

## TWYFORD PARISH COUNCIL

**Minutes of a meeting of the Parish Lands Committee held at Loddon Hall, Twyford on Wednesday 9<sup>th</sup> November 2005 at 7.45pm.**

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

In attendance Clerk: Mr J March.

1. **Public Questions** - none
2. **Apologies-**
3. **Declarations of interest in items on the agenda** – none
4. **Minutes of the meeting held on 5th October 2005.** Proposed, Mrs G Wright seconded Mr D Hymers. Agreed 5 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 –waiting to hear from supplier about an appointment to visit site.
  - 5.3 Mrs Robinson to ask Forwood to plant the saplings and arrange for the hedge by the substation to be layered. Carried forward
  - 5.4 Mr Fort to advise where saplings are to be planted at Stanlake Meadow. Completed.
  - 5.5 The Clerk to obtain prices for the installation of a gate or a stile at Stanlake Meadow. Two contractors requested to quote. Still waiting to receive quotes.
  - 5.6 The Clerk to Write to the London Rd allotment tenant about the tap. Completed.
  - 5.7 The Clerk to check if the Ranger can trim the apple trees in the children's playground. The Ranger will see what he can do.
  - 5.8 The Clerk to order a new tennis court notice. On order
  - 5.9 The Clerk to send the location drawing for the CCTV column to WDC. Completed.
  - 5.10 The Clerk to write to the Tennis Club about a member's accident. Completed
  - 5.11 The Clerk to inform the Youth Centre that the hedge will not be reduced in height. Completed
  - 5.12 The Clerk to inform Comets about the decision on their request for a storage box. Completed.
  - 5.13 The Clerk to check the byelaws and order no golf notices for KGVR. The same byelaws apply to both Stanlake and KGVR so notices ordered.
  - 5.14 The Clerk to arrange for the Ranger to remove the graffiti on The KGVR stone plaque. Completed.
  - 5.15 Committee members to check a suitable location for a permanent goal on KGVR. Carried forward.
  - 5.16 The Clerk to obtain prices for a replacement steel door at Stanlake Pavilion. Quote obtained £925 + VAT. The quote for a wooden door was £915 + VAT. Agreed the Clerk contacts the insurance company regarding installing a steel door and if necessary the council will pay the additional cost.

5.17 The Clerk to arrange the repair of the electrical installation at Stanlake Pavilion. Completed.

5.18 The Clerk to obtain a price for maintaining the shutter on Stanlake Pavilion. Message left with shutter supplier who has not responded to date.

5.19 The Clerk to redraft the Yellow Brick Nursery Agreement. Draft circulated.

5.20 The Clerk to inform Comets about the use of temporary floodlights and check about storage arrangements and recharging costs. Completed.

## **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 litterbin by the Youth Shelter is in a bad state of repair and should be replaced. Agreed the Clerk obtains prices for a suitable replacement.

## **7. Allotments-**

7.1 Hurst Rd – The water has been turned off for the winter

7.2 London Rd. – The water has been turned off for the winter

7.3 The majority of the allotment rents have been paid.

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

8.1 Report on Burials –Mrs Mabel Munday

8.2 Report on Memorials – none.

8.3 Unauthorised memorials on graves. The only authorised memorials are a flat stone laid after obtaining approval. The Clerk has noticed a number of unauthorised items have started to appear on the top of existing memorial stones and on graves where no application has been made. Mr Bowley showed photographs of examples to the meeting. After discussion it was agreed that the Clerk checks the record to confirm which graves have requested permission for memorials to be installed. The Clerk to make sure the regulations relating to memorials are shown to relatives by the undertakers at the time of burial and included on the Exclusive Rights documentation. The Clerk to obtain a price for a notice containing details of the regulations. Further consideration to be given to the removal of unauthorised trees and large shrubs on plots.

8.4 Installation of village centre CCTV. The base for the column has been erected at Jubilee Corner and the 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 has replied and asked for the agreement to be signed and returned.

9.2 Bench in NW corner. The Clerk advised that for a bench costing £170 there is a delivery charge of £75. However the total cost is still cheaper than alternative suppliers. Agreed the Clerk places the order.

9.3 Request to trim trees in Loddon Hall car park. This was discussed at the Planning and Amenities Committee meeting as it affects the streetlight. The Clerk is arranging to obtain prices to have them trimmed or removed.

9.4 Youth Centre – request to improve CCTV. Agreed the clerk to contact the installer and request a price to upgrade the system to meet the Youth Centres requirements.

## **10. Stanlake Meadow**

- 10.1 Inspection and Test of electrical installation. This has revealed some faults on the installation. Two circuits have been disconnected to make them safe. The Clerk is still waiting for the full report. Agreed when this is received he obtains prices for any remedial work required.
- 10.2 Yellow Brick Nursery rental agreement. Letter from Mrs Wilkinson read to the meeting, which affects a proposed additional clause. After discussion a number of changes to the wording of the agreement were agreed. In addition some other changes were suggested. Agreed the clerk circulates a copy of the agreement with the proposed changes identified for committee members to consider. The Clerk to confirm if the council's insurance covers council equipment in the pavilion.
- 10.3 Comets request for electricity supply in storage shed. Comets have offered to pay for this to allow them to charge the batteries for their portable floodlights. Agreed the Clerk obtains a price and sends it to Comets.
- 10.4 Cricket Club – request for a meeting. The club have requested a meeting to discuss their plans with the council. Agreed the committee Chairman and Vice-Chairman meet with them at 7pm before the next Committee meeting on 7<sup>th</sup> December. The clerk to write to the Cricket Club. As part of the discussion on this it was suggested the annual meeting with all clubs is reinstated. Agreed the Clerk writes to clubs and invites them to a meeting at 7pm before the meeting on 8<sup>th</sup> February 2006.
- 11. Risk Assessment.** The Clerk is working through the required paperwork and procedures to be adopted. New reporting forms have been implemented for the Village Ranger and Park Ranger.
- 12. Correspondence –**
  - 12.1 Wokingham Area Access Group. Invite to AGM. Noted.
  - 12.2 Land Registry. Invitation to register council owned land at a reduced cost. The Clerk has identified that most parcels of land owned by the council are not registered. Agreed the Clerk makes further enquiries to find out what work is involved and what the overall cost will be.
- 13. Date of next meeting – Wednesday 7<sup>th</sup> December 2005**

The Chairman closed the meeting at 9.55 pm.