



SPEEN PARISH COUNCIL MINUTES OF THE MAINTENANCE COMMITTEE MEETING HELD ON MONDAY 19th June 2017 AT SPEEN PAVILION, SPEEN STARTING AT 6.30 P.M.		
Present	Parish Councillors	Cllrs Apicella, Scorey, Taylor, Larkins
	WBDC Councillor	None
	Parish resident	None
	Clerk & RFO	Cllr Larkins (<i>acting clerk</i>)

Open Session: No guests or press were present. Meeting began at 6.25pm.

Resolution	Item	
Item 1 resolved	<p>1. Apologies for absences: Apologies received from: Cllr Booth, Tull and from the Clerk. Full council has approved 6-month absence (on 15-5-17) as requested by Cllr Tull.</p>	
Item 2 resolved	<p>2. Minutes of previous meeting Minutes of meeting held on 22 May considered a true representation of the meeting and duly approved for signing. Proposer Cllr Apicella, seconder Cllr Larkins. 3 in favour 1 abstention.</p>	
Deferred to next meeting	<p>Minutes of last Recreation Ground meeting held on 6-3-17 and presented to full council in draft form on 13-3-17 were not available for signing as Clerk not present. These will be considered at next meeting. NB. The Recreation Ground Working Party was dissolved by council by acceptance of the Committee Terms of Reference at the Annual Meeting on 15-5-17.</p>	Clerk
	<p>3. Matters arising</p> <ul style="list-style-type: none"> • Telephone box in Stockcross has been inspected by Cllr Apicella. This can be used for Communications & PR purposes after a few existing notices have been removed. • Bus Shelter Stockcross inspected by Cllr Apicella. Clerk to request that S Pearce cleans the bus shelter by removing greener growing on inside of shelter and weeding then sweeping the ground inside the shelter. • Locks to Seen Rec Pavilion – work now done. • Wet Pour damage – repaired. • Cllr Scorey suggested that Matters Arising be put to the end of future Agendas so as to avoid duplication of discussion of items already on the agenda. 	Clerk
	<p>4. Declarations of interest None were declared</p>	
	<p>5. Budget vs actual spend report. This was reviewed by meeting. No issues.</p>	
	<p>6. Health & Safety: (items not covered elsewhere on agenda). No additional items were brought to attention of the committee.</p>	
	<p>7. Review of general condition of parish & Speen Parish Council assets: Contractor reports already reviewed for previous month at Full Council Meeting. Noted that The Pound needs attention (hedge a little overgrown) – Clerk to contact contractor</p> <p>RS advised committee that the Development Committee is working on a review of the council asset register.</p>	Clerk
	<p>8. Renewal of maintenance contracts:</p> <p>Update re. contractors end of contracts. These both end in July 2017. Recreation Ground contractor does not wish to continue. Environmental contractor is</p>	

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	interested in tendering for additional work and willing in principle to undertake additional workload until full procurement exercise can be undertaken. Review of draft. To be discussed at end of meeting	
Item 9 resolved	<p>9. Recreation grounds (NB. general for all sites) Treatment of wooden posts to minimise strimming damage. Discussion of options re strimmer damage to wooden posts. Options as follows: a) weedkill areas surrounding posts (weedkiller use would be potentially hazardous in a play area), b) attach metal surround to lower part of post to protect it (metal fixings in posts would reduce durability and longevity of posts), c) write to current contractor to strongly request that they make every effort not to case strim damage to posts as this is reducing the lifespan of council-owned equipment. Proposal: To select Option c). Proposer Cllr Scorey, seconder Cllr Apicella. – all in favour. Clerk to write to contractor.</p>	Clerk
Defer	<p>10. Speen Recreation Ground: 10.1 <u>Height bar:</u> follow-up action following EM on 19-6-17. Height Bar – as the padlock/chain solution is working SL is to look into options for height bar and report to next meeting. 10.2 <u>Insulation of pavilion</u> Lengthy discussion of recent installation of Cavity Wall Insulation (CWI). Cllr Larkins advised Cllr Apicella that (in her opinion) this should not been done as the matter had not been agreed at a committee or full council meeting and Cllr Apicella did not therefore have authority to instruct the contractor. Cllr Apicella advised the meeting that he had been told to instruct the contractor by the Clerk and would forward the relevant email correspondence to Cllr Larkins. Discussion as to whether the CWI should be agreed upon in retrospect (Proposed but no seconder). Agreed to note that the work had not been agreed by committee. Discussion as to other insulation works. To be deferred to a future meeting.</p>	Cllr Larkins
Item resolved	<p>10.3 <u>Main Pavilion door lock.</u> This work is completed. 10.4 <u>Basketball backboard repair</u> Proposal: to approve supplier's quote for repair. Proposer Cllr Apicella, seconder Cllr Taylor. All in favour. Clerk to advise contractor.</p>	Clerk
Item resolved	<p>10.5 <u>Purchase of hygiene consumables</u> Proposal: to purchase hand towels to fit unit, handwash, toilet paper. Proposer Cllr Apicella, seconder Cllr Scorey, all in favour</p>	Cllr Larkins
Item resolved	<p>10.6 <u>External posts at Speen pavilion</u> – review updated specification. Proposal: to approve revised specification with addition of clause asking potential contractors to also quote for alternative options if they have any. Proposer Cllr Scorey, seconder Cllr Larkins. All in favour. Cllr Larkins to modify in format for approval at next full council meeting.</p>	Cllr Larkins Clerk
	<p>10.7 <u>Light in disabled toilet:</u> reported as not working at Speen Fete. Cllr Larkins family member to look at light fitting (in case is just bulb)</p>	Cllr Larkins
	<p>10.8 <u>Bird droppings on rotaweb swing.</u> Reported by contractor making repairs to climbing frame. Cllr Apicella to research options.</p>	Cllr Apicella
	<p>10.9 <u>Repair to fissure in wetpour at climbing frame.</u> This was done at a reduced cost when contractor present making repairs to climbing frame.</p>	



Defer	<p>11 Stockcross Recreation Ground:</p> <p>11.1 Car park renovations & extension: No update on start date.</p> <p>11.2 Wooden bench: clean and move – item not considered at this meeting. Defer to next meeting.</p> <p>11.3 Removal of waste materials from behind Stockcross Pavilion</p> <p>Proposal: to accept contractor quote of £120.00 (plus VAT). Proposer Cllr Apicella, seconder Cllr Scorey. All in favour. Clerk to inform contractor.</p>	Clerk
	<p><u>Item 8 – review of Environmental Maintenance contract</u> Update re contractors & review of draft:</p> <ul style="list-style-type: none"> - Need maintenance/odd jobs rate (hourly rate in combined SLA) - Item 3: line 2 – ‘written notice’ - P6 amalgamated (need s on end of ‘bins’) - Need to differentiate between Stockcross & Stockcross Green - Need tri-weekly emptying of bins in Stockcross & Speen (Mon, Wed, Fri) in summer (April to Sept) once per week (Mon) at Marsh Benham then twice per week at St/Sp in Autumn/Winter - Noted that there will be a gap in weekly playground inspections after S Pearce contract ends end July and before 1 October. Councillors to do weekly inspections (Marsh Benham – Cllr Taylor; Speen – Cllr Scorey; Stockcross – Cllr Apicella) 	
	<p>AOB – Electrical & Maintenance contracts will be referred to F&GP and full council for approval due to scale of costs.</p>	

There being no further business to conduct, the meeting ended at 7.56pm

<p>Signed:</p>	<p>Name (print):</p> <p>Position:</p>	<p>Date:</p>
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