

## STAMFORD TOWN COUNCIL

### **MINUTES OF THE AMENITIES MEETING HELD ON TUESDAY, 08 JANUARY 2019 AT 7.00PM IN THE TOWN HALL, STAMFORD**

**PRESENT** Councillor B Sandall (Chairman)  
Councillor Mrs G Johnson  
Councillor J Dawson  
Councillor A Swan  
Councillor Mrs A Billington  
Councillor D Dorson Substituting for Cllr D Taylor

**ALSO PRESENT** Deputy Town Clerk

**PUBLIC PARTICIPATION** – None

**557. APOLOGIES FOR ABSENCE (Agenda Point 1)**

Councillor D Taylor & Councillor Ms M Couch had submitted apologies; these were noted and accepted.

**7.02pm** – Councillor D Dorson joined the meeting.

**558. DECLARATIONS OF INTEREST (Agenda Point 2)**

None

**559. MINUTES (Agenda Point 3)**

The Minutes of the Committee Meeting held on Tuesday, 04 December 2018, were confirmed and signed as a true record of the meeting.

**560. FEEDBACK ON THE NEW GROUND MAINTENANCE OPERATION (Agenda Point 4)**

- a. Feedback on outstanding invoice payments by CGM-* The committee were informed that correspondence had been received via the solicitor, confirming that there were no outstanding payments against the Town Council due to CGM and the account had been fully settled, which was contrary to CGM's previous statement prior to legal involvement. CGM further confirmed that the outstanding remittance due to the Town Council would be paid within the following week.
- b. Feedback on ground maintenance tender invitation for 2019-2022-* The committee were informed that the tender invitations had been issued with the closing date of 1<sup>st</sup> February 2019. All tender receipts will be opened on 4<sup>th</sup> February 2019 by the Chairman of Amenities and Finance. The Endowed Schools have informed the Council that they would not be tendering for the grass tennis court maintenance.
- c. Ground maintenance cover over Christmas period-* The committee were informed that the cover by Plough Environmental over the Christmas period went well and the invoice has been received at a cost of £656.75 which was under the allocated budget agreed at Town Council 18<sup>th</sup> December 2018.

**561. ST. MICHAEL'S CHURCHYARD (Agenda Point 5)**

- a. Tree Works* – The committee were informed that a start date will be scheduled for the agreed tree works in the Churchyard, once planning approval has been obtained, as the tree is in the conservation area.

**562. MEADOWS (Agenda Point 6)***a. Feedback on action points*

- i. Bird feeders and Dog waste bag dispensers* – It was reported that a quote for the installation is awaited.
- ii. Update on Millstream Project-* Councillor Mrs A Billington updated the committee on the progress of the Stamford Millstream Improvement Project. It was advised meetings had been held with Anglian Water who are interested in moving the project forward. It was advised that a letter from the council who historically fought to improve the flow of the millstream will help move the project forward, Cllr Billington agreed to draft the letter and send to the Town Clerk and Deputy.

*b. To consider Management & Maintenance Report –*

- i. Request for Programmed Events – Welland Valley Wander-* It was reported that a request had been made for Welland Valley Wander to use the meadows as a mid-way stop on the event, for their classic cars between 12pm and 3pm on Sunday 18<sup>th</sup> August 2019

**Proposal 1-** On the proposal of Councillor Mrs A Billington, seconded by the Councillor A Swan, it was unanimously **RESOLVED** the Council approves the uses of the meadows by Welland Valley Wander on Sunday 18<sup>th</sup> August 2019 between 12pm – 3pm subject to a deposit of £250 to cover consequential loss and damage plus additional staff related costs in addressing any damage or losses incurred following the event. A deposit of £50 key deposits returnable after the keys safe return and £1 peppercorn rent to satisfy the requirements for the creation of a legal contract for use of the grounds.

- ii. Request for Programmed Events – Stamford College Old Boys Rugby Club-* It was reported that a request had been made for the use of the meadows to hold a music event during June/July to raise funds for their ground and club house. The group has been issued the initial request from however this is yet to be returned. Discussions ensued, and it was agreed that the committee require more information regarding the event and once the initial request form had been received then a decision could be made on the event and if there will be a charge for the hire of the meadows.

