



SPEEN PARISH COUNCIL MINUTES OF THE MAINTENANCE COMMITTEE MEETING HELD ON MONDAY 18th December 2017 AT SPEEN PAVILION, SPEEN STARTING AT 6.30 P.M.		
Present	Parish Councillors	Cllr Larkins, Cllr Booth, Cllr Harris
	WBDC Councillor	None
	Parish resident	0
	Clerk	L Blake

Meeting started at 6:34pm

Open Session: No parishioners were present

Resolution	Item	Action
Item 2 resolved	<p>1. Apologies for absences: Cllr Scorey</p> <p>2. Minutes of previous meeting</p> <p>Minutes of Maintenance meeting 20th November October 2017, approved, subject to two changes. Clerk to change section 6.5 to read 'The light in the phone box isn't functioning. Cllr Booth confirmed this' and also add the word significant to Section 11. Proposer Cllr Harris, Seconder Cllr Larkins. All in favour</p> <p>Cllr Harris asked if section 10.3 Working Party Stockcross Recreation Pathway, could be added on future agendas. Cllr Booth will provide an update from a Maintenance viewpoint</p>	
	<p>3. Declarations of Interest: No declarations were made.</p>	
	<p>4. Budget & actual spend</p> <p>Cllr Larkins presented the Finance report. There is an overspend on the Maintenance budget due to the Maintenance contractor change in the current financial year.</p>	
	<p>5. Health & Safety: (items not covered elsewhere on agenda)</p> <p>No issues raised</p>	
	<p>6 Review of general state of parish & Speen Parish Council assets:</p> <p>6.1 War Memorial- No update presently. The Development committee will discuss the long term plan</p> <p>6.2 Ladywell – Cllr Booth confirmed that the sign has been fixed by WBC</p> <p>6.3 The Pound - No issues</p> <p>6.4 Noticeboards – No issues</p> <p>6.5 Bus shelter – No issues, to be checked in the Spring</p> <p>6.6 Phone box – Cllr Booth to confirm if light is working</p> <p>6.7 Newbury Obelisk to be added as an asset on future agendas. Cllr Larkins suggested that the Obelisk should be referred to the Development committee for future maintenance. Clerk has reported loose paving slabs to WBC. Clerk to chase</p>	<p>Cllr Booth</p> <p>Clerk</p>
	<p>7 Environmental Maintenance</p> <p>7.1 Maintenance contractor – A new report format has been sent to the Maintenance contractor so reports should contain more detail in future. Clerk to circulate Maintenance report to the committee if there are any issues with the report. Cllr Harris would like clarification of the monthly playground checks.</p> <p>7.2 New report format has been sent to Maintenance contractor</p> <p>7.3 Cllr Harris would like a more detailed report about Speen and discussed email communication received from a parishioner about general rubbish in and around Speen, particularly the Brummell Road area. Cllr Harris will respond to the</p>	<p>Clerk</p>

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	Parishioner. Clerk will email details of rubbish and specific road to the Maintenance contractor.	
8	Recreation grounds (general for Speen, Stockcross and Marsh Benham) 8.1 Multiplay Junior Playground Equipment – The Clerk has contacted three companies to obtain quotes for the playground repair, as per the ROSPA reports. Cllr Booth asked if we could find out which company originally supplied the playground equipment. The Clerk will check for the suppliers name to see if the supplier can provide a replacement part for the playground.	Clerk
9	Speen Recreation Ground: 9.1 External posts – Clerk is awaiting a quote from the Maintenance contractor. Tender will be returned before next Maintenance meeting. 9.2 Cleaning Contract – Clerk has typed up a scope of works. Cllr Larkins asked for the Clerk to contact cleaning contractor and obtain a quote for the next cleaning. Clerk to outline cleaning tasks for next clean 9.3 Height bar – Cllr Booth will provide an update in January. 9.4 Grass and Hedge cutting – The Clerk has produced a tender for the Grass and hedge cutting contract, due for renewal April 2018. Cllr Larkins and Cllr Harris asked for the following changes to be made: Cllr Booth left the meeting at 7:05pm 9.5 Damaged guttering – Deferred to the next meeting	Clerk Clerk Clerk Clerk
10	Stockcross Recreation Ground 10.1 Wobbly Bin – Deferred to the next meeting 10.2 Stockcross Recreation Car park – Deferred to the next meeting	Clerk Clerk
11	Other items: Deferred to the next meeting	

Meeting Finished at 7:13pm
Next meeting Monday 22nd January 6:30pm

Signed:	Name (print):	Date:
	Position:	

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