.16 TO APPROVE AND SIGN ALL PAYMENTS** – None

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**A45.16 EXCLUSION OF THE PRESS AND PUBLIC** - It was **proposed** by Cllr Parkhurst, **seconded** by Cllr Gordon and **RESOLVED** to exclude the press and public under LGA 1972 ss 100 (2), so as to discuss Confidential matters.

**A46.16 CONFIDENTIAL MINUTES** – It was proposed by Cllr Parkhurst, seconded by Cllr Jones and resolved that the confidential minutes of the Amenities Committee held on 6 June 2016 be accepted as a true record.

**A47.16 MATTERS ARISING FROM THE CONFIDENTIAL MINUTES** – There were no confidential matters arising

*The meeting closed at 9:05pm.*

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