

Present:-Councillor P Johnson (Chairman), Councillors, P Broomhall, G Soul
Mrs P O'Hagan (Town Clerk).

- 1 **Apologies** - To receive any apologies for absence.

Resolved:- to receive the following apologies for absence
Cllr Meakin, Cllr Granger

Absent Cllr Nash, Cllr Glover.

- 2 **Declaration of pecuniary interests** – to receive declarations of interest. None received.

- 3 **Minutes** To approve as a correct record the minutes of a Meeting of this Committee held on 12th June 2018.

Resolved:- to approve the minutes of 12th June 2018 and they were duly signed as a true record.

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

Resolved:- to note

- 5 **Toilets**

a) To receive an update on charging income.

The Clerk presented the charging income information and reported that the new ladies coin box was operating well and that all electrical works identified at the electrical inspection have been completed.

Resolved:- to note the report

- 6 **Play Areas/Open Spaces**

a) Annual Play Equipment Reports and Annual Asset Inspection – to consider matters raised

The inspection reports were reviewed and the Clerk was asked to seek quotes for the repair to the wetpour at all locations which could be considered at the next meeting.

A discussion took place on the need to replace the see-saw unit on the recreation ground and it was considered that this could be included in the 2019-20 budget.

It was reported that comments had been made on various social media sites about the quality of the equipment on the Cordwell Park play area. Councillors expressed the view that due to budget limitations along with Cordwell Park's close proximity to the Recreation Ground in the first instance priority should be given to upgrading the equipment on the Recreation Ground as it was more heavily used.

Resolved:- that quotes are sought for the repair of wetpour on all locations highlighted in the report and that a programme of wetpour repair priority is devised at the next meeting.

b) Skate ramp repair – to discuss options.

Councillors considered the skate park report and the Clerk reported that she had received a quote to repair the area with concrete however there were concerns that adding a different surface material may exacerbate the problem. The Clerk explained she was in the process of getting 2 more quotes for the repair however the council should consider a long-term plan to update the skate park area and replace the ramps.

Resolved:- to recommended that an additional quote is sought for this work and that delegated powers are given to the Committee Chairman and Clerk to arrange for this repair to be completed as soon as possible.

c) Litter Bin replacement – to consider quote for replacement bins.

The Clerk explained that 2 bins on the recreation ground needed replacement. Two quotes were presented and it was

Resolved:- to recommend approval for the purchase of 2 Turvy litter bins and fixing kits from Broxap.

d) Wilmott Meadow Public Open Space adoption – for update.

It was reported that the grading works around the manhole covers and the tree works had now been completed but that an inspection had not taken place to confirm that this work and been completed to the satisfaction of the Town Clerk and Groundsman.

Resolved:- to recommend that subject to a final inspection of works that the 3 areas of public open space on phase 1 of the Wilmott Meadow Estate excluding the drainage network be adopted by the Town Council at its September meeting.

e) Tree replacement - to consider planting a tree to replace the leylandii trees removed from the recreation ground.

Resolved:- not to proceed with this at this time.

f) Playsafety Operational Play Equipment Inspection Course – to consider the Groundman's attendance on this course.

The Clerk explained that as the Groundman undertakes basic repairs on the play equipment this course was more suitable to his needs than the routine inspection course he has attended in the past.

Resolved:- to recommend that the Groundsman attends this course at a cost of £420 plus £200 for the exam.

7 Allotments

a) Plots – to discuss uncultivated plots and inspection / termination of tenancy process.

The Clerk reported that 2 tenancies had been terminated due to non-cultivation of plots as agreed at the previous meeting, however it would be useful to clarify the inspection process for future inspections.

Resolved:- that the process of inspecting allotments would be as follows:-

- **Maximum of 3 Allotment inspections a year carried out by the Clerk, Committee Chairman and 1 other Councillor.**
- **Following the inspection tenants of all plots deemed to be in breach of their tenancy agreement they will be written to and informed that they have 4 weeks to rectify the situation.**
- **A follow up inspection will take place carried out by the Clerk, Committee Chairman and 1 other Councillor.**
- **If following this inspection the tenant is still deemed to be in breach of tenancy agreement and unless there are any extenuating circumstances that The Council has been made aware of a notice to quit will be issued.**

The Clerk was asked to include this process in the annual renewal letter

b) Tenancy Termination - To consider correspondence received.

