

STAMFORD TOWN COUNCIL

MINUTES OF THE AMENITIES MEETING HELD ON TUESDAY, 05 FEBRUARY 2019 AT 7.00PM IN THE TOWN HALL, STAMFORD

PRESENT Councillor Mrs G Johnson
Councillor J Dawson
Councillor Ms M Couch
Councillor A Swan
Councillor Mrs A Billington

ALSO PRESENT Deputy Town Clerk
Councillor D Dorson
Town Clerk
2 members of public

PUBLIC PARTICIPATION – *Urban Group* - The Urban Group updated the committee on the projects they are exploring and undertaking. They have secured funding for the Millstream project, are looking into improving Sheep Market south side plus installing the floodlights in St Michaels Churchyard. They also informed the committee of an app they are developing of historical sites which will work and on the same platform of google maps allow users to -access information on their location and historical interest throughout the town.

618. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor B Sandall (Chairman) & Councillor D Taylor had submitted apologies; these were noted and accepted.

619. DECLARATIONS OF INTEREST (Agenda Point 2)

None

620. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on Tuesday, 08 January 2019, were confirmed and signed as a true record of the meeting.

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

- a. *Feedback on outstanding invoice payments by CGM*- The committee was informed the invoice had been received from the solicitor at a cost of £780 inc VAT in respect of a dispute with CGM.
- b. *Feedback on ground maintenance tender invitation for 2019-2022*- The committee were informed that the tenders had been received and opened on 4th February 2019 by the Vice Chairman of Amenities and Chairman of Finance. The tender analysis was deferred to be reviewed in close session at the end of the meeting.

622. ST. MICHAEL'S CHURCHYARD (Agenda Point 5)

- a. *Tree Works* – The committee was 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.

623. MEADOWS (Agenda Point 6)

a. Feedback on action points

- i. Bird feeders and Dog waste bag dispensers* – It was reported that the quote for the installation has been received at a cost of £250 plus VAT from M.W Groundworks & Building Services.

Proposal 1- On the proposal of Councillor A Swan, seconded by the Councillor Mrs A Billington, it was unanimously **RESOLVED** the Council accepts the quote for the installation has been received at a cost of £250 plus VAT from M.W Groundworks & Building Services.

b. To consider Management & Maintenance Report together with any correspondence –

- i. Update on Millstream Project-* Councillor Mrs A Billington updated the committee on the progress of the Stamford Millstream Improvement Project. It was advised Anglian Water are funding the repairs to the pipe and pump. A volunteer's day will take place on Saturday 9th February which Anglian Water will be attending. The Environment Agency is funding the planting of reeds to improve the area.
- ii. Request for Programmed Event from two Circus companies-* The committee was informed that two requests had been made to hold a circus on the Meadows one during October the other hadn't stated dates. Discussion ensued, and the committee felt that with the volume of events taking place on the Meadows this year and the condition of the site during the Autumn/ Winter may cause damage and is prone to flooding. The committee agreed that they would not permit another circus this year but may review this in the future.

Proposal 2- On the proposal of Councillor Ms M Couch, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council that they would not permit another circus this year but may in the future.

The committee was advised that Mellor's Group Ltd had requested the use of the Meadows and were advised of the committee's previous decision to not allow any fair rides to take place on the Meadows.

624. CEMETERY (Agenda Point 7)

a. Feedback on action points

- i. X&Y plot holders* – The committee was circulated with the letter received from Buckles Solicitors outlines the requirements and legal standing in accordance with the Local Government Act 1972. Discussions ensued, it was agreed that the Council amend the current Cemetery regulations to reflect the Local Government Act 1972 and follow the correct notice of intentions as set out in Article 16 (2).

Proposal 3- On the proposal of Councillor Mrs A Billington, seconded by the Councillor Ms M Couch, it was unanimously **RESOLVED** the Council amend the current regulations to reflect the legal standing in accordance with the Local Government Act 1972 and follow the correct notice of intentions as set out in Article 16 (2).

