

MINUTES OF A MEETING OF COLESHILL TOWN COUNCIL'S PROCEDURES & AMENITIES COMMITTEE

8 DECEMBER 2021 IN THE OLD COURTROOM OF THE TOWN HALL

Present: Cllr. Wallace (in the Chair)
Cllrs. Axe, C. Symonds and P. Symonds

Also attending: Cllrs. Hayfield, Reilly and Sparkes

37. **APOLOGIES**

There were apologies received from Cllr. Battle.

38. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

39. **PREVIOUS MINUTES**

The minutes of the 20 October meeting were proposed by Cllr. C. Symonds, seconded by Cllr. P. Symonds and **ACCEPTED** unanimously as a true record, without amendment.

40. **ALLOTMENTS AGM**

A summary of the AGM held 3 November 2021, at which 22 tenants attended, was circulated. This included some action points for the Outside Services staff. The **Deputy Town Clerk** was asked to investigate the costs of self-composting toilets for possible inclusion in the 2022/23 budget planning. There was also thought to be given to purchasing a trophy to be awarded to the Best Allotment winner, each year.

41. **FINGER POST AT THE CEMETERY DRIVE**

There had been requests from Coleshill Tennis Club and delivery issues that suggested a directional finger post for the Cemetery would be helpful. Quotations were received.

It was **RESOLVED** unanimously (proposed and seconded by Cllrs. C. & P. Symonds) that a post and two fingers should be purchased from ASF, so that they were of consistent style to the directional indicators used elsewhere in the town. It was understood that Coleshill Tennis Club would pay for a finger, so long as the full club's name was featured.

42. **GRASS CUTTING TENDER**

The Deputy Town Clerk had looked at what Countrywide, (current contractor), were hired to cut in comparison to what was actually happening. St Peters Walk was usually mowed by the Town Council, while not being used by the café for overspill /distance seating. The Dell was often mowed by the Council, in line with cemetery usage and time availability. These areas were removed from the tendering schedule sent to contractors.

Countrywide's contract was currently at £12,978 (inclusive of the areas described above). The tenders had been received and members considered the comparison information. The now tender from Countrywide was unanimously **ACCEPTED** for 2022 - 2024, as proposed by Cllr. P. Symonds and seconded by Cllr. Wallace. It was felt that, if a November cut of the football pitches was required in the season, this could be through additional payment to Countrywide or to Mr. David Whitehead.

43. **OUTDOOR ASSET CONDITION AUDITS**

In advance of the budget setting in January, there was an annual review of all street furniture for the Council. The audit reports had been circulated.

There were damaged bus shelter panels at Hall Walk and to the south-bound side of Station Road. It was hoped that the Welcome Back Fund would cover the cost of Andlin Services undertaking such repairs and so the **Town Clerk** would obtain a quotation. In the event that the Welcome Back Fund could not assist with the cost, it was proposed and seconded by Cllrs. C. & P. Symonds that the Council put the repairs into the 2022/23 budget setting process, and this was unanimously **AGREED**.

The benches around the cricket pitch were to be examined as part of the forthcoming Member Walkabout. The **Town Clerk** was to produce an article designed to encourage resident groups to form and make use of grit in bins, where these were provided.

44. **CHRISTMAS LIGHTING ARRANGEMENTS FOR 2022**

Turnock Ltd had been the Town Council's outsourced Christmas lights services provider for several years and a tendering exercise had been recommended to see if the current provider was still good value.

The service bought from Turnock Ltd was multi-faceted: not just the purchase of equipment and its installation and removal but also a cost associated with the contractor storing the Council's lights off site during the rest of the year and making necessary repairs. Any tender would need to be on a like for like basis. Members were updated with the effect of four lighting columns being taken, in Christmas 2021, for CCTV use and the greater number of fixtures relocated further along Station Road.

It was **AGREED** that the February /March tendering schedule should consider the possibilities of another cross-string of lights and solar powered tree lights. **Cllrs. Battle and C. Symonds** were asked to suggest locations where walls were acceptable for use.

45. **ROSPA REPORTS**

A summary schedule had been provided that showed most of the play equipment was low risk. The Coleshill Flyer was non-compliant in that it pre-dated the latest assessment start date, but this fixture was also deemed low risk. The disabled-access carousel roundabout was due to be realigned by Sutcliffe Play as it was not flush with the surrounding ground.

46. **FUTURE AGENDA ITEMS**

None.

47. **BOUNDARY TO THE FORMER LEISURE CENTRE**

It was **NOTED** that Arnold Development's architect now recognised the Town Clerk's suggested boundary lines to the south and east of its land. This kept the oak tree, utility services box and lighting column all in Town Council ownership. The **Town Clerk** was asked to register the Memorial Park boundary with the Land Registry, based on this agreement. In addition, the **Deputy Town Clerk** was to consult the Tree Officer on the health of the oak tree and its suitability for a TPO application.

There being no further business, the Chairman closed the meeting at 8:35 p.m.

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Chairman