The letter received from a tenant explaining the extenuating circumstances that lead to the non-cultivation of his plot was considered

Resolved:- to reverse the notice to quit proceedings.

8 Love Lane Cemetery

a) Bench provision – to consider provision of a bench.

The Clerk explained that she had been approached by a number of visitors to the cemetery requesting an additional bench in the cemetery as the existing bench was a long way from the newer graves.

Resolved:- to recommend that a bench up to a maximum installed cost of £400 be purchased to be installed under the trees in the cemetery.

b) To consider amending the wording of the fees notice in relation to charges for out of parish interment to provide more clarification.

Resolved:- to recommend approval of the following amendment to point 1 of the cemetery fees guidelines for the cost of interments of out of parish residents.

The Fees and Payments below apply where the person to be Interred or in respect of whom the right is granted is, or immediately before their Death was, an Inhabitant or a Parishioner of Wem Town or was an inhabitant or parishioner of the parish of Wem Town immediately prior to entering a hospital, hospice, nursing home or other care institution outside of the parish of Wem

c) Register of Graves – to discuss.

The Clerk reported that following the recent Cemetery training it was apparent that the Town Council did not hold an up to date register of graves book. Due to staffing pressures it had not been possible to update the existing book and she requested that the Assistant Clerk be allocated additional hours to complete this work which could be carried out at home.

Resolved:- to recommend that permission be given for the Assistant Clerk to work an additional 20 hours in order to update the register of graves book.

d) To approve quote for cutting cemetery hedge.

The Clerk circulated the quote provided

Resolved:- to approve the quote from Via Della Emilia for the cutting of the Cemetery Hedge.

- 9 **Gardening Club Troughs** – to consider request from the Gardening Club to take over the maintenance and management of their planters (copy enclosed).

Resolved:- to recommend approval be placed in the 2019-20 budget to enable the floral planters contract to include the watering of the planters outside of Wem Town Hall and Wem Library.

10 **Streetlights**

a) to consider complaint about light spillage from new LED light on Drawwell Walk. The Clerk outlined the work that had already been carried out to try and reduce the glare from the new streetlight onto an adjacent property which had included

- Fitting of front shield to existing light
- Lowering height of column by 1m
- Fitting new style head with deeper front shield

It was explained that in the opinion of the resident none of the actions had made any difference and that the only remaining option would be to move the light to the opposite side of the path which would cost a significant amount. The Clerk reported that the resident was willing for representatives from the Council to visit the property to see the problem for themselves.

Resolved:- that 2 members of the committee would visit the property and report their findings to the September Town Council meeting when a decision would be taken on whether any more could be done to alleviate the problem.

b) to consider complaint about quality of lights at Wemsbrook Drive.

The Clerk explained that a resident had complained about the poor quality of the streetlighting in the Wemsbrook area especially at the junction of Wemsbrook Road and Crabtree Lane. It was explained that the light on the junction could be raised to give a better light splay and changed to a non dimmed light. In addition if the tree overhanging the path on Wemsbrook Road was to be trimmed by the householder this would allow a better light splay from the streetlight on Wemsbrook Drive.

Resolved:- that The Clerk seeks a quote for the alteration of the LED light at the junction of Wemsbrook Drive and Crabtree Lane to non dimmed and to increase the height to the streetlight to be considered at the September meeting of the Town Council.

Further Resolved:- that the resident be contacted to see whether they would be willing to trim the tree to improve the light from a neighbouring streetlight.

- 11 **Date and time of next meeting** – to note time and date of next meeting and to set date for asset inspection meeting.

Resolved:- that the next meeting would be on 11.12.18 at 10.00 and that the annual asset inspection be cancelled until the Spring.

Meeting ended 11.15

Chairman