

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Recreation, Amenities and War Memorials Committee** meeting held on Tuesday 16th March 2021 at 7.00pm, remotely.

Present: Cllrs Simpson, Winsor, Knight, Lewis and Alford.

Also, Cllr Jon Shatford, Sarah Hennessey (Deputy Town Clerk), representative from the Newbury Weekly News (left meeting at 7.14pm) and one member of the public.

The meeting was being recorded.

RA2021011 Apologies for absence – Cllrs Fyfe, Yakar-Wells, Schlanker and WBC District Councillors.

RA2021012 Co-option of Councillors to the committee

Proposed: Cllr Simpson

Seconded: Cllr Winsor

Resolution: Cllr Jon Shatford be co-opted to join the committee.

RA2021013 Declarations of Interest – None.

RA2021014 Agreement of minutes of meeting held on 19th January 2021 and update on actions:

Proposed: Cllr Knight

Seconded: Cllr Alford

Resolution: To accept the minutes of 19th January 2021 as a true record, Cllr Shatford abstained.

Croft Field Activity Centre – an architect has visited the site and preliminary layout drawings are ready to be discussed via zoom, week commencing 29th March.

Triangle Field car park resurfacing – the contractor is hoping to undertake the work this week, depending on the weather.

Cleaning of the paved areas at Bridge St Memorial Gardens and Tragedy Gardens – the contractor is hoping to undertake the work this week, depending on the weather.

Updated to-do list (circulated) – This was read through.

Maintenance list (circulated) – This was read through. **ACTION:** Deputy Clerk to advise Town Clerk of actions/amendments the committee wish to be added to the list.

RA2021015 Tree Inspection – Agree quote from arboriculturist to inspect trees at the cemetery and Bulpit War Memorial Avenue following recommendation from tree officer.

Proposed: Cllr Simpson

Seconded: Cllr Knight

Resolution: To accept the quote in the sum of £425.00 to inspect the Wellingtonia at the cemetery and approx. 25 trees at the War Memorial Avenue.

ACTION: Office to instruct the arboriculturist and request to meet him on site to discuss any concerns.

RA2021016 Croft Field Activity Centre – Agree increase in CFAC hire charges from 1st April 2021 in line with RPI – see report (**attached**).

Proposed: Cllr Winsor

Seconded: Cllr Knight

Resolution: To increase the CFAC hire charges by 1.2% from 1st April 2021.

RA2021017 St Saviour's Cemetery – Update on repairs to wall on south edge of cemetery.

Proposed: Cllr Simpson

Seconded: Cllr Lewis

Resolution: To seek quotes for grinding out the stump and to seek quotes for repair to the section of wall.

ACTION: Office to contact the owner of the adjoining property to advise what has been proposed by the committee.

- Consider annual increase to cemetery fees and amendments to cemetery regulations – see report (**attached**).

Proposed: Cllr Knight

Seconded: Cllr Alford

Resolution: To increase the cemetery fees by 1.2% from 1st April 2021.

Proposed: Cllr Simpson

Seconded: Cllr Shatford

Resolution: To accept the additional wording to the Residential Status explanation on the Schedule of Cemetery Fees and Charges, with the addition of “or at the council’s discretion”.

Proposed: Cllr Simpson

Seconded: Cllr Winser

Resolution: To accept the suggested amendments/additions to the current Cemetery Regulations.

RA2021018 Bridge Street War Memorial – Discuss suggestion from the Royal British Legion to move benches.

Proposed: Cllr Simpson

Seconded: Cllr Lewis

Resolution: To include moving the benches back to the edges of the paved area to our maintenance man’s work list (**ACTION:** Office), provided it is safe for him to carry out this work.

RA2021019 Health & Safety – Including any other concerns relating to Covid19 – Update following H&S training held on 9th February 2021. Cllrs Simpson and Winser had attended this training with the office staff and felt it had been particularly useful from a local council point of view. They are keen to re-instate the H&S walk-round inspections that councillors previously carried out at HTC’s sites. They suggested that any issues arising from the inspections should straight away go on the relevant committee agenda for discussion. This should reduce the burden of extra paperwork on the office.

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: This matter to be added to FC agenda (**ACTION:** Office) to give all councillors the opportunity to consider if they wish to be involved with these inspections.

- Discuss results of Legionella Risk Assessment held on 15th January 2021 at the Triangle Field.
ACTION: Cllr Winser will discuss the outstanding issues that need to be actioned with the Town Clerk.

Meeting closed at 8.06pm. The member of the public left the meeting.

PART 2

Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admissions to Meetings) Act 1960.

RA2021020 Triangle Field – Update on progress of new management agreement. The working party unanimously voted to agree the Heads of Terms approved by our solicitor. These have been sent to HRFC and we are waiting for their response.

- RA2021021** **Update on Plane Tree crown reduction.** The contractors undertook the work to reduce the crown by 30% as instructed, but it is difficult to determine the actual amount that has been removed. We will continue to monitor the tree closely once it is in leaf.
- RA2021022** **Discuss suggestions for a memorial to Jack Williams.** Cllr Simpson feels it would be appropriate for a memorial to Jack, on behalf of the community of Hungerford, to be sited in the town. Various suggestions were made. **ACTION:** Office to email all councillors asking for any ideas and this will be discussed at a future meeting.

Meeting closed at 8.30pm.

REPORTS

Public Report

Report to: Recreation, War Memorial and Amenities (R&A) Committee Meeting 16th March 2021

Agenda Item RA2021016: Annual Increase of Croft Field Activity Centre Hire Charges

Please see attached spreadsheet showing current CFAC hire charges and proposed new charges increased in line with RPI (currently 1.2%) to take effect from 1 April 2021.

Signed: Sarah Chatters 12/02/2021

Public Report to: R & A committee 16/03/2021

Agenda Item No 2021017: Consider annual increase to cemetery fees and amendments to cemetery regulations.

Objective

- 1) To agree the annual increase to the Schedule of Cemetery Fees and Charges relating to St Saviour's Cemetery in line with current RPI (1.2%) to be effective from 1st April 2021 – see in red on attachment 1.
- 2) To consider additional wording to the Residential Status explanation on the Schedule of Cemetery Fees and Charges as highlighted on attachment 1.
- 3) To consider suggestion of amendments/additions to the current Cemetery Regulations as highlighted on attachment 2.
 - i) Suggested amendment to 2(b) – this paragraph to be split into (b) and (c) as shown for clarity. Paragraph (b) has also been reworded and includes a disclaimer which other local councils include in their regulations.
 - ii) Suggested amendment to 3(a) – to add the wording to specify no interments on weekends or bank holidays which other local councils include in their regulations. This is in case of any problems with the interment when office staff may not be available to be contacted (eg. as happened on the August Bank Holiday Monday in 2020). In the past 2 years we have had 5 interments on a Saturday and 2 on a Sunday.
 - iii) Suggested amendment to add regulation 8 – these are miscellaneous points which would be useful to include and other local councils have these in their regulations.

Signed Deputy Town Clerk March 2021.