

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

20th March 2014

To: Members of the Recreation and Amenities Committee

Dear Sir/Madam

I write to invite you to attend a meeting of the Recreation and Amenities Committee to be held on Thursday 27th March 2014 at 7.30 pm at the Haling Dene Centre.

Yours faithfully

Lynne Hames
Parish Administrator

Public Session

AGENDA

1. APOLOGIES
2. DECLARATION OF INTEREST
3. MINUTES
To approve the minutes of the meeting of 23rd January 2014 and to consider matters arising therefrom.
4. INCOME/EXPENDITURE
To receive printouts for the year to date.
5. CHRISTMAS LIGHTING
 - [a] To receive and consider a quotation to have the electricity connection and timers placed in the five lighting columns on the A449, together with the motifs.
 - [b] To consider extending the current Contract with Turnocks , which ended on December 2013, for either a further three or five years, details are on the attached Quotations sheet.
6. HANGING BASKETS – MARKET STREET
 - [a] To receive and consider quotations for the Planting of the Summer Bedding as per the attached quotations sheet. [attached].
 - [b] To consider purchasing new Hanging Baskets and Brackets for the additional baskets [costings to follow].
 - [c] To receive and consider quotations to have the brackets stress tested.
 - [d] To receive and consider quotations for a watering system for replenishing the baskets' reservoirs.
 - [e] To consider putting a procedure in place for the Handymen to check and re-fill the baskets' reservoirs.

7. A449 NAME SIGNS - PENKRIDGE
To receive and consider quotations to have two new Road Signs at the two entry points to the Village.
8. NOTICEBOARDS
To receive and consider a quotation from Arien to supply a double-sided Noticeboard the same material as the two Noticeboards in the Village but there are three different style options [details attached].
9. WAR MEMORIAL
To note that the refurbishment of the War Memorial will commence early April and the British Legion and Rector have been notified.
10. BEST KEPT VILLAGE 2014
 - [a] To note that the Planned General Maintenance programme has been updated and there is very little maintenance in the village for this coming year.
 - [b] To note that letters will be sent to all the Schools and local businesses asking that they keep their immediate area clean and free of litter and that the Schools request all pupils use the litter bins provided and keep the Village litter free.
11. WOLVERHAMPTON ROAD PLAY AREA
To consider requests from residents local to the Play Area to purchase a slide for the site.
12. YOUTH FORUM
To receive an update from the Youth Worker on the on the above.
13. WEBSITE
To receive an update on the Council's Website Recreation and Amenities Section from the Chairman.
14. BURIAL GROUND LANDSCAPING
 - [a] To approve the PA's Action together with the Vice Chair of Council [Cllr Stonehouse] to have 6 Slabs laid for the Scattering of Ashes Plaques at a cost of £120 undertaken by the General Handyman.
 - [b] To receive and consider quotations to have trees planted along the path from Pinfold Lane to tunnel and the trees and four beds created in the Cremated Remains section [details attached].
15. DATE AND TIME OF NEXT MEETING
Thursday 22nd May 2014 at 7.30 pm.
16. STANDING ORDER No 64
Resolved
Local Government Act 1972 - Exclusion of Press and Public - to resolve that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1[2] Public Bodies/Admission to meetings Act 1960.
17. WAGES BUDGET FOR 2014-15
To receive the Chairman's verbal update on the above.

Penkridge Parish Council

Minutes of the Recreation and Amenities Committee Meeting
held on 27th March 2014 at 7.30 pm - Haling Dene Centre

Present

Councillor	David Oldfield [Chair]
"	Mrs Sandra Chambers
"	John L Eastwood
"	Sean Flynn
"	Peter M Jones
"	Victor Kelly
"	Mrs Sandie Morris
"	Calvert Stonehouse

Also in Attendance were Cllrs Gordon Hawkins and Anthony Minshall

Public Session

1056. APOLOGIES

Apologies were received from Councillors Mrs Isabel Ford, Mrs Anne Geoghegan, Mrs Petula Hughes and John McPheat.

