

MINUTES OF THE PROCEEDINGS OF THE LAND AND PROPERTY COMMITTEE MEETING HELD ONLINE ON 7 JUNE 2021

PRESENT: Cllrs M Davis, F Matthews, S Shaw-Wright, I Lawton, M Dyson, K Franks, M Fagan, W Nichols and G Harding

IN ATTENDANCE: G Bell and A Argyle

LP1 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE COMMITTEE

Councillor Mrs M Davis was appointed chair and Councillor K Franks was appointed Vice Chair.

LP2 APOLOGIES FOR ABSENCE

All committee members were present

LP3 DISCLOSURE OF INTERESTS

There were no Disclosures of Interests.

LP4 MINUTES

LP4.1 The minutes of the Land & Property Committee held on 1 March 2021 were received and noted. These minutes had previously been approved at March Council.

RESOLVED That the minutes were noted.

LP4.2 The Clerk updated on items from the last meeting.

Two leaf and allotment waste bays, out of the three, have now been completed. The third will be completed as soon as the ground conditions improve. Cllr Matthews commented that the area had become littered with debris – hose pipe, glass etc., and the Green Waste sign had yet to be moved to the new area. It was agreed that if the area continued to be misused a more strongly worded sign may have to be displayed.

The asbestos survey had been completed at the 1811 building and no asbestos had been found.

A reply was still awaited from the company regarding the installation of a lightning conductor for the Town Hall.

A local Memorial Mason has confirmed that currently there are no vases on the market with fixed lids. This firm are supplying plastic containers

with metal lids as they tend to last longer, and it is found that the top stays on better.

RESOLVED That the abovementioned updates be noted.

LP5 COUNCIL POLICIES

LP5.1 Planning Consultation Policy

The Clerk provided the Planning Consultation Policy for review. The Clerk was asked to double check the approved responses against those provided by the Town Planning Consultant previously.

RECOMMENDATIONS TO COUNCIL THAT:

- i. The Planning Consultation Policy be approved subject to any additions included as above and**
- ii. The review date be set for 2 years**

LP5.2 Cemetery Rules and Regulations

The Clerk provided the Cemetery Rules and Regulations for review. Cllr Davis suggested some extra wording to clarify terminology used and uniformity throughout the document. Following meetings between some families and Cllr Davis and the Clerk it was agreed that the current Cemetery Rules and Regulations were difficult to read and required simplifying to allow the Town Council staff to enforce the rules.

It was agreed that members would meet in the Cemetery to have consider the issues that had been raised in the Cemetery. In the meantime, the Clerk would re-draft the Cemetery Rules and Regulations with the agreed updates and circulate to members of the committee in readiness to be updated at the next Land & Property meeting in September.

RESOLVED THAT:

- i. The Clerk re-drafts the Cemetery Rules and Regulations with agreed updates and circulates to members of the committee**
- ii. Members of the committee meet in the Cemetery to consider the issues that have been raised and,**
- iii. The committee agreed to hold an intermediate meeting to review the Cemetery Rules and Regulations with the agreed amendments and the Clerk to circulate other related clauses from similar bodies.**

LP6

ALLOTMENTS

It was noted that the Resource Manager had visited all allotment sites and had determined maintenance issues.

Pymbles

It was noted that the Admin Officer had completed inspections and had commenced re-letting vacant plots.

Stonebridge

The committee considered a request from a resident regarding a tree on the allotments blocking daylight from their property.

RESOLVED That the Resource Manager investigates the cost of removing the tree and to find suitable areas close by to plant 1 or more replacement trees.

The committee felt that whilst they appreciated that due to the pandemic some staff had been shielding/isolating, the process of inspecting and re-letting vacant allotments had been very slow this year. It was agreed that as rents were due to be paid by mid-February vacant plots should have been dealt with in March. Any tenants not paid by the deadline should be issued with a notice to quit to enable the plots to be let as soon as possible.

It was agreed that Council staff should be tighter on enforcing the Allotment Rules.

Westbourne

The committee considered a request from an allotment tenant regarding a request to have a beehive on their plot. It was agreed that as Westbourne are temporary allotments and that the plots are smaller than the other sites it would not be a suitable location for a beehive.

RESOLVED That the request for a beehive be refused.

LP7

CEMETERY

LP7.1

Updates

The Resource Manager updated that weather conditions are still proving to be problematic. However, the Resource Team staffing levels have now returned back to full strength and the team are participating in relevant training over the current months as well as clearing the backlog of works that have accumulated over the past year.