- ii. Building Inspection on Cemetery Lodge*–It was report that the inspection had taken place and had identified some areas of damp in addition the bathroom window required replacement, which had degraded due to the location of the shower. It was also noted that two of the window panes had been replaced with secondary glazing and a third left with the original single glaze. It was agreed

that quotes would be obtained for the works and they will be reviewed by the committee.

- iii. **Landings-** It was reported that a quote has been received for the installation of landings in the X&Y section. These consist of two new landings 20 inches wide and 68ft 10 inches long to produce a new children's burial section, five new landings 20 inches wide and 68ft 10 inches long to produce a new Roman Catholic burial section and two new landings 21" wide and -68ft 10 inches long in Y section to bring this in line with the rest of the sections. At a cost of £8,870 plus VAT from R. Harrison & Co this cost is recuperated through the cost being incorporated within the Grant of Exclusive Rights of Burial.

Proposal 4- On the proposal of Councillor Ms M Couch, seconded by the Councillor A Swan, it was unanimously **RESOLVED** the Council accepts the installation of landings in the X&Y section at a cost of £8,870 plus VAT from R. Harrison & Co.

- iv. **Cemetery Memorial Garden-** The committee was circulated with the agreed planting scheme for the memorial garden with the digital images of the floral colour display. Following discussions there was suggestion that a box hedge could be substituted. However, it was recognised that this would require a separate budget being allocated to the project, as the current scheme utilises - excess stock from the planting project of the bandstand planting.

Proposal 5- On the proposal of Councillor Mrs G Johnson, seconded by the Councillor A Swan, with 2 abstentions it was **RESOLVED** the Council accepts the continuation of the planting of the memorial garden implementing the colour scheme and design using the excess stock of plants from to the planting project of the Bandstand.

The committee was circulated the proposed style of the memorial stone to be installed in the centre platform of the area. The committee was advised that a quote was being obtained and estimated cost would be between £974 and £1250 once received this would be presented to the committee for final consideration.

- v. **The renovation of Cemetery public conveniences** – The committee were informed the works are to begin on Monday 11th February 2019
- vi. **Update on Cemetery Wall** - The committee was advised that a meeting had taken place with English Limestone Company to inspect the wall and its condition. The company will be producing a report on their findings and advise on suggested work. It was identified that there are areas where the wall is leaning and could become unsafe in the future. In addition, the ivy which is growing in certain areas need to be severed at ground level and the left to die for easy removal without further damage to the wall. This would be conveyed to the Amenities Operatives. The committee was further informed that a quote of £33,865 for the installation of railing on top of the wall had been received for budgeting purposes. It was agreed that this is an item that the current committee didn't wish to pursue at this time.

b. To consider Management & Maintenance Report

- i. **Review of Burial fees 2019** – The committee was informed that a request for a child's burial had been received. As agreed at the previous meeting the committee would review the charges for children's burials. It was reported that research had been undertaken on various local councils and their fees and charges. A report was circulated and it was agreed that the charge for the Exclusive Rights of Burial for a child 0 to 6 years including stillborn or a NVF

in a grave 6'x3' is £180 and no burial fee applied for Stamford residents. The Exclusive Rights of Burial for a child 0 to 6 years including stillborn or a NVF in a grave 2'x2' for a single interment in the Children's Cremated Remains section is £110 and no burial fee would be applied for Stamford residents of charge. The standard double fee would be applied to these prices for non-residents. These fees would be implemented with immediate effect.

Proposal 6- On the proposal of Councillor Ms M Couch, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council the charge for the Exclusive Rights of Burial for a child 0 to 6 years including stillborn or a NVF in a grave 6'x3' is £180 and no burial fee applied for Stamford residents. The Exclusive Rights of Burial for a child 0 to 6 years including stillborn or a NVF in a grave 2'x2' for a single interment in the Children's Cremated Remains section is £110 and no burial fee applied for Stamford residents. The standard double fee would apply to these prices for non-residents. These fees would be implemented with immediate effect.

- ii. *Chapel improvements* – The committee was informed a quote had been received from Beebys for the deep clean of the Chapel this would include the removal of black mold on the ceiling, the cleaning of the Chapel Tower, carpets and floor at a cost of £995 plus VAT.

