



<b>SPEEN PARISH COUNCIL</b> <b>MINUTES OF THE MAINTENANCE COMMITTEE MEETING</b> <b>HELD ON MONDAY 20th November 2017 AT SPEEN PAVILION, SPEEN STARTING AT 6.30 P.M.</b>		
<b>Present</b>	<b>Parish Councillors</b>	Cllr Larkins, Cllr Booth, Cllr Harris
	<b>WBDC Councillor</b>	None
	<b>Parish resident</b>	0
	<b>Clerk</b>	L Blake

**Meeting started at 6:36pm**

**Open Session:** No parishioners were present

Resolution	Item	Action
Item 2 resolved	<b>1. Apologies for absences:</b> Cllr Tull, Cllr Scorey <b>2. Minutes of previous meeting</b> Minutes of Maintenance meeting 23rd October 2017, approved. Proposer Cllr Harris, Seconder Cllr Larkins. All in favour	
	<b>3. Declarations of Interest:</b> No declarations were made.	
	<b>4. Budget &amp; actual spend</b> Cllr Larkins presented the report. Environmental and General maintenance have been combined, the maintenance contractor is now carrying out all the maintenance duties in SPC	
	<b>5. Health &amp; Safety:</b> (items not covered elsewhere on agenda) No issues raised	
	<b>6 Review of general state of parish &amp; Speen Parish Council assets:</b> 6.1 War Memorial- The memorial currently has three posts that are damaged, to varying degrees. One post was knocked over prior to the Remembrance service. Cllr Booth was able to fix the post so it was in a repaired state for the service. Cllr Booth used a steel pipe for a firmer repair. The post won't withstand another car accident but will be able to withstand the weather. Cllr Booth hopes that the repair will be included as part of the Community bid. Cllr Booth also confirmed the water leak at the memorial had been fixed. The cars and parked cars were discussed as a hazard around the War memorial area. 6.2 Ladywell – Clerk contacted SSE and it was confirmed that the lamp post will be painted next March. This is included in the Maintenance contract that SPC has with SSE so there are no extra costs involved. Highways notice near the entrance to the Ladywell which is loose has been reported to WBC. Clerk to chase up WBC 6.3 The Pound - No issues 6.4 Noticeboards – No issues 6.5 Bus shelter – Phone box contract has been check and there is not a 'Social benefit' clause in the contract for the purchase of the phone box. The light in the phone box isn't functioning. Cllr Booth confirmed this. Cllr Booth is going to investigate a power supply for the phone box	Clerk Clerk      Cllr Booth
<b>7 Environmental Maintenance</b> 7.1 <b>Maintenance contractor</b> – No specific comment about the report but Cllr Harris reported a large amount of rubbish in Marsh Benham at the weekend. Beer cans and Drug paraphernalia Clerk to report to the Maintenance contractor. 7.2 Clerk to check previous report formats and formulate a standard work report for the Maintenance contractor	Clerk  Clerk	

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	<p><b>8 Recreation grounds (general for Speen, Stockcross and Marsh Benham)</b></p> <p>8.1 <b>Multiplay Junior Playground Equipment</b> – This item should be listed under the Speen Recreation ground heading. Clerk to change. Clerk to send image to playground repair company and obtain a quote for fixing the rotten wood beam.</p>	Clerk
	<p><b>9 Speen Recreation Ground:</b></p> <p>9.1 <b>External posts</b> – Clerk will contact Maintenance company for an additional quote to replace the External posts on the Pavilion</p> <p>9.2 <b>Cleaning Contract</b> – Clerk to finalise Cleaning scope and to be contact Cleaner for confirmation of next cleaning date</p> <p>9.3 <b>Height bar</b> - Cllr Larkins requested assistance from Cllr Booth in producing the specification. Cllr Booth will finalise the specification. It was also noted that there is some damage to the height bar at Stockcross Recreation ground.</p> <p>9.4 <b>Grass and Hedge cutting</b> – The hedge has been cut. Clerk to check if there is a final grass cut scheduled for this year.</p> <p>9.5 <b>Damaged guttering</b> – Clerk to chase up quote to repair damaged guttering on the front of Speen pavilion</p>	Clerk Clerk Cllr Booth Clerk Clerk
	<p><b>10 Stockcross Recreation Ground</b></p> <p>10.1 <b>Wobbly Bin</b> –One wobbly bin has been identified at Stockcross recreation ground and the Clerk is going to check if there are any other wobbly bins at other recreation grounds.</p> <p>10.2 <b>Stockcross Recreation Car park</b> – Quote received from Maintenance contractor. Cllr Larkins to notify Clerk when this task starts and the frequency.</p>	Clerk Clerk
	<p><b>11 Other items:</b></p> <p>11.1 Working party meeting at Stockcross was discussed. Cllr Booth made it clear to the Working party that any path installed on SPC land must not involve significant maintenance costs for SPC going forward. Cllr Harris discussed the Stockcross Village lottery fund and the possibility of a bench being installed at Stockcross recreation ground.</p>	

Meeting Finished at 7:10pm  
Next meeting Tuesday 19th December 6:30pm

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

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