



## Stratfield Mortimer Parish Council

### Minutes of the Fairground and Cemetery Committee held at Mortimer Methodist Church Hall on Tuesday the 4<sup>th</sup> of October 2022 at 7.30pm.

#### Present:

##### Councillors:

Cllr. S. Hill (Chairman), Cllr. M. Dennett, Cllr. K. Field, Cllr. M. Lock, Cllr. A. Marsden, Cllr. A. Noonan.

##### Officers:

Mrs. L Hannawin, Clerk.

##### Public/Press:

No members of the public and no members of the press were in attendance.

#### Part I

##### **22/012 Public Questions (for agenda items only)**

None.

##### **22/013 To receive any apologies for absence**

Apologies were received from Cllr. D. Butler and Cllr. D. Morsley. Cllr. H. Geary did not attend, and no apologies were received.

##### **22/014 To receive any declarations of interest**

None.

##### **22/015 Minutes of Last Meeting**

To resolve to **APPROVE** the Minutes of the Minutes of the Fairground and Cemetery Meeting of the 24<sup>th</sup> of May 2022.

**RESOLVED** with two abstentions that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

## **22/016 Update from Previous Committee Meeting(s)**

**To receive an update outlining actions taken following the meeting held on the 24<sup>th</sup> of May 2022 and other updates.**

Cllr. Hill reported on the following:

- Tree surveys: The specification, against which quotes will be sought, is being reviewed.
- Grazing area wildflower border: The seeds have been purchased but the ground was too hard for sowing.
- Lime Trees: Samples to identify any potential disease are still to be taken but the trees seem to be recovering.
- WI tree donation: The WI have obtained a native cherry from the Woodland Trust and as agreed, Cllr. Hill and the Clerk will meet with the WI to agree the location which will be near to the pond.
- Incredible Edible Mortimer (IEM): Further to IEM's request to grow vegetables in planters on the Fairground, Cllr. Hill has suggested fruit trees are planted instead. IEM have also asked about growing vegetables in West End Road car park. The Clerk will check the feasibility of this with West Berkshire Council (WBC) and will add it to the agenda for consideration by the Roads, Footpaths and Commons Committee.
- Electricity Box Plot 1 Fairground, Meter S12R28114: It was agreed at May's meeting to decommission the box. However, further to it having been used at the Platinum Jubilee Commemorations, the decision will be reviewed at the next meeting.
- Play Equipment: Most of the remedial work is now complete.
- Cherry Trees: The trees survived the hot weather, and the plaque is now in situ. Cllr. Hill thanked Mr. Richer for his help with the watering.
- Pillbox: The grounds maintenance has been undertaken and the area is looking tidy.
- Cemetery: The monthly grounds maintenance has been undertaken. The hedge between the two cemeteries will be cut during the next visit.

## **22/017 Items to be taken into private session**

**To determine which items, if any, of the Agenda should be taken with the public excluded**

Cllr. Hill proposed that agenda item 22/018 4. Utility Square and 22018 5. Budget 2023/24, be taken with the public excluded.

Seconded by Cllr. Lock.

**RESOLVED** unanimously.

## **22/018 Items for Consideration and Resolution**

### **1. Cemetery Extension – Boundary Fence and Hedge**

**To review the requirements for the Cemetery Extension boundary fence and hedge and, so quotes may be obtained where necessary, agree:**

Cllr. Noonan presented a report, and each area was considered.

#### **a. The specification of the work required to make the fence stock proof.**

Cllr. Dennett informed the Committee that it was his belief that, following agreeing the specification with the farmer and Englefield Estate, the fence was erected by the farmer. A hedge was planted within the fence boundary to provide extra protection. Most of the hedge is growing well but some maintenance is required. Part of the fence also needs remedial work.

It was agreed:

- The Clerk will confirm the suitability of the fence and hedge with Englefield Estate, with regards to the terms of the lease
- The Custodian will undertake the fence repairs.
- If necessary, quotes will be obtained for stock proof fence for the 2 sides of the extension, as per the Countryside Service Design Standards (2020) specification presented.

**b. The specification of the safety fence to be installed at the bottom of the extension alongside Foundry Brook.**

It was agreed for quotes to be obtained for a fence to match the current cemetery's Foundry Brook boundary fence. This will consist of a 1.9m high post and wire fence, going from left to right.

**c. The management or replacement of the existing fence between the current and cemetery extension.**

It was agreed that once the extension boundary is secure, the existing fence between the current cemetery and new extension will not be required and it shall be removed.

**d. The specification of the work required for the maintenance of the hedge and shrubbery.**

It was agreed for Cllr. Hill to review the work required which, depending on the degree of work needed, will either be undertaken by the Custodian or the Cemetery grounds maintenance contractors.

Cllr. Hill proposed the decisions agreed above.

Seconded by Cllr. Lock.

**RESOLVED** unanimously.

**2. Cemetery Extension – Retaining Wall and Footpath**

**To review the requirements for extending the footpath to the new bridge and, so quotes may be obtained, agree:**

**a. The specification for the work required for a retaining wall.**

**b. The specification of the extended footpath infill.**

Cllr. Noonan presented a report, and confirmed a retaining wall was required to stop the earth spreading when diggers use the footpath and bridge. It was noted that a handrail could be installed. The proposed specifications for the retaining wall, using professional landscaping timber, and for the footpath, which will be the same as for the current footpath, were discussed. It was noted that the specification for the retaining wall must highlight the need for the work to conform to the required standards to accommodate diggers.

