



Stratfield Mortimer Parish Council

Minutes of the Fairground and Cemetery Committee Meeting

held on Thursday 19th July 2018 @ 7:30 pm

at The Parish Council Office, 27 Victoria Road, Mortimer. RG7 3SH

Present:

Councillors: Cllr. N. Kiley (Chairman), Cllr. J. Bull, Cllr. P. Challis, Cllr. S. Hill (arrived at 7.35pm), Cllr. K. Johnson, Cllr. L. Jones, Cllr. T. Reade.

Clerk: Lynn Hannawin – Parish Clerk

Public/Press: No members of the public and no members of the press present.

18/41	Public Questions: None	
18/42	To receive any apologies for absence: Apologies were received from Cllr. M. Dennett	
18/43	To receive any declarations of interest and dispensations: None	
18/44	To receive and approve the minutes for the Fairground, Trees and Amenities Committee meeting held on Thursday 26th April 2018: With the abstention of four Councillors who were not present at the meeting, the minutes were received and APPROVED to be signed as a true record of the meeting.	
18/45	To receive and approve the minutes for the Cemetery Committee meeting held on Tuesday 27th March 2018: With the abstention of five Councillors who were not present at the meeting, the minutes were received and APPROVED to be signed as a true record of the meeting.	
18/46	To receive an update on the playground equipment, MUGA and maintenance agreements: Cllr, N. Kiley confirmed that the repairs and painting are now complete. The recent ROSPA report highlighted minor areas that need attention, and these will be addressed according to the recommendations. There is some shrinkage of the rubberised areas in the U8's area and the Clerk will ask the Village Custodian to fill with top soil. The Clerk reported that the equipment manufacturers Proludic, charge for an 'as required' inspection of the equipment which includes a report of the findings. A further fee would be due for any other necessary visits to undertake maintenance/repairs. Kompan offer both annual and operational inspections. The Clerk will clarify the specification offered for each service.	NK Clerk Clerk
18/47	To receive an update on the Grounds Maintenance Contract. Cllr. N. Kiley reported that the recent Ecological Survey will provide the basis for the maintenance contract specification. The draft report from the survey is due on the 20 th July and the final report on the 3 rd August. The	

	<p>report, along with the previous schedule, will also be used to specify the maintenance contract for the cemetery.</p> <p>It was agreed that the maintenance required for the commons should also be considered alongside the Fairground and cemetery requirements.</p> <p>Grass on Brewery Common, normally by West Berkshire Council (WBC), is 1.2m high and in urgent need of a cut. It was agreed that the Clerk would query this with WBC.</p>	NK Clerk
18/48	<p>To receive an update on the management plan for the ponds and Fairground:</p> <p>The management plan for the ponds and Fairground depends on the results of the Ecological Survey. It was agreed that the Clerk would circulate the survey report on receipt and a Working Group would meet to consider the conclusions and produce recommendations. Mr. T. Barber will be invited to join the Working Group.</p> <p>Cllr. N. Kiley reported that, due to lack of water in the pond caused by the drought, it had not been possible for Acorn Ecology Ltd to undertake the DNA test to confirm the presence/absence of Great Crested Newts.</p>	Clerk NK
18/49	<p>To receive an update on the fencing works for Hammonds Heath and the conservation area:</p> <p>All the work has now been completed.</p> <p>One of the old kissing gates, leading to the conservation area, has been damaged and requires a part to be welded back on. The Village Custodian has the part and the repair will be undertaken shortly.</p>	NK
18/50	<p>To receive an update on the Fairgrounds special projects:</p> <p>1. Repair of conservation area footpaths</p> <p>SMPC will undertake the work and WBC will make a contribution to the cost. The specification will be considered by the Working Group and a copy forwarded to WBC for comment. Cllr. N. Kiley will ask Cllr. D. Kilshaw for the path specification that was produced for the Mortimer to Burghfield path.</p> <p>2. Provision of second picnic table</p> <p>Cllr. N. Kiley is producing a specification for the required base. Cllrs. N. Kiley and J. Bull will meet onsite on Thursday 26th July at 10am to confirm location of the table and additional bench.</p>	NK NK JB
18/51	<p>To receive an update on the annual tree survey for the Fairground and Windmill Common:</p> <p>It was agreed for Cllr. N. Kiley and the Clerk to review the previous tree survey along with the results of the Ecological Survey and to establish the next steps required.</p>	NK Clerk
18/52	<p>To consider the security of the Fairground and grazing area:</p> <p>The security of the Fairground and grazing area was considered and reviewed.</p>	
18/53	<p>To receive an update on the Cemetery:</p> <p>1. Fallen tree branch and ivy covered trees.</p> <p>This has been resolved</p>	

	<p>2. Re-levelling of graves. This is in process.</p> <p>3. Noticeboard replacement. One quote has been received and a further two are being sought.</p> <p>4. St Mary's churchyard - overgrown footpath. This has been dealt with by St Mary's Church Wardens. It was agreed to establish the cost of keeping the path weed free and discuss this at a Finance and General Purpose Committee meeting.</p> <p>5. Deer issue. Deer are continuing to get into the cemetery. It was agreed for Cllr. J. Bull to work with the Village Custodian to undertake further repairs.</p>	<p>Clerk</p> <p>JB Clerk</p> <p>JB</p>
18/54	<p>To receive a report on the Cemetery extension: A topographical survey has been completed and the landscapers have selected several companies to provide quotes for the bridge. However, quotes will also be required to provide foundations for the bridge footings. It was agreed to look at possible alternative solutions which may require additional planning permission. The Clerk will confirm with West Berkshire that previously granted planning application is still valid. A cemetery extension review meeting is taking place with the landscapers on the 7th or 10th August.</p>	<p>JB Clerk</p>
18/55	<p>To review the Fairgrounds and Cemeteries Committee's budget spend for the year 2018-2019: The budget for Fairground and Cemetery has been reviewed and figures itemised accordingly. In addition, it is proposed that the budget for Play Area Maintenance is now used for maintenance, repairs and the replacement of equipment as required. This would negate the need for a sinking fund for play equipment. The "Sinking Fund Tennis Courts" will be reviewed to ensure it has adequate funds. The Fairgrounds and Cemetery Budget will be ratified by Finance and General Purpose and Full Council in September.</p>	
18/56	<p>Minor matters - for information only: It appears that waste from St Mary's graveyard is being dumped in the Parish Council cemetery. This will be monitored. Cllr. J. Bull and the Village Custodian will review the spoil from the graves which is unsightly and needs levelling out. The question of whether photographs of the deceased can be part of the plot memorial was raised. This will be checked as per the Parish Council's Cemetery Regulations. The Lime Trees on the fairground are currently being watered every 3 days. This will continue until conditions improve. There are six small damaged areas on the tennis court surface. Further to a review by Sport England and the fact no warranty for the surface work has been found, the repairs can be financed from the remaining funds from the original grant.</p>	<p>JB</p> <p>JB Clerk</p> <p>Clerk</p>

18/57	Matters for Communication: Update on the completed fencing and playground painting and repairs.	NK Clerk
18/58	Future Agenda Items Action list from previous meeting.	

The meeting closed at 9:00pm.