

STAMFORD TOWN COUNCIL

MINUTES OF THE AMENITIES MEETING HELD ON TUESDAY, 04 AUGUST 2020 AT 6.00PM AT 'VIRTUAL' LOCATIONS USING VIDEO AND AUDIO LINK (Occasional Interruptions may have occurred during this meeting)

PRESENT Councillor B Turner (Town Mayor)
Councillor Mrs G Johnson (Chairman)
Councillor D Dorson (Vice Chair)
Councillor M Exton
Councillor J Dawson
Councillor B Griffin (Joined 18.28)
Councillor Mrs S Sismore
Councillor E Hooper

ALSO PRESENT Deputy Town Clerk

PUBLIC PARTICIPATION – None

108. APOLOGIES FOR ABSENCE (Agenda Point 1)

None

109. DECLARATIONS OF INTEREST (Agenda Point 2)

None

110. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on Tuesday, 07 July 2020, were confirmed and signed as a true record of the meeting.

111. ELECT A VICE-CHAIRMAN OF THE AMENITIES COMMITTEE (Agenda Point 4)

Nominations were received from Councillor M Exton proposing Councillor J Dawson for the position of Vice Chair, Councillor J Dawson declined as he did not wish to take on the position. A further nomination was received from Councillor Mrs G Johnson proposing Councillor D Dorson for the position of Vice Chair, Councillor D Dorson stated he would be honoured to serve as Vice Chair.

Proposal 1- On the proposal of Councillor Mrs G Johnson, seconded by the Councillor Mrs S Sismore, it was approved with one abstention and **RESOLVED** the Council approves the election Of Councillor D Dorson as Vice Chair.

112. ALLOTMENTS (Agenda Point 5)

a. *Update on any activities relating to the Allotments*

- i. *Feedback on matter relating to Queens Walk Boundary Wall* – It was reported that an inspection had been carried out and it was identified that the ownership of the wall needs clarification. The Town Clerk checking the ownership with Town Council deeds, and a report provided to the Committee.
- ii. *Encroachment on Queens Walk Allotment boundary by residents* – It was reported that some houses that back onto the allotments have encroached on to the allotment land and installed fences and hedges. Following discussions, it was agreed that an inspection is carried out to ascertain how many houses have encroached on to the allotments. Land Registry records to be checked, and legal action taken to re-establish the Council's

boundary. Quotes will be obtained for installing a fence around the allotment perimeter at Queens Walk allotment.

Proposal 2- On the proposal of Councillor J Dawson, seconded by the Councillor D Dorson, it was unanimously **RESOLVED** the Council approves that an inspection is carried out to ascertain how many houses have encroached on to the allotments; Land Registry records checked and legal action taken to re-establish the Council's boundary. Quotes will be obtained for installing a fence along the Council's boundary around Queens Walk allotment.

- iii. *Feedback on activity relating to Allotment UN46-* It was reported that the illegal septic tank of human excrement has been cleared by Whites Recycling at a cost of £115 plus Vat, under the Town Clerk's Delegated Powers. It was further reported a fridge and significant quantities of glass, a dimplex radiator, florescent light tubes, a mattress and tinned food stuffs have also been found on the same allotment. It was reported that the Council had previously approved a skip for removal of other waste on 4th February 2020, proposal 4. It is recommended that the skip could be utilised for the clearance of other items, however a special quote for the fridge will be required as it is 'White Goods'. Following discussions, it was agreed that quotes would be obtained.
- iv. *Review the Covid Response Risk Assessment for the Allotments* – This item has been deferred to the next meeting.
- v. *Review Allotment Competition status* – It was reported that due to the Covid-19 pandemic it was recommended that the Allotment Competition 2020 is cancelled to comply with the government guidelines. It was further recommended that the budget is retained in earmarked projects to be included in next year's competition

Proposal 3- On the proposal of Councillor B Turner, seconded by the Councillor Mrs S Sismore, it was unanimously **RESOLVED** the Council approves the Allotment Competition 2020 is cancelled to comply with the government guideline. Furthermore, the budget is retained in earmarked projects to be included in next year's competition budget.

b. Any correspondence received

- i. *Letter from Mencap-* It was reported that a letter from Mencap regarding the tenancy of the allotment over the rental history of the plot had been received. This is being investigated and once all the information has been gathered a report submitted at the next meeting

c. Any other business

- i. *Security of Allotments* – Councillor D Dorson requested if the security of the allotments could be investigated due to the issues experienced with encroachments and individuals living on sites. Another issue is that allotments are not being used for purposes which are set out for allotments and the high fences installed around some plots prevent Council's monitoring. Following discussions, it was agreed that the Rules and Regulations be updated and issued with this year's contracts. Any allotment holders breaching the rules will then be required to comply or will be given notice.