It was noted that a large oak tree that had been reported as damaged and following the relevant checks it had been agreed unfortunately to remove the tree. A sizeable replacement would be planted in due course.

RESOLVED That the update be noted.

LP7.2 Containers

Consideration was given to the request from the Resource Manager to release the funds for re-siting of the containers as agreed at the Special Budget Meeting held on 21 December 2020 of £2,945 to be taken from Cemetery Long-term Development Fund EMR.

RESOLVED THAT:

- i. Approval be given for £2,945 be released for the re-siting of the containers and**
- ii. The funds be taken from the Cemetery Long-term Development Fund EMR**

LP7.3 Paths

Consideration was given to the request from the Resource Manager to release the funds for the Cemetery Central Path that runs through 6a and 6b as agreed at the Special Budget Meeting held on 21 December 2020 of £19,500 to be taken from Asset Replacement and Refurbishment EMR.

RESOLVED THAT:

- i. The Resource Manager seek competitive quotes/tenders (dependent of the expected cost)**
- ii. Approval be given, once quotes/tenders have been approved, for funds of £19,500 be released for the Cemetery Central Path**
- iii. The funds to be taken from the Asset Replacement and Refurbishment EMR**

LP7.4 New Ashes Section

It was noted that the first phase of groundworks to the new section has now been completed and will formally be known as 'Lawns C'. The Resource Manager informed the committee that further costings would be provided for the next budget setting meeting (2022/23 financial year). A formal grave plan must be created before this area becomes operational.

RESOLVED That the update be noted.

LP7.5 Farm Field

The Resource Manager updated that the ground area for the Unpaid Workforce (UPW) cabin has been prepared and this would be sited as soon as the conditions improve.

It was agreed to arrange the Town Council solicitor to draw up a licence agreement before the cabin is sited. This would cover responsibility for the siting, removal, security and maintenance of the cabin and a period of notice to remove the cabin should the need arise.

RESOLVED That the update be noted.

LP7.6 Sunken Graves

It was noted that the topping up process continues on an “as and when” basis. There is no further requirement for an outside contractor involvement now the Resource Team are at full strength.

RESOLVED That the update be noted.

LP8 PLAY AREAS

The report presented by the Resource Manager on the costs associated on combatting the vandalism at Barwic and Flaxley Road play areas was considered. It was thought that making the fence higher at this time would not solve the problem as the play areas remain unlocked. It was suggested that it may be more beneficial to engage with the community via schools and Big Local. The use of volunteers to lock and unlock play areas was discussed and to investigate providing recognition for the volunteers.

RESOLVED That the Clerk contacts the local primary schools and Big Local team to work as a community highlighting the issues surrounding the play areas.

The Resource Manager updated that the team have been working on minor to moderate repairs associated with wet rot, vandalism and wear and tear issues. Major works have been carried out by specialist contractors. The annual inspection by Zurich Municipal is expected soon.

RESOLVED That the update be noted.

LP9 1811 BUILDING

LP9.1 Selby and District Foodbank

The Clerk updated that the Foodbank are in the process of moving all food and packing facilities into the 1811. Plans are being drawn up by the foodbank for alterations to the ground floor. The Clerk clarified that the license states that any alterations carried out by the Foodbank must be put back to original at the end of the license term.

RESOLVED That the update be noted.

LP9.2 Asbestos Survey

It was noted that the asbestos survey had been carried out and no asbestos had been found.

RESOLVED That the update be noted.

LP9.3 Heating System

It was noted that the repairs to the heating system have now been completed.

RESOLVED That the update be noted.

LP9.4 Renovations

A list of repairs/renovations was considered.

It was agreed that the most seriously needed repairs/renovations be carried out, once the Resource Manager has received suitable quotations, as detailed below:

1. Replace the side door
2. Replace the main front door
3. Remove up to 4 units of secondary glazing from the 1st floor, and look for replacement units that can be opened
4. External painting of windows and doors
5. Necessary pointing while the scaffolding is in place for painting

RECOMMENDATION TO COUNCIL THAT THE ABOVE WORKS BE APPROVED.

LP10 TOWN HALL

LP10.1 Town Hall Windows

Consideration was given to the request from the Resource Manager to release the funds for the Town Hall Windows and painting of the windows as agreed at the Special Budget Meeting held on 21 December 2020. The expenditure of up to £32,000 (Refurbishment of Windows) and £2,800 (Painting) was agreed at the Special Budget Meeting held on 21 December 2020. This expenditure to be taken from Asset Replacement and Refurbishment EMR.

