

STAMFORD TOWN COUNCIL

MINUTES OF THE AMENITIES MEETING HELD ON TUESDAY, 01 SEPTEMBER 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
Councillor Mrs S Sismore
Councillor Mrs E Hooper

ALSO PRESENT Deputy Town Clerk

PUBLIC PARTICIPATION – None

162. APOLOGIES FOR ABSENCE (Agenda Point 1)

None

163. DECLARATIONS OF INTEREST (Agenda Point 2)

None

164. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on Tuesday, 04 August 2020, were confirmed and signed as a true record of the meeting.

165. ALLOTMENTS (Agenda Point)

a. Update on any activities relating to the Allotments

- i. *Approve changes to the Allotment Rules and regulations* – The Committee was informed of the change to the rules as requested by them in relation to the height of fences and hedges. Following discussions, it was agreed that both hedges and fences would be set at a maximum height of 1.5m to allow for inspections to be carried out and monitor that allotments are not being used for means that are outside of the scope of the allotments.

Proposal 1- On the proposal of Councillor D Dorson, seconded by the Councillor Mrs S Sismore, it was unanimously **RESOLVED** the Council approves the adjustment to the rules and regulations for hedges and fences to be set at a maximum of 1.5m in height to allow for inspections to be carried out and monitoring that allotments are not being used for means that are outside of the scope of the allotments.

- ii. *Review the Generic Assessment for the Allotments* - The Committee had been circulated the generic risk assessment for the Allotments. Following discussions, it was agreed that they were comprehensive and cover the aspects required.

Proposal 2- On the proposal of Councillor B Turner, seconded by the Councillor Mrs S Sismore, it was unanimously **RESOLVED** the Council approves the generic risk assessment for the allotments.

- iii. Request to keep livestock on Allotments* – The Committee had been circulated with a request from an allotment tenant to keep livestock on the allotments, such as bees, hens, ducks and small fowl. Following discussions, it was agreed that only bees would be allowed to be kept on the allotments subject to an application request being received and approved. All applicants must be registered beekeepers and proof must be submitted with their application. No other livestock will be allowed on allotments.

Proposal 3- On the proposal of Councillor Mrs G Johnson, seconded by the Councillor D Dorson, it was agreed with 1 abstention and **RESOLVED** the Council approves bees to be kept on allotments subject to an application request being received and approved. All applicants must be registered beekeepers and proof must be submitted with their application. No other livestock will be allowed on allotments.

b. Any correspondence received

- i. Request for return of deposit*- It was reported that a request has been received for the return of deposit following a tenant termination, for the plots PR20 and PR23b. It was reported that the plot PR23b has been left in good condition and their deposit should be returned however, plot PR20 has not been worked or left in good condition and should be retained.

Proposal 4- On the proposal of Councillor J Dawson, seconded by the Councillor D Dorson, it was unanimously **RESOLVED** the Council approves the return of the deposit for PR23b and to retain the deposit for PR20.

- ii. Request for greenhouse* – It was reported that a request had been received for a greenhouse to be installed on UN6 at the size of 6'x12'. Following discussions, it was agreed that the greenhouse can be installed.

Proposal 5- On the proposal of Councillor J Dawson, seconded by the Councillor Mrs E Hooper it was unanimously **RESOLVED** the Council approves for a greenhouse to be installed on UN6 at the size of 6'x12'.

c. Any other business

- i. Review of projects to be included in the budget* -The Committee were informed that next year's draft budget will be presented to the Committee next month for consideration. Following discussion, it was agreed that projects the Committee wish to budget for in 2020/2021 are phase two of the trough rollout and Queens Walk fence.

166. CEMETERY (Agenda Point)

a. Update on any activities relating to the Cemetery

- i. Cemetery Wall* – It was reported that the Purchase Order had been issued and the works will commence in November.
- ii. Cemetery extension weed spraying and cutting*- It was reported that the quote for the weed spraying and cutting of the extension had been received. Following discussion, it was agreed that the extension would be cut and sprayed at a cost of £515 plus VAT from SMV contract Services. Spraying the extension 3 times next financial year will be included into the budget.