Proposal 4- On the proposal of Councillor B Griffin, seconded by the Councillor D Dorson, it was unanimously **RESOLVED** the Council approves that the Rules and Regulations be updated and issued with this year's contracts. Any allotment holders breaching the rules will then be required to comply or will be given notice.

113. CEMETERY (Agenda Point 6)

a. Update on any activities relating to the Cemetery

- i. *Review the Covid Response Risk Assessment for the Cemetery* - This item has been deferred to the next meeting.

Generic risk assessment -The committee had been circulated the generic risk assessment for the Cemetery. It was reported that amendments are required in respect of the inspection of memorials to reflect the regulations as set out in ICCM Management of Memorials Guidance. This will be amended and circulated to the Council for approval

- ii. *Clearance and potential collapse of drain at the Cemetery* – It was reported that there had been an issue with a blocked drain outside the Cemetery Lodge. This matter was resolved under the Town Clerk’s Delegated Powers. It was suggested that as the drain is an old drain it could be suffering from collapse. A quote could be obtained for a CCTV inspection
- iii. *Cemetery Forms* -It was reported that some of the Cemetery documents need to be updated with the removal of some of the forms as they are not compliant with the regulations relating to Granting and Transferring Rights. Following discussions, it was agreed that the obsolete Cemetery forms are removed from circulation with immediate effect.

Proposal 5- On the proposal of Councillor Mrs S Sismore, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council approves the removal of the obsolete Cemetery forms are removed from circulation with immediate effect.

b. Any correspondence received

- i. *Memorial Request* – It was reported that a memorial request has been received for a building block style of memorial for a child’s grave. Following discussions, it was agreed that the building block memorial is approved.

Proposal 6- On the proposal of Councillor D Dorson, seconded by the Councillor Mrs S Sismore, it was unanimously **RESOLVED** the Council approves that the building block memorial is approved.

- ii. *Visitors instructing contractors* -It was reported that correspondence had been received regarding issues that some regular visitors were attempting to instruct contractors regarding maintenance work. It had been identified that some Grant Holders, who cut their own grass, had placed empty plastic milk bottles on the plots to alert contractors of their plots. These Grant Holders have been issued an appropriate sign to display on their graves.
- iii. *Extension of the cemetery* - It was reported that the contractor had identified concrete, litter and sharp metals within the extension section of the Cemetery. The contractor has out of goodwill been periodically cutting and spraying the area. The committee were reminded that when the area was cleared, several the committee helped to litter pick this area and this was noted at the time. It is recommended that at the end of the season we could look at the area being farrowed, and a quote will be obtained from the cemetery contractor.
- iv. *Cemetery Wall* – It was reported that a Purchase Order had been issued for the Cemetery Wall repairs. It was noted that due to the size of the job the contractor requested staged payments and will invoice accordingly. Following discussions, it was agreed the request for staged payments be approved and all invoices detailed in respect of each phase of the work.

Proposal 7 - On the proposal of Councillor Mrs S Sismore, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council approves the request for staged payments with the requirement that all invoices detailed in respect of each phase of the work.

c. Any other business

- i. *Funeral Attendance-* It was reported that the Deputy Town Clerk will now be attending all funerals, as approved by Council on 28th July 2020. It was confirmed that the Deputy Town Clerk will be required to lower the casket of Cremated Remains as this is usual practice.

- ii. *X&Y Plots* – It was reported that there is still one plot which is in breach of the rules and Regulations of the Cemetery. The grave on recent inspection was not being maintained and had numerous weeds covering the plot. Once the solicitors have resumed working, a legal letter will be issued.

114. RECREATION GROUND & MEADOWS (Agenda Point 7)

a. *Update on any activities relating to the Recreation Ground & Meadows*

- i. *Review the Covid Response Risk Assessment for the Recreation Ground and Meadows*

Meadows Risk assessment - This item has been deferred to the next meeting.

Recreation Ground Risk Assessment Covid and Generic- The committee had been circulated the generic risk assessment for the Recreation Ground. It was reported that amendments are required in relation to the reopening of play areas. It was further reported the hand washing facilities at the Recreation Ground are tripping the electric fuse which will be investigated by an electrician. It was further advised that the toilets will remain shut until the issue has been resolved. Following discussion, it was agreed that quotes for both manual and automatic hand washing facilities will be investigated, and that the committee approves the two risk assessments with amendments and the documents be circulated to the Council for approval.

