Minutes of the Amenities Committee meeting

(incorporating the cemetery committee)

 held in the Seminar Room, Papworth Village Hall

Ermine Street South,

15th September 2015 at 7.00 pm

**Present:** Mark Honeywood, Chairman, MLH, Chris Howlett, CH, Bob Baker (BB),

 Barry Hume, BH

**In Attendance:** Tess Rogers, clerk

1. **Apologies for absence**

None

1. **Declarations of pecuniary interest**

None

1. **To confirm and approve the minutes of the meeting held on the**

 **8th June 2015.**

It was resolved to accept the minutes as being a true record of the meeting.

**4. Matters arising or carried forward from the last meeting**

4.1 4.1 To confirm that the anti vandal paint has been applied to the containers standing on the field.

 This remains outstanding but will be done in the near future.

4.2 4.2 Update on the progress of creating a new village sign.

 It was agreed that the photograph of the hall, recently supplied by CH, will be forwarded to Paul Tait at Cream Ink to be inserted into the artwork. Dimensions of 1200cm top to bottom, the width to be in proportion. A new quote should then be provided, to be presented at the next meeting.

4.3 4.4 an update regarding the condition of the public benches for which the parish council has responsibility.

 MLH will continue to complete the photography of all the benches. It was agreed to ask the Papworth Trust gardening team for a quote to remove the old bench standing in the far corner of the cemetery, as this is in a dilapidated state.

4.4 4.5 Update on report to be made to the County Highways Department regarding the damaged footpath in Ridgeway.

 CH had reported this sometime ago and no work has taken place. County councillor Mandy Smith will be asked for any news regarding this. She will also be asked to attend a day time meeting with CH, BB and BH with the request that a representative from the local Highways department is also in attendance, to discuss this and other matters (footpath/cycle path).

4.5 4.6 To receive a report on any maintenance necessary to the bus shelters.

 Advice had been obtained from Littlethorpe. These should be washed down once a year and weather proofed every 5 to 10 years. Replacement planks would be provided free of charge.

4.6 7.0 Street signs – any necessary actions required? The cleaning of any that are particularly dirty and the removal of any where premises no longer exist etc.

 Some speed restriction signs and road signs are turning green. This will be discussed with Mandy Smith. The CEO of Papworth Trust will be contacted regarding the signs still in place for premises that have been removed.

**5.0 Paddling Pool**

5.1To retrospectively approve the temporary employment of Justin Valderama in the position of paddling pool attendant for the summer season.

 It was resolved to retrospectively approve the employment.

5.2 To consider if the parish council would wish to reinstate the paddling pool should it be badly damaged. This is to review our insurance position.

 It was agreed to ask Martin Stone, who last undertook repairs to the pool, to provide a quote for any necessary repairs the pool might need in advance of the 2016 season. The quote will then be presented to the parish council for a decision regarding the provision of funding for this or not.

5.3 To retrospectively approve the quotation for the repair of the block paving surrounding the paddling pool.

 The cost of £175.00 was retrospectively approved.

6.0 To consider the provision of a bridge to lead from Ermine Street North into the play area at the point where visitors currently cross the ditch rather than walking around to the entrance leading from Chequers Lane.

 It was resolved not to provide a bridge.

**7.0 To review the terms of reference for this committee**.

 With consideration given to amalgamating the cemetery committee into the amenities committee.

 The clerk will make suggested amendments to the document and return it to the next meeting for approval.

**8.00 To readdress the removal of the trees and fencing around the old tennis courts**

Charlie Vince will be approached for an up dated quote for the removal of the trees. MLH is to source a quote for the removal of the fencing although it may be possible to make use of any fencing still in good repair, to be placed along certain areas of the courts.

**9.00 Play Area Inspection Report**

9.01To undertake a decision to contract Timberplay to undertake regular inspections of the play equipment.

 It was resolved to ask Timberplay to schedule in an annual package to check the play area. Three months later the parish council will take out the quarterly contract.

**10.0 To consider any reply, if necessary to the letter received from CCC regarding the public rights of way grass cutting.**

It was resolved that no reply was necessary.

**11.0 To confirm our street lighting inventory as per the CCC’s letter dated 01.07.15.**

It was agreed to confirm the inventory but question there being 2 lamps in the Close, as on inspection, it would appear there is only one for which the parish council is responsible.

**12.0 Cemetery matters**

**12.1** To approve the minutes of the meeting held on the 11th March 2015.

 It was resolved to accept the minutes as being a true record of the meeting.

**12.2** To set a date to undertake the annual headstone safety test.

 This is to be the 3rd October 2015 at 10 am. The clerk will be provided with the name of a grave where the headstone is unstable, whereupon a quote for its’ professional repair will be sought. This is to provide the council with a guide price to consider for grave repairs where no relatives are in existence.

12.3 Update on repair to the Cheere tomb.

 The parish council has received one quote, a second has been requested but not yet forthcoming, therefore another quote will be sourced. MLH will put blue fencing around the tomb.

12.4 Consideration to be given to any maintenance issues.

 None were raised.

12.5 Are tree guards required around hedglings?

 These are not as yet in place.

**13.0** **Matters for further consideration**

None were raised.

**14.0** **Date of next meeting**.

 19th October 2015.

Close of meeting

21.15.

Signed: Date:

Chairman