**563. CEMETERY (Agenda Point 7)***a. Feedback on action points*

- i. X&Y plot holders* – The committee were informed that the document provided to the committee at the last meeting has been issued to the solicitor and is awaited a response.
- ii. Building Inspection on Cemetery Lodge*–It was report that mutually convenient date will be arranged with the tenant and councillors to hold the inspection.
- iii. Landings-* It was reported that a quote is awaited for the additional landings in X&Y section.
- iv. Cemetery Memorial Garden-* It was suggested that the memorial garden at the cemetery could be a location for the bench in memory of past Mayor David

Nalson. Discussion ensued, and it was agreed that the bench could be placed in that area but not on the memorial itself a meeting to establish the location will be arranged. Furthermore, the committee were made aware that the area will be planted up as previously agreed shortly. However, it was noted that there are a few memorial roses that have not been installed with a plaque in memory of past Mayors who have passed away, it was recommended that as the area is being revamped a memorial stone stating 'In memory of the past Mayors and Councillor of Stamford Town Council who served this Town' could be installed instead. This would also prevent the family having to be asked what colour rose they would like at such a difficult time. Discussions ensued, and it was agreed that quotes for a memorial stone would be gained and the area would be planted up as previously agreed to encompass all past Mayors and Councillors who have passed away.

***b. To consider Management & Maintenance Report***

- i. Review of Burial fees 2019* – The committee were presented the new grave digging fees from the contractor. The committee were advised that the increase of the cemetery fees previously agreed to take effect from 1<sup>st</sup> April would in the main cover the increase however the Cremated Remains interment fee would need to be increased to prevent a loss to the council. The committee were advised that the Crematorium and the Green Burial Cemetery fees are higher than the proposed amount of £150.

**Proposal 2-** On the proposal of Councillor A Swan, seconded by the Councillor Mrs G Johnson, it was unanimously **RESOLVED** the Council accepts the increase fees for the grave digging and increases the Cremated Remains fee to £150 from 1<sup>st</sup> April 2019.

Councillor A Billington enquired if there had been any more information on the Children's Funeral Fund. The committee had been advised that no further updates had been received when this bill will be passed by the parliament, Cllr Billington enquired whether the council could remove their fees for stillborn children. It was advised that the committee previously approved that stillborn and children's interment fees should be the same as it was unfair to the families that had lost a child to pay a different rate. Discussions ensued, and it was agreed that until the government's bill has been passed any child burial interment would be brought to the attention of the committee and have the fee reviewed.

- ii. To consider Tenders received for the renovation of Cemetery public conveniences* – The committee were issued with the quotes for the renovations of the cemetery public convenience. The quotes were reviewed, and it was agreed that the quote from Orchard at a cost of £29760 plus VAT was the most comprehensive with all elements required included in the total cost.

**Proposal 3-** On the proposal of Councillor J Dawson, seconded by the Councillor Mrs G Johnson, it was unanimously **RESOLVED** the Council accepts the quote from Orchard at a cost of £29760 plus VAT

- iii. Fauna at Stamford Cemetery* - It was reported that a plant had been discovered at Stamford Cemetery which is fully protected under schedule 8 of the Wildlife and Countryside Act 1981 (as amended). The legislation prohibits intentional picking, uprooting or destruction of plants. A meeting has taken place with the Botanical Society of Britain & Ireland Recorder and we have been advised that this is the first sighting in Lincolnshire and of ways to protect the plant, it has been advised that this could be incorporated into the garden of

reflection and that with consultation and permission from Natural England the plant can be relocated if it spreads to graves which are required to be opened.

**564. RECREATION GROUND (Agenda Point 8)**

**a. *Feedback on action points***

- i. *The enhancing of the outdoor play equipment for all abilities-*** It was confirmed the Nature Trail would be installed once the improved durable equipment is available. It is expected to be completed early this year.
- ii. *Security fencing and replacement bollard-*** It was confirmed the Purchase Order had been issued for the installation should commence early this year.
- iii. *Bandstand Flower Project-*** It was confirmed that the project is progressing.
- iv. *Update on conditions of paths-*** It was confirmed that quotes were still being obtained.
- v. *Overhanging Tree-*** It was confirmed the Purchase Order had been issued and a start date awaited.
- vi. *Goal Posts-*** It was confirmed that the funding sources have been investigated and the release date is yet to be confirmed for new applications.
- vii. *Skate Park Improvements-*** It was confirmed that the Purchase Order has been issued and work is to start 14<sup>th</sup> February.
- viii. *Replacement net for Climbing Frame-*** It was confirmed that the Purchase Order had been issued and the net is to be removed this week or next.
- ix. *Repairs to Seesaw-*** It was confirmed that the Purchase Order has been issued and work is to start 14<sup>th</sup> February.

**b. *To consider Management & Maintenance Report***

- i. *Hedge and shrub work required -*** It was reported that the quote had been received for the shrub and hedge work required at the Recreation Ground for the overgrown shrubs and hedges which have not been maintained for a number of years. Discussions ensued and it was agreed that the quote for the hedge works by Plough Environmental Services is at a cost of £150 per day with a maximum of 8 days required to complete the whole site and to include the removal off all arisings and green waste currently on site would be accepted and all other tree works would be looked into once all quotes had been received.