Proposal 6- On the proposal of Councillor B Turner, seconded by the Councillor Mrs G Johnson, it was unanimously **RESOLVED** the Council approves the quote for cutting and

weed spraying the Cemetery extension at a cost of £515 plus VAT from SMV Contract Services.

- iii. ***Removal of waste in the Cemetery Extension-*** It was reported that the quote had been received for the removal of the waste on the Cemetery extension. The waste is rubble, plastic and metal that was present at the time of the initial clearance works. Following discussion, it was agreed that the quote to remove the waste on the Cemetery extension is approved and would be carried out at the end of the cutting season, at a cost of £650 plus VAT from SMV Contract Services.

Proposal 7- On the proposal of Councillor Mrs G Johnson, seconded by the Councillor Mrs S Sismore, it was unanimously **RESOLVED** the Council approves the quote to remove the waste on the Cemetery extension at a cost of £650 plus VAT from SMV Contract Services.

- iv. ***Review the Covid Response Risk Assessment for the Cemetery*** - The committee have been circulated the Covid Response risk assessment for the Cemetery. Following discussions, it was agreed that they were comprehensive and cover the aspects required.

Proposal 8- On the proposal of Councillor B Turner, seconded by the Councillor D Dorson, it was unanimously **RESOLVED** the Council approves the Covid Response Risk Assessment for the Cemetery.

- v. ***Review the Generic Risk Assessment for the Cemetery*** - The committee have been circulated the generic risk assessment for the Cemetery. Following discussions, it was agreed that they were comprehensive and cover the aspects required.

Proposal 9- On the proposal of Councillor B Turner, seconded by the Councillor D Dorson, it was unanimously **RESOLVED** the Council approves the Generic risk assessment for the Cemetery.

- vi. ***Approve Changes to Cemetery Fees for Exclusive Right of Burial*** – It was reported that following a Plotbox and ICCM webinar that it was not advisable for Councils to offer a credit option for the purchase of the Exclusive Rights of Burial. The recommended option is to offer smaller terms of grant which can be purchased by year. The Committee had been circulated the recommended fees and charges dividing the current fees per year. Following discussion, it was agreed that the changes to the Cemetery fees for the Exclusive Rights of Burial, are to be sold at a per year rate with a minimum of 10 years purchase. The current fees will be divided to a per year rate and rounded up to the nearest pound. Furthermore, it was approved that fixed memorials will only be approved on graves with a grant of a minimum of 25 year purchased.

Proposal 10- On the proposal of Councillor D Dorson, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council approves the changes to the Cemetery fees for the Exclusive Rights of Burial, which are to be sold at a per year rate with a minimum of 10 years purchase. The current fees will be divided to a per year rate and rounded up to the nearest pound. Furthermore, it was approved that fixed memorials will only be approved on graves with a grant of a minimum of 25 year purchased.

- vii. ***Approve the updated Cemetery Documentation and Rules and Regulations-*** The committee had been circulated the updated Cemetery documentation and rules and regulations following the ICCM training session. Following discussions, it was agreed that the new Cemetery documentation and rules and regulations are approved.

Proposal 11- On the proposal of Councillor Mrs S Sismore, seconded by the Councillor Mrs E Hooper it was unanimously **RESOLVED** the Council approves the updated Cemetery Documentation together with the Rules and Regulations.

b. Safety Measures taken following impact of Storm Francis – It was reported that a large part of a tree had fallen during Storm Francis, with 4 branches still partially attached which posed a health and safety risk. The tree is still in good health, however, needed pollarding to make it safe. The tree works were carried out under the Town Clerk's delegated powers (ATCM07052020) at a cost of £1200 plus Vat from SMV Contract services for the removal of all fallen branches and pollarding the tree with a cherry picker.

c. Any correspondence received

- i. **Overhanging trees-** Correspondence have been received regarding overhanging trees into a resident's garden. The area has been inspected and a quote has been obtained for the works. Following discussions, it was agreed that the quote to side up the overhanging trees into a resident's garden at a cost of £995 plus VAT from SMV Contract Services.

