

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Extraordinary Full Council Meeting** held on Monday 8th August 2022 at 6.30pm in the Library, Hungerford

Present: Cllrs Shatford, Fyfe, Downe, Alford, Carlson, Schlanker, Winser, Keates, Greenwell and Knight (entered later)
In attendance: Claire Barnes (Town Clerk)

- EFC2022004** **Note apologies for absence -** Councillors, Lewis, Hudson, Simpson and Yakar-Wells
- EFC2022005** **Declarations of interest –** Cllr Downe (Nursery School and Hungerford Club)
- EFC2022006** **Approval of Minutes of the Full Council meeting of 4th July 2022, and 6th June 2022 and outcome of actions**
It was noted that the June minutes were approved at the July meeting and the July minutes should be amended to reflect this, noting they were proposed by Cllr Downe, seconded by Cllr Shatford with 2 abstentions.
Proposed: Cllr Keates
Seconded: Cllr Downe
Resolution: To approve minutes of 4th July 2022 as a true record, subject to the above amendments.
Outcome of actions: None outstanding. A response is pending from Cllr Benneyworth.
- EFC2022007** **Propose additional signatory for agreement of payments**
Proposed: Cllr Winser
Seconded: Cllr Greenwell
ACTION: Resolution: Add Cllr Schlanker as a signatory.
- EFC2022008** **Propose authorisation of payment run (circulated along with copies of invoices) for July**
Proposed: Cllr Shatford
Seconded: Cllr Alford
Resolution: Agree payment run for July totalling £36,029.59.
- EFC2022009** **Propose Year to date accounts –** refer to circulated Income/Expenditure Report.
Proposed: Cllr Winser
Seconded: Cllr Shatford
Resolution: Agree year to date accounts as accurate.
- EFC20220010** **Propose acceptance of recommendation from R&A to appoint Naturally Trees Ltd to carry out tree work at St Saviours, identified by the arboriculturist –** refer to report
Proposed: Cllr Downe
Seconded: Cllr Keates
ACTION: Resolution: To appoint Naturally Trees at a cost of £5,800 plus vat.

- EFC20220011** **Propose acceptance of recommendation from R&A to appoint Vita Play – refer to report**
Proposed: Cllr Winser
Seconded: Cllr Downe
ACTION: **Resolution:** Appoint Vita Play as per option 2 of the report, at a cost of £10, 619.66 plus vat to include a 5-year warranty.
- EFC20220012** **Propose acceptance of recommendation from H&T to appoint Jadecliff and Elveden to supply Christmas trees – refer to report.**
Proposed: Cllr Schlanker
Seconded: Cllr Alford
Resolution: Appoint both Jadecliff and Elveden as per option A in the report at a cost of £7261.10 including an estimated casual labour cost of £500 for trimming the trees and including a 30ft main tree.
- EFC20220013** **Formal set up of Youth Council – Terms of reference are being worked on. Cllr Shatford advised there will be at least 3 link councillors at every meeting.**
ACTION: Cllr Lewis to complete Risk Assessments
Proposed: Cllr Shatford
Seconded: Cllr Downe
ACTION: **Resolution:** Clerk to carry out enhanced DBS checks (with update) on councillors directly involved. Namely: Cllrs Shatford, Alford, Lewis, Simpson and Winser.
Cllr Knight entered.

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.

- EFC20220014** **Skate Park Project – Update following working party meetings. Propose next steps. Consider appointment of contractor.** Further consultation and discussion are required to reach a final design.
Proposed: Cllr Schlanker
Seconded: Cllr Winser
Resolution: Appoint Maverick Industries Ltd as contractor for the project.
- EFC20220015** **Update on projects – refer to update. This was noted.**
- EFC20220016** **Propose reallocation of £10,000 CIL to playground EMR – refer to report**
Proposed: Cllr Downe
Seconded: Cllr Knight
ACTION: **Resolution:** Re-allocate £10,000 CIL to playground EMR
- EFC20220017** **Ratify decision of the Freedom of the Town Panel**
Proposed: Cllr Shatford
Seconded: Cllr Knight
Resolution: Ratify decision of the panel.
ACTION: Issue press release next week once nominees have been consulted.

Meeting closed 7.10pm

EFC22020010 trees

Hungerford Town Council

Public Report to: Extra Full Council 8th August 2022

Agenda Item No EFC20220010: Propose acceptance of recommendation from R&A to appoint Naturally Trees Ltd

Background HTC appointed an arboriculturist to produce a report on the condition of the trees at St Saviours and identify any works required. This was particularly due to the amount of ash trees at the cemetery some of which are showing signs of ash die back and some are roadside.

Objective Appoint a tree surgeon to carry out the necessary works identified by the arboriculturist. Includes removal of 6 trees and trimming back of others.

Reference to Action Plan Aim – Ensure public open spaces are well maintained

Options

- | | |
|--------------------|-------------------------------|
| 1) Naturally Trees | £5800 plus vat |
| 2) Butlers | £8425 plus vat |
| 3) Broadmead | No quote due to roadside work |
| 4) B Howells | No quote due to roadside work |

Available budget (£s) including cost centre - Earmarked reserves £7221.27. Note we may need to access contingency budget for any unforeseen tree work required over the winter. The lime trees in the Churchyard will need pollarding later this year (cost £850) which will fall within the remaining funds.