1057. DECLARATIONS OF INTEREST

There were no declarations of interest.

1058. MINUTES

Resolved

That the minutes of the meeting of 23rd January 2014 be approved as a true and correct record and signed by the Chairman.

1059. MATTERS ARISING FROM THE MINUTES

1044[d] – Horsefair Play Area Litter Bin – The Chairman advised that further to the Committee's decision to not have a Cigarette Stubber on the new bin to be placed at the Horsefair Play Area, there had been a request from PC Paton, that the Committee re-consider their decision as the youths of the village and parents would also use the bin.

There was a proposal put forward and seconded to rescind the original resolution and purchase a Cigarette Stubber for the new bin with five votes for, two against and one abstention.

The Committee also asked if a ban on smoking in the Council's Play Areas could be enforced.

Resolved that :

[i] A Cigarette Stubber be purchased for the new bin at a cost of £8.00 from Amberol.

[ii] The DPA find out if a ban on smoking in the Council's Play Areas could be enforced.

1060. INCOME AND EXPENDITURE

The printouts for the year to date were received and noted.

1061. CHRISTMAS LIGHTING

[a] The Committee received and considered a quotation from Turnocks to have the electricity connection and timers placed in the five lighting columns on the A449, together with the motifs. A proposal was put forward and seconded that the quotation be accepted at a cost of £2,000 for the first year and £1,135 for the following 4 years.

Resolved that the quotation from Turnocks be accepted at a cost of £2,000 for the first year and £1,135 for the following 4 years.

[b] Consideration was given to if the current Contract with Turnocks should be extended for either a further three or five years.

A proposal was put forward and seconded that the Council extend the Contract for a further five years at a cost of £4,313 per year plus the costs under Item [a] above.

Resolved that the Council extend the Contract for a further five years at a cost of £4,313 per year plus the costs under Item [a] above.

1062. HANGING BASKETS – MARKET STREET

- [a] Consideration was given to quotations for the Planting of the Summer Bedding as per the attached quotations sheet.
Resolved that the quotation from Pillaton Garden Centre be accepted at a cost of £1,753.
- [b] Consideration was given to the purchase of new Hanging Baskets and Brackets for the additional baskets to be placed on businesses along the A449.
Resolved that the quotation be accepted from Amberol at a cost of £530 for the additional baskets and brackets.
- [c] Consideration was given to the quotations to have the brackets stress tested.
Resolved that the quotation from Chains and Lifting be accepted at a cost of £420 and to a stress level of 50 kg.
- [d] Consideration was given to quotations received for a watering system for replenishing the baskets' reservoirs.
Resolved that the quotation from Interior Landscaping be accepted at a cost of £1,078 for a 250 Litre Static Tank Sprayer and a 70 Litre Nursery Sprayer.
- [e] Consideration was given to putting a procedure in place for the Handymen to check and re-fill the baskets' reservoirs.
A proposal was put forwarded and seconded that the following procedure be put in place:

The water levels are regularly checked by the Handyman/Caretaker (preferably on a daily basis) and that if water levels are considered low then they are topped up on the next working day at the latest. Due to parking being limited in Market Street the watering should be done by the Handyman/Caretaker starting at 7.00 am. This will ensure that the work can be done safely and with minimum disruption to pedestrians. The Village Orderly would also be on shift at this time if help is necessary. Trying to water the baskets during the day is not an option as this would be unsafe and impractical.

The levels can be checked at any time during the day Monday – Thursday but on Friday it should be done at 7.00 am in the morning. If the water levels are low then the reservoirs should be topped up immediately to ensure that there is sufficient water for the weekend. When the baskets are required to be filled up the following morning the 250 Litre Static Tank should be filled the night before so watering can commence at 7.00 am the following day.

Resolved that the above procedure be adopted and put into practice.

1063. A449 NAME SIGNS - PENKRIDGE

Consideration was given to quotations to have two new Road Signs at the two entry points to the Village replaced.