Proposal 12 - On the proposal of Councillor D Dorson, seconded by the Councillor Mrs S Sismore, it was unanimously **RESOLVED** the Council approves the quote to side up the overhanging trees into a resident's garden at a cost of £995 plus VAT from SMV Contract Services

d. Any other business

- i. **Review of projects to be included in the budget** – The Committee were informed that next year's draft budget will be presented to them for consideration. Following discussions, it was agreed that the projects the Committee wish to budget for are Cemetery Fence, 3-year wall repair payback, Cemetery Extension, Chapel live stream, new electric heaters in the Chapel and removal of the existing old storage heaters.
- ii. **Ivy on the office wall** – Councillor Exton inquired when the ivy on the office will be removed. It was confirmed that once both operatives are working together this item is scheduled to take place.
- iii. **Wasps in Cemetery Office-** It was reported that a wasp nest had been discovered in the roof space of the Cemetery Office. The wasps have created a hole in the ceiling boards for which quotes will be obtained for repair. The pest control has been completed under the Town Clerk's delegated powers (ATCM07052020) at a cost of £105 by Lincs Pest Control.
- iv. **Cemetery Lodge** – It was reported that the Cemetery Lodge lease, budget and management will be transferred to the Finance Personnel and Assets Committee as the Lodge is an asset.

167. RECREATION GROUND & MEADOWS (Agenda Point6)

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

- i. **Toilets handwashing facility-** It was reported that the toilets handwashing facility has been inspected and deemed unsafe. The contractor is investigating into a replacement unit, but this is proving to be difficult therefore, the unit may need to be replaced with a manual system.
- ii. **Rodent management on the Meadows** – It was reported that a quote had been received for the rodent management on the Meadows. The pest control has been authorised under the Town Clerk's delegated powers (ATCM07052020) at a costs of £200 for the first treatment to bait holes on the river bank clean bait stations under the bins and bait, £140 for the second baiting after 2 weeks, £120 for the monthly baiting program by Lincs Pest Control as required by environmental health.

iii. Review the Covid Response Risk Assessment and Generic for the Recreation Ground

- The Committee had been circulated the Covid Response risk assessment and generic risk assessment for the Recreation Ground. Following discussions, it was agreed that they were comprehensive and cover the aspects required.

Proposal 13- On the proposal of Councillor D Dorson, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council approves the Covid Response Risk Assessment and the Generic Risk Assessment for the Recreation Ground.

b. Update on Programmed Events Request

- i. **Request for pop up stall** – It was reported that a request had been received by Lincolnshire Wildlife Trust to have a pop-up stall on the Meadows. The stall would be over two days 19th & 20th September 2020. Following discussions, some members of the committee felt that with the current Covid-19 pandemic it would be unwise to have something that may encourage people to group together and the committee have declined pop up stalls in the past.

Proposal 14 - Councillor M Exton, seconded by the Councillor B Turner, proposed that permission is granted to Lincolnshire Wildlife Trust to operate a pop-up stall on the Meadows for two days 19 & 20 September 2020. There were four votes in Favour and 4 votes Against. The Chairman Councillor Mrs Gloria Johnson's Casting vote was Against and so the proposal fell.

c. Any correspondence received

- i. **Accident on the Recreation Ground**- It was reported that an accident had taken place on the Recreation Ground on 1st August. The matter is being dealt with by the insurers who have inspected the area. The committee will be updated once there is more information.

d. Any other business

- i. **Review of projects to be included in the budget** - The Committee were informed that next year's draft budget will be presented to them next month for consideration, following discussions, it was agreed that the projects the committee wish to budget for are CCTV on the Recreation Ground.
- ii. **Playground equipment defaced with glue** – It was reported that the playground equipment had been defaced with glue. This matter is being dealt with by the police. The committee will be updated once there is more information.
- ii. **ROSPA report** – It was reported that the ROSPA inspection had been carried out and a few minor repairs are required. Quotes will be obtained for the works and will be reported back to the committee.

168. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point)

None

169. DATE OF NEXT MEETING: (Agenda Point) – Tuesday, 06 October 2020 at 7pm

Chairman
(The meeting closed at 7.27pm.)