Health & Safety and Legal implications – Some ash trees have extensive ash die back. Several are adjacent to the road. Branches from roadside trees are currently impeding high sided vehicles and pruning has therefore been specified. This will require traffic management.

Other information A tree planting plan will follow.

Recommendation(s)

R&A recommend option 1.

Signed: Town Clerk 3/8/2022



SJ Stephens Assoc
letter 04-07-2022.pdf

EFC22020011 surfaces

Hungerford Town Council

Public Report to: Extra Full Council 8th August 2022

Agenda Item No EFC20220011: Propose acceptance of recommendation from R&A to appoint Vita Play

Background ROSPA continues to identify trip hazards on the safety surfaces at both play parks. There are more in need of attention at Bulpit Play Park in particular. Vita Play carried out a site visit and have provided quotations. R&A recommended repair however on requesting confirmation of warranty details Vita Play have confirmed they can only offer a 1-year guarantee on over skims. I have therefore obtained an alternative quotation for full removal of the existing rubber and reinstatement of the groundworks to obtain a 5-year warranty. The second quote includes the surface for the new seesaw.

Objective Address shrinkage and trip hazard issues in the existing safety surfaces. Improvements will involve rolling the surfaces into the grass which will avoid shrinkage occurring at the edges.

Reference to Action Plan Aim – Ensure public open spaces are well maintained

Options (including quotation)

- 1) **Overskim of 5 safety surfaces** at Bulpit Lane Play Park - Basket swing, Cradle swing, Spica, Sensory Orb and Balance Pads. **1-year warranty. £6,493.81 plus VAT**
- 2) **Supply and installation of 6 new surfaces.** Removal and safe disposal of existing rubber safety surfacing including reinstatement of MOT type 1 groundworks - Basket swing, Cradle swing, Spica, Sensory Orb, Balance Pads and Seesaw (*cheaper than GB Sport & Leisure who are quoting £3207 for one surface*). **5-year warranty. £10,619.66 plus vat**

Available budget (£s) including cost centre - £9,636 Earmarked reserves. Funding to be addressed in item EFC20220016 later in the agenda.

Health & Safety and Legal implications Trip hazard. Risk level low.

Other information

We used Vita Play in Nov 2020 to skim 3 surfaces, and these are still okay however we did some repairs previously to edging through another company and that failed quickly.

Recommendation(s)

The best option, based on the above information.

Signed: Town Clerk 3/8/2022

HT20220052 Christmas Trees

Hungerford Town Council

Report to: H&T committee 25th July 2022 (and to EFC 8/8/22 for ratification)

Agenda Item No HT20220052: EFC20220012 Purchase of Christmas Trees for 2022 Display

Background:

The attached spreadsheet shows a comparison of quotes received for supply of

- a) The small trees (1.25m) for the High Street and Bridge Street – total required 193, to be mounted in holders or on blocks on ledges.
- b) Larger trees: 1 x 22ft for The Wharf, 1 x 30ft for outside the Town Hall, 2 x 10ft and 1 x 8ft tree for the Town Hall balcony.

In recent years the small trees have been supplied by Jadecliffe, from East Woodhay but we have normally had to go further afield for the large trees, which are usually installed by the supplier. Last year Jadecliffe did supply our large trees, after our intended supplier pulled out at very short notice, when it transpired they were unable to comply with our requirement for a RAMS in relation to the installation of the trees. Jadecliffe were able to provide the large trees but were not able to install them. This meant that we had to engage a local contractor with suitable equipment to move the trees into position, but that a Council employee had to secure the trees as the contractor was not insured to do so. This year all the prices have increased but the cost of the large trees has risen particularly steeply.

Jadecliffe's price for the small trees is £2,291.10 delivered, as against the 2021 cost of £2,159.70 (increase of less than 6%).

Eleveden's quote for the largest trees is the lowest and is also the only one to include installation. However, their price, at £4,520 delivered and installed is £1,372 higher than last year's cost (for purchase and installation the large trees only). They have, at our request, quoted for the supply of a 25ft tree, rather than 30ft, which would reduce their total price to £4,045 (a saving of £475.00).

There is an additional charge (estimated) £450.00 for casual labour, to trim the small trees to fit into wall brackets

c) Objectives

To source suitable trees and install them in order to maintain the standard of the town's Christmas lights display. To consider the additional costs involved owing to general inflation and in particular transport costs.

Reference to Action Plan: Annual event to bring Christmas spirit and increase visitor numbers

Available budget (£s) including cost centre

Xmas Trees Commercial – 4312:	£5,200
Casual Labour – 4302:	£1,000
New Lights – 4304	<u>£1,000</u>
Total:	£7,200

Recommendation(s)

To purchase small trees from Jadecliffe and the large trees from Eleveden (plus estimated casual labour cost of £450) so total cost:

- a) **£7,261.10 including a 30ft tree or (H&T Recommended this option)**
- b) **£6,786.10 with a 25ft tree**

Signed: Admin Assistant