The Committee were advised that a quotation had been obtained to have two of the chosen three designs.

Councillors present discussed the two different options. A proposal was put forward and seconded that the wording for the sign be 'Welcome to Penkridge Twinned with Ablon sur Seine'

An amendment was put forward and seconded that the wording be 'Welcome to Penkridge, Historic Market Town, Twinned with Ablon sur Seine'

There were four votes for the amendment, one vote against and two abstentions.

Councillors then voted for the substantive motion which was 'Welcome to Penkridge Historic Market Town Twinned with Ablon sur Seine' with five votes for, one against and two abstentions.

Councillors asked that a proof be obtained and the actual size of the sign. Consideration should also be given to the height of the sign if a planter was to be placed in front.

It was agreed that Councillors are to submit suggested wording for the sign instead of 'Historic Market Town' for consideration at the May meeting.

Resolved that:

- [i] A proof be obtained and the actual size of the sign
- [ii] Consideration should also be given to the height of the sign if a planter was to be placed in front.
- [iii] Councillors to submit suggested wording for the sign instead of 'Historic Market Town' for consideration at the May meeting.

1064. NOTICEBOARDS

The DPA advised she had not received any quotations for a new double sided Noticeboard for the Horsefair Play Area. The Committee asked that the new Noticeboard be more substantial than those already in the Village and quotations be obtained for both single and double sided boards. This item be included on the May Agenda.

Resolved that quotations be obtained for a both single and double sided Noticeboard and this item be included on the May Agenda.

1065. WAR MEMORIAL

It was noted that the refurbishment of the War Memorial would commence early April and the British Legion and Rector had been notified.

1066. BEST KEPT VILLAGE 2014

[a] It was noted that the Planned General Maintenance program had been updated and there was very little maintenance in the village for this coming year.

[b] It was noted that letters would be sent to all the Schools and local businesses asking that they keep their immediate area clean and free of litter and that the Schools request all pupils use the litter bins provided and keep the Village litter free.

1067. WOLVERHAMPTON ROAD PLAY AREA

Consideration was given to the Council purchasing a slide for the site. The Committee agreed that quotations be obtained for a free standing and a mound based slide and this be placed on the May Agenda for consideration.

Resolved that quotations be obtained for a free standing and a mound based slide and this be placed on the May Agenda for consideration.

1068. YOUTH FORUM

An update was received and considered from the Youth Worker on the on the above.

1069. WEBSITE

The Chair advised that he had reviewed the Recreation and Amenities section of the Council's Website and it all appeared to be up to date.

1070. BURIAL GROUND LANDSCAPING

[a] The Committee approved the PA's Action together with the Vice Chair of Council [Cllr Stonehouse] to have 6 Slabs laid for the Scattering of Ashes Plaques at a cost of £120 undertaken by the General Handyman.

[b] Consideration was given to have trees planted along the path from Pinfold Lane to the tunnel and to have trees and four beds created in the Cremated Remains section.

The DPA advised that Suppliers did not recommend trees to be planted between April / October. The Committee decided to review the tree planting in October/November but considered the quotations to have four new beds in the Cremated Remains section. The quotation from Trent Ground Maintenance was approved at a cost of £520.

Resolved that:

[i] The quotation from Trent Ground Maintenance was approved at a cost of £520.

[ii] The planting of the trees be considered in October/November.

1071. DATE AND TIME OF NEXT MEETING

Thursday 22nd May 2014 at 7.30 pm.

1072. STANDING ORDER No 64

Resolved

Local Government Act 1972 - Exclusion of Press and Public - to resolve that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1[2] Public Bodies/Admission to meetings Act 1960.

1073. WAGES BUDGET FOR 2014-15

The Chairman advised that at present the split for the Handyman was 60/40 to Haling Dene and Recreation and Amenities. He said that the PA had advised that she would change the split to 50/50 from April 2014 and any corrections to budgets would be made at the December 2014 Finance and Resources meeting.

The meeting closed at 9.50 pm

Chair: _____

Date: _____