



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB
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218/23

Minutes of the Amenities Committee meeting held on 3rd October 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Oli Bere (Chair)	Cllr Oliver Furniss (Vice Chair)	Cllr Harry Curtis
Cllr Tracie Bere	Cllr Tracy James	Cllr Matt Douglas
Cllr Anne McLeod		

Members Absent:

Cllr Gillian Dunn	Cllr Alice Tomlinson	Cllr Annie Mackensie
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In attendance:-

Belina Boyer (Clerk)		
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Also present:

Cllr Sue Clegg, and Cllr Phil Thomas, one member of the public

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent.	There were none ¹ present.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3
	Chair's welcome	Chair welcomed the committee.		
AC24/057	To note apologies for absence.	The committee noted apologies from Cllrs Dunn, Mackenzie and Tomlinson.		Local Government Act 1972, s85 (1) & Sch 12, p40.

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AC24/058	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
AC24/059	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none received.		Localism Act 2011, s33.
AC24/060	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	N/A		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
AC24/087	To receive the minutes of the previous Radcliffe-on-Trent Parish Amenities Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Amenities Committee 5 September 2023	The committee unanimously resolved to sign the minutes as a true record of the meeting 05 September 2023.	Administrator to post to website	Local Government Act 1972, Sch 12, p41 (1).
AC24/088	To note the Amenities Committee Revenue Budget for 2023/2024. Paper B	The committee resolved to note the Amenities Committee Revenue Budget for 2023/2024.		

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AC24/089	To note the Clerks actions update report. Paper C	The committee resolved to note the Clerk's actions update report. The committee agreed to permit geocaching on council property.		
AC24/090	To receive and note a verbal report on ground staff work.	The committee noted the report on ground staff work. It thanked the senior grounds maintenance officer for the creation of the new borders in the Grange grounds.		
AC24/091	To note an update from the Conservation Group. Paper D	The committee noted an update from the Conservation Group.		
AC24/092	To consider applying for official Commonwealth War Graves signage at no cost to the council. CWGC will maintain, and replace as required, in perpetuity.. Deferred from AC24/071.	The committee unanimously approved applying for official Commonwealth War Graves signage at no cost to the council.	Clerk to apply and determine position of signage.	
AC24/093	To consider replacing a dog bin on the Cliff Walk with a full sized co-mingled waste bin. Paper E	The committee resolved to approve the replacement of a dog bin on the Cliff Walk with a full sized co-mingled waste bin at a cost of £344.17 .	Clerk to place order with Streetwise.	
AC24/094	To consider replacing the locks for the Hunts Close Public toilets with a timed locking mechanism, allocating and authorising the required expenditure if approved and	The committee resolved to replace the locks for the Hunts Close Public toilets with a timed locking mechanism and authorised the required expenditure. The committee chose company to D at a cost of £1738 +VAT.	Clerk to arrange for the installation.	

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	review current toilet opening times. Paper F	The committee resolved that the opening times should be 8am to 8pm. It was understood that the toilets would be cleaned at some stage during caretaker working hours. The committee thanked the accounts clerk for opening the toilets when the caretakers were not available.		
AC24/095	To consider whether additional winter supplies need to be ordered from VIA. Paper G	The committee resolved to delegate the decision to the clerk.		
AC24/096	To consider installing a new bench in a shaded area of the recreation ground as requested by a member of the public. Paper H	The committee referred this item to the Recreation Ground Working Group. The group would be looking into seating in shaded areas.	Clerk to write to member of the public. Working Group to research and make relevant recommendations to committee.	
AC24/097	To consider and decide the dimensions, materials and precise locations of the notices suggested under AC24/063 so a relevant faculty can be obtained from the diocese. 1. Full details of the notices squared as anything bigger attracts advertising consent)	The committee referred this item to the cemetery working group to make recommendations.	Cemetery Working Group to research and make relevant recommendations to committee.	

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	2. What materials will be used 3. How will it be fixed 4. Exact location including photograph Paper I			
AC24/098	To consider quotes for the provision of a structural survey and valuation for the Wharf Lane Sports Pavilion and make suitable budgetary arrangements. Paper J	The committee unanimously agreed to obtain a structural survey from company B at a cost of £1,250 + VAT. The service was to be paid for from the "Leisure Hub" designated reserve budget line.	Clerk to place order for survey.	
AC24/099	To consider a quotation for the repair of Dewberry Hill fencing. Paper K	Cllr Douglas-Kirk left the room and returned after the vote had been cast on this item.(19.45-19.50) The committee unanimously approved the quotation received. The cost of £1,215.58 +VAT for this work was to be taken from the "Contractor" budget line.		
AC24/100	To consider an Amenities Asset Management plan proposal submitted by Cllr Furniss. Paper L	The committee resolved adopt the management plan as per Cllr Furniss's proposal.: 1. To adopt the amenities asset maintenance management plan and use this to guide staff in the completion of tasks.	Clerk to communicate to grounds maintenance team.	

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		2. To receive updates each month as a working document as part of the ground staff report.		
AC24/101	To consider a change in amenities committee budget lines and first budget proposal as submitted by Cllr Furniss. Paper M	The Committee resolved add budget lines to the amenities committee budget as proposed. The committee resolved to submit the ?	Clerk to draft Working Group Terms of Reference for all approved Working Groups.	
AC24/102	To consider a Cemetery Headstone Report Proposal as submitted by Cllr Furniss. Paper N	The committee unanimously resolved to approve the commissioning of a headstone survey as proposed by Cllr Furniss. This to be funded from cemetery designated reserves.	Accounts Clerk to obtain quotes to undertake the work and report back..	
AC24/103	To note the minute notes from the working groups: <ul style="list-style-type: none"> • Cemetery Working Group • Wharf Lane Recreation Ground Working Group • Playground Working Group Paper O	The committee noted the minute notes from the Cemetery and Wharf Lane Recreation Ground Working Groups. The Playground Working Group notes have not been available. ↑ verbal report.		
AC24/104	To receive and note verbal reports from Councillors	There were none.		
AC24/105	To receive any items for notification to be included on a future agenda – for information only	There were none.		

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AC24/106	To consider changing the date for the next meeting from the scheduled date of 07 November to 21 November 2023 at 19.00. Paper P	The committee resolved to change the date of the next meeting to Tuesday, 21 November 2023 at 19.00.		Local Government Act 1972, Sch 12, p10 (2)(a)

Signed as a true record of the Meeting:  Dated 21.11.21

Presiding chair of approving meeting

