



SPEEN PARISH COUNCIL		
MINUTES OF THE MAINTENANCE COMMITTEE MEETING		
HELD ON MONDAY 19th March 2018 AT SPEEN PAVILION, SPEEN STARTING AT 6.30 P.M.		
Present	Parish Councillors	Cllr Larkins, Cllr Booth, Cllr Kinge
	WBDC Councillor	None
	Parish resident	None
	Clerk	L Blake

Meeting started at 6:31pm

Open Session: No parishioners were present

Resolution	Item	Action
Item 2 resolved	<p>1. Apologies for absences: None</p> <p>2. Minutes of previous meeting Minutes of Maintenance meeting 19th February 2018 approved. Proposer Cllr Larkins, Seconder Cllr Booth. All in favour.</p>	
	<p>3. Declarations of Interest: No declarations were made.</p>	
	<p>4. Budget & actual spend Cllr Larkins presented the Budget vs Actual report for Maintenance and explained that there were still some 2017/18 budgeted costs to be received. Clerk confirmed that the invoices have been received but not yet processed. There is an overspend on the Environmental and General Maintenance budgets. No further questions.</p>	
	<p>5. Health & Safety: (items not covered elsewhere on agenda) No issues raised</p>	
	<p>6 Review of general state of parish & Speen Parish Council assets:</p> <p>6.1 War Memorial- Damaged has been sustained to the War memorial Cllr Booth confirmed that there isn't a safety issue. The damage can be fixed when the repair project begins.</p> <p>6.2 Ladywell – The Clerk has completed the Ladywell risk assessment. The Clerk reported that the pathway leading to the Ladywell was very slippery when the risk assessment was carried out. Clerk to check with maintenance contractor requesting that some bark is laid on the pathway.</p> <p>6.3 The Pound - No issues</p> <p>6.4 Noticeboards – No issues</p> <p>6.5 Bus shelter – No issues</p> <p>6.6 Phone box – Cllr Booth has received a quote for engraving the plaque for the telephone box in Stockcross. The quote is £50 + VAT. Cllr Booth will email the quote to the Clerk.</p> <p>Proposer Cllr Booth Seconder Cllr Kinge. All in Favour</p> <p>Cllr Booth will chase up SSE re the key for the lighting in the phone box.</p> <p>6.7 Clerk confirmed that the Newbury Obelisk is owned by SPC. Clerk to ask maintenance contractor to check the area around the obelisk. Clerk to also contact maintenance contractor to ask for a quote to fix the one wobbly paving</p>	<p>Clerk</p> <p>Clerk</p>

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	slab at the front of the obelisk. Clerk to chase up Insurance company to find out the cost of adding the obelisk to the SPC insurance policy.	
	<p>7 Environmental Maintenance</p> <p>7.1 Maintenance contractor – Clerk to contact maintenance contractor to clarify detail provided in the work report. Cllr Larkins requested more detail in the next Maintenance report. Specific roads checked must be entered into next month's report. Clerk to liaise with maintenance contractor to make sure the report contains more information next month.</p> <p>7.2 Remove from agenda</p> <p>7.3 Branches have been cut back but not fully. Cllr Booth has detailed the remaining work left to carry out. Clerk has already contacted WBDC and is awaiting a reply.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
	<p>8 Recreation grounds (general for Speen, Stockcross and Marsh Benham)</p> <p>8.1 Multiplay Junior Playground Equipment – Cllr Booth will produce a specification for the repair to the playground equipment. .</p>	Cllr Booth
	<p>9 Speen Recreation Ground:</p> <p>9.1 External posts – One extra quote has been received and considered by the committee. The Chair will meet with one of the contractors on site to assess suitability. Cllr Booth suggested a repair solution for the posts.</p> <p>9.2 Cleaning Contract – No update. The insulation of Speen Pavilion was discussed and Cllr Larkins will investigate the name of the company and forward this to the Clerk.</p> <p>9.3 Height bar – Quote has been received by Cllr Booth for the repair to the height bar. Clerk to obtain two additional quotes for next meeting. Clerk to also check if an insurance claim can be made and any possible excess payments.</p> <p>9.4 Grass and Hedge cutting – Approved and awaiting contracts to be returned.</p> <p>9.5 Replacement of Toddler Fence (Speen Rec) – Approved and awaiting contracts to be returned.</p>	Clerk/Cllr Larkins
	<p>10 Stockcross Recreation Ground</p> <p>10.1 Wobbly Bin – Repaired, remove from next agenda</p> <p>10.2 Stockcross Recreation Car park – No reported problems</p>	Clerk
	<p>11 Matter for Consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent (All Councillors) – None</p>	

Meeting Finished at 7:01pm
Next meeting Monday 21st May 6:30pm

Signed:	Name (print):	Date:
	Position:	

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