Proposal 7- On the proposal of Councillor Ms M Couch, seconded by the Councillor A Swan, it was unanimously **RESOLVED** the Council accepts the quote from Beebys for the deep clean of the chapel to include the removal of the black mold on the ceiling, the cleaning of the Chapel Tower, carpets and floor at a cost of £995 plus VAT.

The committee was advised that the Chapel is now in frequent use, on average once a week, the current flowers in the Chapel are of tired and passed their sell by date. The committee wish to promote the Chapel more for burial services, and fresh silk floral arrangements would enhance the Chapel. A quote has been received for a large trailing pedestal arrangement from £150, four window displays of a triangular style at a cost of £75 each.

Discussions ensued, and there was consensus that the use of silk flower arrangements would be more cost effective than the purchase of real flowers for each occasion.

Proposal 8- On the proposal of Councillor J Dawson, seconded by the Councillor A Swan, it was unanimously **RESOLVED** the Council accepts the quote from Stamford Flowers for silk flower arrangements; a large trailing pedestal arrangement from £150, four window triangular displays at £75 each. A total cost of £450.00.

The committee was informed that the Chapel only has 17 funeral service books with the prayers and hymns. As the Chapel now seats 60, it was suggested that 43 additional books should be purchased. It was observed that there were insufficient numbers for services recently held for the congregation present. A quote had been -obtained from Amazon at a cost of £8.65 per book with a total cost of £371.95. The committee was advised that the income stream from the Chapel could cover this cost. Following discussions, it was agreed that the service books should be purchased as they supported the holding of services in the Chapel.

Proposal 9- On the proposal of Councillor J Dawson, seconded by the Councillor Mrs A Billington, it was unanimously **RESOLVED** the Council accepts the quote from Amazon at a cost of £8.65 per book with a total cost of £371.95.

625. 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 on Saturday 9th February in the section of trees behind the bench on the Recreation Ground adjacent to the toddler play area.
- ii. *Security fencing and replacement bollard-*** It was confirmed these works are now complete.
- iii. *Bandstand Flower Project-*** It was confirmed that the project is progressing, the planting scheme was circulated to the committee.
- iv. *Update on conditions of paths-*** It was confirmed that quotes were still being obtained as previous contactors unable to take on the project.
- v. *Overhanging Tree-*** It was confirmed that this work is now complete.
- vi. *Goal Posts-*** It was confirmed that the funding sources have been investigated and for the opening date for new applications is yet to be confirmed.
- vii. *Skate Park Improvements-*** It was confirmed that the Purchase Order has been issued and work is to start 14th February.

8.13pm – Councillor D Dorson joined the meeting.

- viii. *Replacement net for Climbing Frame-*** It was confirmed that the net has been remove and will be reinstalled once replacement is complete.
- ix. *Repairs to Seesaw-*** It was confirmed that the Purchase Order has been issued and work is to start 14th February.

8.14pm – Town Clerk joined the meeting.

- x. *Hedge and shrub work required -*** It was reported that the works are in progress
- xi. *Broken Play Equipment-*** The committee was informed quotes had been received for the replacement spring for the reindeer or a new piece of equipment. Following discussions, the committee agreed that as the seesaw would be relocated where the reindeer is currently located, avoiding the purchase of a new piece of equipment.

b. *To consider Management & Maintenance Report*

- i. *Request for permanent Table Tennis Table-*** It was reported that a meeting was held to decide the location of the table tennis table. A location was chosen with the table being installed around 2 metres from the Shack and the fence line. Following discussions, it was agreed that the table could be installed subject to lease holder maintaining the -leased grassed area.

Proposal 10- On the proposal of Councillor Ms M Couch, seconded by the Councillor A Swan, it was unanimously **RESOLVED** the Council accepts the table to be installed subject to lease holder maintaining the leased grassed area.

