

## TWYFORD PARISH COUNCIL

**Minutes of a meeting of the Parish Lands Committee held at Loddon Hall, Twyford on Wednesday 7<sup>th</sup> December 2005 at 7.45pm.**

Present: - Mr J Bowley, (Chairman), Mrs J Robinson, Messrs D Hymers, R Mantel, and B Rogers.

In attendance Clerk: Mr J March.

1. **Public Questions** - none
2. **Apologies**- Dr M Garrard and Mrs G Wright.
3. **Declarations of interest in items on the agenda** – none
4. **Minutes of the meeting held on 9<sup>th</sup> November 2005.** Proposed, Mr D Hymers seconded Mr B Rogers. Agreed 4 for 1 abstention.
5. **Matters arising and action points**
  - 5.1 Dr Garrard to make further enquiries about obtaining funding for an environmental project from the Big Lottery Fund. Carried forward
  - 5.2 Mr Bowley and Mr Rogers to agree a scheme for replacement and new equipment in the children's play area and pass details to the Clerk to obtain quotes. Carried forward. The Clerk to contact other suppliers to see if they can provide a design.
  - 5.3 Mrs Robinson to ask Forwood to plant the saplings and arrange for the hedge by the substation to be layered. Layering completed. Agreed the remaining saplings are to be planted in the NE corner of KGVR near the wooden fence adjacent to the footpath. The Clerk to send letter of thanks to Forwood.
  - 5.4 The Clerk to obtain prices for the installation of a gate or a stile at Stanlake Meadow. Prices requested but not received to date.
  - 5.5 Committee members to check a suitable location for a permanent goal on KGVR. Following discussion it was agreed to defer this item due to the possible installation of a hard play area incorporating a goal in the near future.
  - 5.6 The Clerk to obtain a price for maintaining the shutter on Stanlake Pavilion. Price obtained from the supplier £180 + vat. The Clerk was requested to seek an alternative quote.
  - 5.7 The Clerk to contact the insurance company about the replacement door at Stanlake Meadow. Completed. Authority given to install a metal door. The Clerk to place the order.
  - 5.8 The Clerk to obtain prices for a replacement litterbin. Deferred, as the litterbin may have to be moved when the skate park is installed.
  - 5.9 The Clerk to check requests for memorials, confirm undertakers inform relatives about the regulations and include them on the exclusive rights documentation. An investigation of the documentation shows that most of the non standard items have been approved by previous Clerks. The regulations have now been included on the exclusive rights documentation. Discussed and agreed that the only action to be taken by the Clerk is to contact the owners of the two plots where unauthorised items have been installed without requesting permission.
  - 5.10 The Clerk to obtain a price for a notice detailing the regulations relating to burials. In view of the findings in point 5.9 agreed no further action to be taken.

- 5.11 The Clerk to order the bench for KGVR. Bench received. The Clerk to arrange for the Village Ranger to install it.
- 5.12 The Clerk to contact the CCTV company regarding upgrading the system to meet the Youth Centre requirements. Quote requested.
- 5.13 The Clerk to obtain a price for repairs to the electrical installation at Stanlake identified in the inspection report. Following receipt of the full report there are quite a few minor items that require attention. Agreed the Clerk obtains a quote for all the work required.
- 5.14 The Clerk to redraft the Yellow Brick Nursery agreement and circulate it to committee members. Completed.
- 5.15 The Clerk to confirm the insurance covers council equipment in Stanlake Pavilion. Cover in place for £2419 of equipment. The Clerk to update the inventory of equipment and check the current value to confirm sufficient cover is in place.
- 5.16 The Clerk to obtain a price for an electrical supply to the storage shed at Stanlake. Outstanding.
- 5.17 The Clerk to write to the cricket club about a meeting. Completed.
- 5.18 The Clerk to write to all clubs about a meeting. Completed. One reply received to date.
- 5.19 The Clerk to contact the Land Registry about registering council land. Completed and meeting arranged.

#### **6. Clerk and Village Ranger's report on Parish Lands maintenance including-**

- 6.1 Report on work of the Village Ranger. Up to date on routine work plus most additional minor jobs. The Youth Shelter has been repainted again.
- 6.2 The War Memorial was cleaned prior to the Remembrance Day service and the British Legion have paid for this. The Clerk has investigated the wreaths and those supplied for the Scouts come with a pre-printed centre already installed. The items supplied by Mrs Davies of the British Legion are a cross hung at the top of the War Memorial, a number of large poppies and two bunches of flowers. Agreed that in future the Parish council will arrange for these items to be installed. The Clerk to make further enquiries to find out if a centrepiece can be obtained for the parish council wreath. The Clerk to send a letter of thanks to the Scouts for organising the parade.

#### **7. Allotments-**

- 7.1 Hurst Rd – Some rents still outstanding. To be followed up by the Clerk.
- 7.2 London Rd. – all rents paid.

#### **8. Millennium Garden, Burial Ground Jubilee Corner & War Memorial**

- 8.1 Report on Burials –none
- 8.2 Report on Memorials – none.
- 8.3 Unauthorised memorials on graves. Covered under item 5.9.
- 8.4 Installation of village centre CCTV. The camera has been erected at Jubilee Corner and the rest of installation is due to be carried out in the near future.

#### **9. KGVR**

- 9.1 Tennis Club Rental Agreement. The club have raised further queries relating to the proposed agreement. The Clerk to ask advice from BALC regarding the original agreement.
- 9.2 Tennis courts – slippery surface. This has been reported by the tennis club. The Clerk to arrange an inspection and quote for cleaning if this is

required. The Clerk to write to the Tennis Club telling them not to use the court if the surface is not safe.

**10. Stanlake Meadow**

10.1 Inspection and Test of electrical installation – covered under item 5.13

10.2 Yellow Brick Nursery rental agreement. Agreed the revised version is sent to Mrs Wilkinson for signature.

10.3 Request to hire for car boot sales. The Clerk to ask how big the proposed sales will be.

10.4 Planting blue bell bulbs – completed

10.5 Landscaping. Raised by Mr J Fort. Deferred as he was not present at the meeting

10.6 Comets – request to use for Easter Soccer School 4,5,6 April and internal tournament on 3 June. Agreed.

10.7 Replacement of lamps in fittings in the central roof area. The Ranger has reported some of the lamps are flickering and need replacing. He does not have a ladder that will reach up to the roof. The Clerk pointed out the new HSE regulations relating to working off steps and ladders. In view of this agreed the Clerk obtains a price for these to be changed by a contractor.

**11. Precept.** Initial discussions held on charges to be made for use of facilities and most increases to be applied agreed. Discussions to be held on items of expenditure when the Dec quarter end figures are available.

**12. Risk Assessment** – more work to be completed by the Clerk.

**13. Correspondence** – none

**14. Date of next meeting – Wednesday 4<sup>th</sup> January 2006.**

The Chairman closed the meeting at 10.05 pm.