

Minutes of a Meeting of the Amenities and Services Committee held on Thursday 6th October 2022 at 18.00 in the Roden Suite, Edinburgh House, New Street, Wem

Present:- Councillor P Johnson (Chairman), Councillors, P Broomhall, R Drummond, M Meakin, E Towers.

Mrs P O'Hagan (Town Clerk)

1 **Apologies** - To receive any apologies for absence.
The following apology was received Cllr Soul.
Absent Cllr Hoffmann.

2 **Declaration of Pecuniary Interests** - To receive declarations of interest.
None declared.

3 **Minutes** - To approve as a correct record the minutes of a Meeting of this Committee held on 21st June 2022.

Resolved:- to approve the minutes of the meeting held on 21st June 2022 and they were signed as a true record by the meeting chairman.

4 **Progress Report on items raised at previous meeting** - for consideration.

Resolved:- to note the progress report.

5 **Toilets**

a) Recreation Ground Toilet Block – to review legionella risk assessment and action plan.

Resolved:- to approve the legionella action plan.

b) Income – for update.

The Clerk explained that income from the Recreation Ground toilet was not currently covering the administration cost of the contactless payment system and that she had requested that a direct debit be set up as the toilets are due to close for the winter months.

Resolved:- to note.

6 **Play Areas/Open Spaces**

a) Recreation Ground Park Road trees – to discuss pruning request.

Resolved:- to approve the quote from Via Della Emelia to prune 3 trees adjacent to Park Road.

b) Equipment Inspection Action Plan - to consider.

The Clerk explained that the Groundsman would like to replace all the chains on the swings that have been reported as showing signs of wear as these are flagged up each year.

Resolved:- to authorise the purchase of swing chains for the following locations Junior swings in the Wheatfields, Cordwell Park, Lowe Hill Gardens and The Grove.

c) Equipment repair – to approve quote for repair to adult fitness equipment and purchase wetpour repair kit.

Resolved:- approve the quote of £300 submitted by Play and Leisure to repair the adult fitness equipment and authorise the purchase of a wetpour kit.

d) Request for memorial bench on Wem Recreation Ground – to discuss. A discussion took place on this matter and the Clerk suggested that there was a bench in the Groundsman's shed that needed repair and refurbishment.

Resolved:- to contact the correspondent and state that

- **The committee's preference would be to refurbish a bench that is currently not in use.**
- **The preferred location is to be at the front of the Recreation Ground by Station Road where a bench has been sited previously.**

7 Allotments

a) To receive a report on plot vacancies and outcome of recent inspection. It was reported that all plots were currently let, and several new tenants had taken on an allotment.

Resolved:- to note the report.

8 Cemetery

a) Clarification of payment fees – to discuss. The Clerk explained that clarification was needed on what was actually meant by double fees for those people wishing to be buried in Love Lane Cemetery who do not qualify as residents of Wem Urban Parish.

Resolved:- to recommend that

- **All fees relating to plot purchase, interment and erection of a headstone are doubled, for people wishing to be buried in Love Lane who do not qualify as residents of Wem Urban Parish as defined in condition 1 of the fees and charges schedule.**
- **Grave digging fees will not be doubled.**
- **This change will come into place from 1.11.22.**

b) Extension project – to discuss and plan site meeting to discuss work required and layout suggestions.

The Clerk presented a quote received for removing concrete slabs, levelling of the site and cutting back vegetation.

Resolved:- to recommend that financial regulations are suspended to allow only one quote for the levelling work to be considered and that the contract for the extension levelling works is awarded to Maddox contracting.

c) Cemetery Hedge – to approve annual cutting.

Resolved:- to approve the quote for hedge cutting works and award the contract to Via Della Emelia.

9 Street lights -

i) to consider updated maintenance report and associated quote.
A discussion took place on this item and it was reported that the contractor is currently categorising all concrete columns as a 5 and it was recommended that the council should have a plan in place to replace all concrete columns within the next 5 years.

21 lights have been identified that require replacement in 2022-23 which along with 3 feeder pillar replacements will cost approx. £40,000. This work will be carried out under the streetlighting contract and can be covered from earmarked reserves and the current lighting budget.

That would leave 74 columns to replace in the next 4 years.

Resolved:- to recommend that the quote received from the Streetlighting Contractor for the replacement of 21 columns and 3 feeder pillars is approved and that sufficient allocation is made in future budgets for the replacement of the remaining 74 concrete columns.

ii) to consider electrical report.

It was reported that the report has been partially completed but not yet received.

Resolved:- to note.

10 CCTV Update - to discuss CCTV cameras.

The Clerk reported that the fire station camera was still not working which was due to foliage obstructing the line of site to the radio links. Following discussions with the contractor a quote was expected to reconfigure the camera system to enable this camera to be relinked to the system but that this quote had not been received in time for the meeting.

Resolved:- to note.

11 Date and time of meetings - to note time and date of next meeting.

Resolved:- to note that the next meeting will take place on 13.12.22 at 14.00.

Meeting ended 19.00

Chairman.....