**Proposal 4-** On the proposal of Councillor A Swan, seconded by the Councillor D Dorson, it was unanimously **RESOLVED** the Council accepts the quote from Plough Environmental Services is at a cost of £150 per day with a maximum of 8 days required to complete the whole site and to include the removal off all arisings and green waste currently on site.

- ii. *Request for permanent Table Tennis Table-*** It was reported that the previously requested permanent table tennis table for the Shack has been requested, now the lease has been signed. The request is to install the table to the right of the front door on the paving. Following discussions, the committee agreed that the location of the table cannot be as requested as this will allow access to the roof of the shack which the committee is trying to prevent. A meeting is to be arranged with the Methodist Church, Rotary, Deputy Town Clerk and members of the committee to establish a more suitable location.
- iii. *Broken Play Equipment-*** The committee were informed that the reindeer springer in the toddler area has failed this is due to the age of the item, a quote for a replacement spring is being gained and a quote for a replacement item.

- iv. ***Snowdrop Walk-*** It was confirmed that the date for the snowdrop walk would be held on Sunday 3<sup>rd</sup> March 2019 between 11am-3pm this will consist of a walk around Stamford Town starting and finishing at the Recreation Ground, with individual snowdrops available to plant in the designated areas.

**Proposal 5-** On the proposal of Councillor Mrs A Billington, seconded by the Councillor Mrs G Johnson, it was unanimously **RESOLVED** the Council agrees the hire of the Recreation Ground on Sunday 3<sup>rd</sup> March 2018 with the £1 peppercorn rent to satisfy the requirements for the creation of a legal contract for use of the grounds. With the agreed delegated powers for the Deputy Town Clerk to designate the beds for the planting of snowdrops.

- v. ***Fitness Group complaints-*** The committee were informed that complaints had been received regarding a fitness group using the children's swings to hold a fitness class. This group was preventing and telling children they couldn't play on the swings, the group has not had permission from the council to hold their class on site, the Town Clerk is to visit the site when they are seen to be on site, it was recommended that a PCSO is asked to also attend.

## 565. ALLOTMENTS (Agenda Point 9)

### a. *Feedback on action points*

- i. ***Approve quote to install water troughs on Uffington Road (South & New)-*** It was confirmed that the Purchase Order has been issued and we are waiting for a start date.
- ii. ***Priory Road Boundary Wall.*** – No further update has been received.
- iii. ***New Water Connection at Uffington Road New-*** – No further update has been received regarding this matter.

### b. *To consider Management & Maintenance Report*

The Deputy Town Clerk presented the report on the status of the allotment waiting list and current vacancies. The Committee were informed that there were 13 vacant plots across the allotment sites.

- i. ***Request for a Poly Tunnel-*** the committee were informed that a request for a 10ftx15ft poly tunnel had been requested for plot D12.

**Proposal 6-** On the proposal of Councillor David Dorson, seconded by the Councillor Mrs A Billington, it was unanimously **RESOLVED** the Council agrees the installation of a poly tunnel on plot D12.

- ii. ***Termination Letters for tenants who have fail to pay their rent-*** The committee were informed that tenants of plots PR28a and UN39 have not paid the annual rents. These tenants have received a final notice of payment and have not made any contact regarding the overdue rent. It was advised that these tenants should be given notice.

**Proposal 7-** On the proposal of Councillor A Swan, seconded by the Councillor Mrs G Johnson, it was unanimously **RESOLVED** the Council agrees the issue of termination letters to the tenants of PR28a and UN39 for the nonpayment of their annual rent.

- iii. ***Increase of land rent for Water Furlong Allotment site-*** The committee were informed that confirmation had been received stating the land rental by Cecil Estate Family Trust for Water Furlong allotments has increased to £280.57.

**566. PERSONNEL MATTERS (Agenda Point 10)**

- i.* To consider and approve the advert for the Amenities Operative- It was reported that the Amenities Operative had resigned before Christmas and a new operative was required. The committee agreed that the previous advert would be reissued for the recruitment of a new operative.

**Proposal 8-** On the proposal of Councillor A Swan, seconded by the Councillor Mrs A Billington, it was unanimously **RESOLVED** the Council agrees the issue of the application for the position of Amenities Operative.

**567. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point 11)**

Nothing to report

**568. DATE OF NEXT MEETING: (Agenda Point 12)** – Tuesday, 05 February 2019 at 7pm

Chairman  
(The meeting closed at 8.38pm.)