The Resource Manager provided a report detailing the progress with this project. It was noted that the Resource Manager was meeting with the contractors later this week and firm quotes for painting would be obtained for the Council meeting.

The Clerk confirmed that 2 quotes for the windows had been received and after taking advice from Hugh Massey and conferring with the Chair and Leader of Council had approved the quotation from ERW Joinery, Middlesbrough.

RESOLVED THAT:

- i. Approval be given to release up to £32,000 for the Refurbishment of the Town Hall windows and £2,800 for the painting of the windows**
- ii. The funds for of £34,800 (total) be taken from Asset Replacement and Refurbishment EMR and**
- iii. The update report of the Resource Manager be brought to June Council.**

LP10.2 Noticeboards

The Resource Manager updated that all noticeboards, including the 3 at the cemetery have now been installed. It was noted that the one in the green car park at the cemetery had been damaged and the Resource Team had straightened it.

RESOLVED That the update be noted.

LP10.3 Gardens

The Resource Manager updated that the plants are now starting to become established, and that Groundwork are carrying out a monthly maintenance visit.

RESOLVED That the update be noted.

LP10.4 Legionnaires Risk Assessment Survey

Consideration was given to carrying out a Legionella Risk assessment survey and bespoke report for the Town Hall, York Street, Selby, this includes a site visit, compiling of the bespoke report, site meeting and training. The training received from this assessment can then be used to carry out assessments at the Community Centre and 1811 Building by trained Town Council staff.

The cost for the Legionella Risk assessment, report and training is £750 to £800 + VAT.

RECOMMENDATION TO COUNCIL THAT A LEGIONELLA RISK ASSESSMENT SURVEY BE APPROVED AT A COST OF UP TO £800 + VAT.

LP11 CEMETERY CHAPELS

The Clerk updated on that Native Architects have started the planning application procedure for the Chapels. Selby District Council (SDC) have agreed that the works to both chapels can be carried out under a single 'full application for change of use' which should make the process simpler and reduce the application fee. SDC have recommended that a heritage statement is prepared to support the application which is to be supplied by Native Architects as part of the application.

RESOLVED That the update be noted.

LP12 BONDGATE COMMUNITY WOODLAND

LP12.1 Memorial Wheel

Consideration was given to the materials and colours suggested by Native Architects. The Clerk updated that the planning application had been submitted by Native Architects and the fee is £117.00.

Due to the heavy agenda, there wasn't time to fully consider the suggested materials, and this will be moved to a future meeting.

RESOLVED That the colour scheme of the memorial be approved.

LP13 WASTE BINS

The Clerk updated that a request had been received from Barwic Parade School regarding the provision of dog/waste bins on Abbots Road estate. It had been agreed at Finance & Staffing that up to 5 bins could be purchased using available CIL funds. The school have suggested areas where they feel the bins are needed the most and a map had been submitted to Selby District Council (SDC). SDC have confirmed that their contractors will be able to empty 5 bins and a response is awaited from SDC regarding the siting of the bins. The school have confirmed they would like to run a painting competition to have the children's paintings displayed on the bins.

RESOLVED That the update be noted.

LP14 SCHEDULED WORKS

The Resource Manager provided a plan of current scheduled works.

RESOLVED That the update be noted.

LP15 GRIT BINS

Consideration was given to a request from Cllr Arthur for him to purchase several grit bins for the Town from his Locality Budget. The committee said that it was the responsibility of NYCC to provide and service grit bins.

RECOMMENDATION TO COUNCIL THAT THE REQUEST BE REFUSED.

LP16 PRIVATE SESSION

In accordance with the Provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press will be excluded from the meeting for the discussion of the following exempt business. (Item 61).

LP17 CEMETERY LODGE

Due to the meeting overrunning this item has been moved to a future meeting.

LP18

DATE OF FUTURE MEETINGS

Monday 28 June 2021

Council

Monday 19 July 2021

Finance & Staffing

Monday 26 July 2021

Council

Monday 6 September 2021

Land & Property Committee

Friday 10 September 2021

Market Working Group

Monday 13 September 2021

Town Hall Management Committee

Monday 20 September 2021

Health, Safety & Welfare Group

Monday 27 September 2021

Council