



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITY AREA COMMITTEE
HELD ONLINE VIA ZOOM ON
17th NOVEMBER 2020 COMMENCING AT 21.04PM**

Present: Cllr K Ball, J Coffey, R Coleman, A McFarlane, W MacPhee and D Stewart.

In attendance: Andrea Mann, Parish Clerk and Sara Jones, Interim Deputy Parish Clerk.

Also present: None.

AA25/20 To receive and accept apologies for absence

Apologies were received and accepted from Cllrs Killick. It was agreed that Cllr Coleman, as Vice Chair, would chair the meeting.

AA26/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda

None.

AA27/20 Public Session

There were no members of the public present.

AA28/20 Approval of minutes

RESOLVED

The minutes of the previous meeting held on 18th August were agreed as a true record of the meeting, to be signed by the Chair at a later date.

(Proposed by Cllr Coleman, seconded by Cllr McFarlane, ALL in favour)

AA29/20 Matters Arising from the Minutes not elsewhere on the agenda and Amenity Area Action Points List

- i) The progress of each action was noted, as presented with the agenda.
- ii) The meeting noted the list of outstanding grass cutting sites following a breach of contract by OPC's current contractor. An order had been placed with a local company to carry out one final cut of each site before the end of 2020.

AA30/20 Amenity Area Committee Strategic Projects

The Clerk drew attention to the spreadsheet column updating the current position of projects with the recent recommendation from the Strategy Working Group to add a Community Orchard at the Cemetery Meadow. The full report presented with the agenda was noted.

RESOLVED

To add a further project to the Amenity Area page for a Community Orchard at the Cemetery Meadow.

(Proposed by Cllr McFarlane, seconded by Cllr Coleman, ALL in favour).



AA31/20

Chapel Cottage Tenancy

The meeting noted the completion of the 12 month Assured Tenancy Agreement ending on 31st October 2021. The deposit taken from the tenants in May had been re-registered with www.mydeposits.co.uk. The frequency of the electrical installation inspection was recorded as being 5 years.

AA32/20

Annual Play Inspections

The Admin Officer's report was reviewed, as presented with the agenda.

RESOLVED

- i) To seek quotations and remedy the issues listed within budget provision.
- ii) To agree delegated authority to the Clerk and Chair or Vice Chair of Amenities for expenditure of up to £2,000 from the available budget to address routines issues highlighted in the play area inspection report, plus £500 from the Bufton Field earmarked reserve, if required.
(Proposed by Cllr Coffey, seconded by Cllr MacPhee, ALL in favour).
- iii) The list of equipment requiring replacement & maintenance was noted and would be put forward to the Finance Committee for consideration as part of the 2021/22 budget setting process.

AA33/20

Grounds Contracts

RESOLVED

- i) To agree the grounds contract tender documents to be published on Contracts Finder from 18th November to 23rd December.
(Proposed by Cllr Coleman, seconded by Cllr Coffey, ALL agreed).
- ii) To extend the contact with Nigel Jeffries to maintain the cemetery by a further year from 01.04.21 to 31.03.22.
(Proposed by Cllr Coleman, seconded by Cllr McFarlane, ALL agreed).

AA34/20

To note the date of the next meeting:

The date of the next meeting was noted as 16th February 2021.

AA35/20

To exclude the press and public to consider confidential matters

ALL Members unanimously AGREED to pass a resolution to exclude the public and press to consider confidential contractual matters.

(Public Bodies (Admission to Meetings) Act 1960).

(Proposed by Cllr McFarlane, seconded by Cllr Coffey, ALL agreed).

AA36/20

Cemetery Tree Works

RESOLVED

To award contract to Adam Trees to carry out work on the three trees as identified in the quotation at a total cost of £1,110.00 (£630.00 for the Wellingtonia and the yew if done at the same time and £480.00 for the Corsican pine) funded from the Tree Works budget.

(Proposed by Coleman, seconded by McFarlane, ALL agreed).



AA37/20 Bufton Field Play Area Tree/Shrub Maintenance

Three quotations were considered for tree/shrub maintenance surrounding the Bufton Field play area. It was noted that the shrubs were currently overgrown and routine maintenance had been included in the new grounds contract tender documents.

RESOLVED

To award contract to Lenthall Landscapes to undertake the specified tasks in the value of £370 funded from the Bufton Field earmarked reserve.
(Proposed by Coffey, seconded by McFarlane, ALL agreed).

AA38/20 Urgent Play Equipment Repair

Councillors considered a fee proposal from OPC's normal play repair company following a failure of a wooden beam on one piece of equipment. The proposal also included replacement of further beams which were also showing signs of rot.

RESOLVED

To award contract to Playscene to complete all specified repair works, including replacing further beams, @ £1,111.50 funded from the Bufton Field earmarked reserve.
(Proposed by Cllr Coleman, seconded by Cllr Coffey, ALL Agreed).

There being no further business the meeting closed at 21.31pm.

Signed.....

Date.....