Cllr. Hill proposed the quotes be obtained as per the specifications discussed and agreed.

Seconded by Cllr. Lock.

**RESOLVED** unanimously.

# Cllr. Dennett informed the Committee that the memorials in the top corner of the current cemetery are linked to graves that were in the Church cemetery which had to be removed to accommodate the footpath when the current cemetery was built. It was agreed with the Church that the memorials would be retained in the new SMPC cemetery.

### **3. Fairground Footpath**

**To consider and agree the specification for the installation of a footpath on the Fairground, on the westside of the car park from the Community Centre to The Street, so quotes may be obtained.**

Cllr. Hill presented a report and suggested the specification for the footpath should be the same as that for the recently installed footpath that runs around the right-hand side of the Community Centre to the side door. A budget for the work would need to be agreed by Full Council.

Cllr. Hill proposed the quotes be obtained as per the specification discussed, and budget approval is sought from Full Council for up to £20,000 from Community Infrastructure Levy Reserves.

Seconded by Cllr. Lock.

**RESOLVED** unanimously.

### **4. Utility Square**

**To consider the quotes received and resolve:**

- a. the selection of the contractor or contractors.**
- b. The project is taken to Full Council for budget approval for spend from Community Infrastructure Levy Reserves.**

Minuted at Part II

### **5. Budget 2023/24**

**To consider the Fairground Budget for 2023/24 and agree the amounts required for recommendation to Finance and General Purposes.**

Minuted at Part II

### **6. Fitness Equipment Signs**

**To resolve the purchase of two additional signs and fittings for the fitness equipment area at a maximum cost of £200.00.**

Cllr. Hill proposed two further signs are purchased.

Seconded by Cllr. Lock.

**RESOLVED** unanimously.

# Cllr. Hill thanked Cllr. Noonan, Marsden and Dennett and the Clerk for their recent assistance.

### **22/019 Items for information only**

- Christmas tree: A 20' Norway Spruce will be arriving the week beginning the 25<sup>th</sup> of November and volunteers will be needed to help install it. Installation usually takes place on the Friday of the week of delivery.
- Holly & gorse: The Custodian will be cutting back the overgrown vegetation near the shared wall with Badgers Croft.
- Cemetery grass: The Clerk confirmed that the cemetery grass has been cut.
- Portable Toilets: Mortimer Village Partnership have asked if portable toilets may be positioned in the Fairground Car Park for the week of the Scarecrow Trail (22/10/22 – 30/10/22). The Committee felt this would be acceptable providing the MVP were responsible for any incidents and as long as the toilets are collected on Monday the 31<sup>st</sup> of October.

- Fairground incident: A parent had reported their child had fallen off the new Swing Dome seat and had broken their wrist. The Swing Dome has recently been replaced as the previous one was old and showing severe signs of wear and tear. The Clerk has contacted the contractors who installed it for relevant details of the seat and will review the seat. The sign in the Adventure Area does stipulate the equipment is for children over the age of 8. An additional sign has been ordered as part of the remedial works agreed at the last Committee meeting and should be installed soon.
- Victoria Road/West End Road alley tree roots: Due to the tree roots, the surface of the alley is uneven. This shall be referred to the Roads, Footpaths and Commons Committee.

## **22/020 Communications**

**To identify items for communicating.**

- Fitness Equipment.
- Play equipment work.

## **22/021 Future Agenda Items**

**To identify future agenda items**

- Electricity Box Plot 1 Fairground, Meter S12R28114.
- Cemetery extension landscaping ideas and proposals.

## **22/022 Exclusion of Press and Public**

**To pass a resolution to exclude members of the press and public from the meeting at Part II, items identified at 22/017 on the Agenda, due to the confidential nature of the information being discussed.**

Proposed by Cllr. Hill.

Seconded by Cllr. Dennett.

**RESOLVED** unanimously.

## **Part II**

### **22/018 Items for Consideration and Resolution**

#### **4. Utility Square**

**To consider the quotes received and resolve:**

##### **a. the selection of the contractor or contractors.**

The quotes were considered, and it was agreed further clarification needed to be sought on the price and/or electrical installation from the suppliers. It was also agreed that, due to the requirements of the proposed new Fairground footpath, both projects should be done concurrently.

**b. The project is taken to Full Council for budget approval for spend from Community Infrastructure Levy Reserves.**

Cllr. Hill proposed to seek approval from Full Council for budget spend of up to £20,000 from Community Infrastructure Levy.

Seconded by Cllr. Lock.

**RESOLVED** unanimously.

**5. Budget 2023/24**

**To consider the Fairground Budget for 2023/24 and agree the amounts required for recommendation to Finance and General Purposes.**

The budget for each Fairground and Cemetery expense code was considered and the amounts required agreed.

## **Close**

The meeting closed at 21.16

Date of next meeting: Thursday the 19<sup>th</sup> of January 2023.