- ii. *Snowdrop Walk-*** It was confirmed the organisers of the snowdrop walk have requested to hold the event on both Saturday 2nd and Sunday 3rd 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 11- On the proposal of Councillor Mrs A Billington, seconded by the Councillor A Swan, it was unanimously **RESOLVED** the Council supports the request to hold the event on both Saturday 2nd and Sunday 3rd March 2019 between 11am-3pm

- iii. Replacement bollards* – The committee was informed that 2 removable bollards have been ordered at a cost of £550 plus VAT from Custom Fencing, under the Town Clerk’s delegated powers, as the current bollards are inoperable and prevent emergency access to the Recreation Ground.

Proposal 12- On the proposal of Councillor J Dawson, seconded by the Councillor Mrs A Billington, it was unanimously **RESOLVED** the Council accepts the cost of £550 plus VAT from Custom Fencing for the 2 removable bollards, ordered under the Town Clerks delegated powers.

626. 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 works are to start 5th February 2019
- ii. Priory Road Boundary Wall.* – the committee was informed that one of the resident’s has replaced their section of the wall with a fence which now highlights the degree of the lean to the wall. Photos were circulated which will be provided to East Midlands Building Consultancy (EMBC).
- 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 was informed that there were 12 vacant plots across the allotment sites.

- i. Request for a Poly Tunnel-* the committee was informed that a request for a 6mx3m poly tunnel had been received for plot UN2.

Proposal 13- On the proposal of Councillor Mrs A Billington, seconded by the Councillor Ms M Couch, it was unanimously **RESOLVED** the Council agrees the installation of a poly tunnel on plot UN2.

- ii. Return of Allotment deposit-* The Committee were informed that a termination form had been received for plots D19a & H75, subsequent inspection carried out. All plots had been left in good order and the tenant’s deposit could be returned.

Proposal 14- On the proposal of Councillor A Swan, seconded by the Councillor Mrs A Billington, it was unanimously **RESOLVED** the Council agreed the £50.00 deposits each be refunded to tenants of plots D19a & H75.

- iii. Security lights for Queens Walk Allotments-* The committee was informed that a request has been made for three security lights for Queens Walk Allotment site. These would be installed by the site rep, this is to help with

security on the allotment which has no lighting. The lights cost of £25.99 each from Amazon, total cost £77.97.

Proposal 15- On the proposal of Councillor J Dawson, seconded by the Councillor Mrs A Billington, it was unanimously **RESOLVED** the Council agrees the purchase of three security lights at a cost of £25.99 each from Amazon, total cost of £77.97.

- iv.* **Drainage at Priory Road Allotments-** The committee was informed that a quote had been obtained at a cost of £5,680 plus VAT from R. Harrison & Co for land drains require for Priory Road allotments. The bottom area of the site has been prone to flooding and inspected a number of times over the season and was found not to improve during dry weather. A quote for a 270m trench to be installed at a depth of 450mm, with a 10mm perforated drainage pipe, together with 5 inspection chambers and 4 outlets run-offs for water to disperse. The trench will be fill with 28 tonne of clean stone, delivered in skips of 6 tonne loads due to the constricted access.

Proposal 16- On the proposal of Councillor Mrs A Billington, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council accepts the quote for the land drains to be installed at Priory Road allotment site at a cost of £5,680 plus VAT from R. Harrison & Co.

627. PERSONNEL MATTERS (Agenda Point 10)

The committee was advised that a number of applications had been received for the Amenities Operative position, interviews are to be held on Thursday 7th February 2019 by the Town Clerk and the Vice Chairman of the Amenities committee.

628. RESOLVED TO GO IN CLOSED SESSION

The Chairman confirmed in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the meeting would continue in closed session during consideration of the next item which relates to personnel matters.

It was resolved to exclude the public and press.

The meeting proceeded in Closed Session 8.30pm

The meeting resumed in Open Session 8.50pm

During discussions the tender analysis was reviewed, and the tenders selected for recommendation to the Finance Committee and Full Town Council.

Proposal 17- On the proposal of Councillor A Swan, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the recommended selected tenders to be put forward to the Finance committee for review to be ratified by Full Town Council.

629. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point 11)

Nothing to report

630. DATE OF NEXT MEETING: (Agenda Point 12) – Tuesday, 05 March 2019 at 7pm

Chairman
(The meeting closed at 8.55pm.)