Proposal 8- On the proposal of Councillor J Dawson, seconded by the Councillor D Dorson, it was unanimously **RESOLVED** the Council approves the the two risk assessments with amendments and the documents be circulated to the Council for approval.

b. *Update on Programmed Events Request*

- i. *Autumn Fair*– A request has been received for the Autumn Fair to be held on the Recreation Ground from 4th – 11th October 2020. Following discussions it was agreed that with the current Covid-19 pandemic the Committee will not allow the Autumn Fair to take place this year. It was feared that this would encourage large number of people to visit the Recreation Ground, posing a high risk to the residents of Stamford. It was noted that many areas around Stamford have been identified as being at risk.

Proposal 9- On the proposal of Councillor Mrs G Johnson, seconded by the Councillor E Hooper it was agreed with 2 abstentions and **RESOLVED** the Council approves that the Autumn Fair will not be granted permission this year, as this would encourage large number of people to visit the Recreation Ground, posing a high risk to the residents of Stamford. It was noted that many areas around Stamford have been identified as being at risk.

- ii. *Pinders Circus* – A request has been received for Pinders Circus to be held on the Recreation Ground from 12th – 14th March 2021. Following discussion, it was agreed that due to the current Covid-19 pandemic the Committee would review the application in January 2021, subject to the prevailing Government Guidelines.

Proposal 10- On the proposal of Councillor J Dawson, seconded by the Councillor D Dorson, it was unanimously **RESOLVED** the Council approves review the application in January 2021, subject to the prevailing Government Guidelines.

c. *Any correspondence received*

- i. *Shack church service* – It was reported that the Methodist Church would be holding an outdoor service in front of The Shack on the 6th September 2020.
- ii. *Grass tennis courts maintenance* – It was reported that correspondence had been received requesting sand dressing on the Grass Tennis Courts it is recommended that this is carried out at the end of the season and start of the spring maintenance programme of work as per the contract.

Proposal 11- On the proposal of Councillor Mrs G Johnson, seconded by the Councillor Mrs S Sismore, it was unanimously **RESOLVED** the Council approves that sand dressing is carried out at the end of the season and start of the spring maintenance program of work as per the contract.

The contractor enquired when the double maintenance gate to ease access, for the equipment to roll the courts would be installed. It was reported that a quote for £1495 plus VAT from Custom fencing had been received for the installation of double gates access to the side of the Grass Tennis Courts.

Proposal 12- On the proposal of Councillor Mrs G Johnson, seconded by the Councillor Mrs S Sismore, it was unanimously **RESOLVED** the Council accepts the quote for £1495 plus VAT from Custom fencing for the installation of double gates access to the side of the Grass Tennis Courts.

iii. Any other business

- i. Fly tipping at the rec* – It was reported that several items had been fly tipped at the Recreation Ground. A quote has been requested from SKDC for collection and a response has been received awaited.
- ii. Vermin on the Meadows* – It was reported that no quotes had yet been received for the works. However, it is not possible to place humane traps under the bins due to spacing. Furthermore, these would have to be checked daily and could be over a year before the issue is reduced, so would be very costly. Once quotes have been received these will be reported to the committee.
- iii. Conversation Stamford-* It was reported by Councillor Mrs G Johnson that Conversation Stamford would like to run some workshops to celebrate unity in the community during the current pandemic. It was advised they may be interested in taking part in future events held by the Council.
- iv. Recreation Ground Anniversary* - It was reported by Councillor Mrs G Johnson that due to the Current Covid-19 pandemic; the 10-year Recreation Ground anniversary is postponed. It was recommended that the budget be examined and an earmarked project fund for the anniversary event next year be set aside.
- v. Benches on the High Street* - It was reported by Councillor Mrs G Johnson that a resident had reported that the benches in the high street may be a hazard. An inspection was carried out by Councillor Mrs G Johnson and the Deputy Town Clerk but there were no signs of damage. It was reported that the benches were in need of some remedial maintenance. It was noted that the benches at the East End of the High Street are the responsibility of SKDC, who will be duly informed of the observations.

115. DATE OF NEXT MEETING: (Agenda Point8) – Tuesday, 01 September 2020 at 7pm

Chairman
(The meeting closed at 7.44pm.)