

MINUTES OF THE PROCEEDINGS OF THE LAND AND PROPERTY COMMITTEE MEETING HELD ONLINE ON 6 SEPTEMBER 2021

PRESENT: Cllrs M Davis, F Matthews, S Shaw-Wright, I Lawton, M Dyson, M Fagan and W Nichols.

IN ATTENDANCE: G Bell and A Argyle

LP19 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Harding and Franks

LP20 DISCLOSURE OF INTERESTS

There were no Disclosures of Interests.

LP21 MINUTES

LP21.1 The minutes of the Land & Property Committee held on 7 June 2021 were received and noted. These minutes had previously been approved at June Council.

RESOLVED That the minutes were noted.

LP21.2 The Clerk updated on items from the last meeting.

An additional waste bay will be added after the containers have been sited. It was noted that waste was being dumped at front of the bay causing a blockage. It was agreed to trim and tidy the undergrowth at the rear of the bay, move all waste to the rear and shorten the length of the bay. A more strongly worded sign to be considered if the practice of dumping green waste at the front continues.

The Resource Manager is working with contractors regarding the logistics of siting the containers.

Quotations are awaited for the works to the cemetery paths from 3 companies.

A temporary plan/map of the new ashes section has been made and this section is now operational. Further concrete rafts will be installed as and when required.

The lease for the Unpaid Workers cabin has yet to be signed and returned to the Town Council's solicitor. However the cabin has been sited. The Resource Manager was asked to ensure the wall close to the cabin be removed to deter anyone climbing on to the cabin.

The Legionnaires Risk Assessment has been scheduled for 9 September 2021. A report will be provided to the next Council meeting.

The waste bins have been ordered with Selby District Council. The paintings are awaited from Barwic Parade school to send to the supplier.

It was suggested that one of the noticeboards in the cemetery may be better facing the opposite way to ensure that the notices were read on entering the cemetery. The Resource Manager was asked to ensure notices were removed from gates and new notices displayed in the noticeboards.

There has been no further contact from the lightning conductor company.

The Resource Manager has received a cost of £600 + VAT to remove the tree on Stonebridge allotments. This work will be carried out in the winter months.

RESOLVED That the abovementioned updates be noted.

LP22 COUNCIL POLICIES

LP22.1 Allotment Rules and Regulations

The Clerk provided the Allotment Rules and Regulations for review. The Clerk had suggested adding a deposit of £100 to be taken from new tenants to help cover the cost of clearing the allotment should the tenant leave it in an untidy state. The committee felt that the deposit may put off residents on low incomes from applying for an allotment. It was agreed that there was sufficient provision in the Rules and Regulations to allow any costs to be recovered from the tenant and by focusing more on regular allotment inspections any concerns could be acted on quickly.

RESOLVED THAT:

- i. The Allotment Rules and Regulations remain unchanged and**
- ii. The review date be set for 3 years**

LP22.2 Cemetery Rules and Regulations

The Clerk presented the Cemetery Rules and Regulations with the agreed amendments. Cllr Davis suggested some amendments to the photos and these were agreed. Consideration was given to how long in years the Exclusive Right of Burial Deeds should be given for. It was agreed that the length of term would be amended to 50 years.

RECOMMENDATIONS TO COUNCIL THAT:

- i. The Cemetery Rules and Regulations be approved subject to the abovementioned changes**

LP23 ALLOTMENTS

It was noted that the work to relet available plots was ongoing and the resource team are working on the maintenance issues that have been identified from the inspections.

Pymbles

It was noted that there are 41 people on the waiting list and 1 vacant plot.

Stonebridge

It was noted that there are 57 people on the waiting list and 3 half and 1 full vacant plot.

Westbourne

It was noted there are 15 names on the waiting list and 8 available (mainly half) plots vacant. Notice to Quit have been served on 2 tenants.

The committee agreed that as the waiting lists on all sites were very long, plots should be divided up into half plots and also micro plots. Micro plots were good starter plots for anyone new and were not as daunting as the traditional larger allotment plots.

Cllr Lawton felt that Council staff should be stronger on inspection and enforcement and that there should be a clear pattern of enforcement.

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

LP24 CEMETERY

It was noted that the Clerk and Resource Manager are currently working on an Action Plan for the cemetery. This will be brought to a future meeting.

LP25 PLAY AREAS

The report regarding vandalism at Barwic Parade Play area was considered. The committee strongly felt that it was now time to install a

camera and look at making prosecutions. The damage is being caused by older children and consideration should be given to providing equipment for their age group when next refurbishing the play area.

RESOLVED That:

- i. The update be noted,**
- ii. The Clerk sends a letter to residents of Woodville Terrace and Barwic Parade asking them to report any anti-social behaviour,**
- iii. The Clerk contacts the police asking them to patrol the area,**
- iv. The Clerk issue a press release with the photos and also a statement on social media,**
- v. The Clerk contacts Barwic Parade school highlighting the problem and asking the headteacher if possible to mention in school assembly,**
- vi. To investigate the costs and logistics of siting a camera to cover a large area. The cost to be taken from the EMR Efficiency Fund.**

LP26 1811 BUILDING

LP26.1 The committee considered the report from the Resource Manager regarding maintenance work to the 1811 Building. It was noted that a second company would be providing a quotation for the joinery work. This quotation will be brought to the first available meeting to enable the work to start as soon as possible. It was agreed that all external works would be on a like for like basis. The works had been previously approved at Council on 28 June 2021.

RESOLVED THAT:

- i. The second joinery quotation be brought to the first available meeting, and**
- ii. The costs for the improvements be taken from the EMR 1811 Fund.**

LP27 TOWN HALL

LP27.1 Consideration was given to the report on the further required works to the front windows. ERW Joinery have provided quotations for the required works and it was agreed to appoint them. The Clerk was asked to clarify if three quotations were required as per Financial Regulations and she informed the committee that Council could direct Officers to appoint ERW without seeking additional quotations.

The Resource Manager was asked to clarify with ERW Joinery that any replacement coloured glass was of the same standard as the original.

It was noted that the pest control company would be carrying out checks on all the woodwork.

It was noted that the quotations do not include scaffolding.

RECOMMENDATIONS TO COUNCIL THAT:

- i. ERW Joinery be appointed to manufacture, repair and install 1no window at a cost of £1,636.00 + VAT,**
- ii. ERW Joinery be appointed to manufacture and install 1no window at a cost of £16,960.00 + VAT, and**
- iii. The funds for the above of £18,596.00 (total) be taken from Asset Replacement and Refurbishment EMR**

LP28 CEMETERY CHAPELS

There were no further updates.

LP29 BONDGATE COMMUNITY WOODLAND

LP29.1 Memorial Wheel

The Clerk updated that a meeting has been scheduled to further discuss the project on Thursday 16 September 2021.

LP30 SCHEDULED WORKS

The Resource Manager provided a plan of current scheduled works. It was agreed that edging of the paths needed to be included in the schedule and that this work should be completed as part of the Resource Teams scheduled work. Cllr Davis updated that some additional hours had been agreed for some members of the team to bring the cemetery back up to standard.

RESOLVED That the update be noted.

LP31 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 32).

LP32**CEMETERY LODGE**

Cllr Davis informed the committee that she had attended the property with the Clerk as part of the hand back from the current tenants.

Due to the amount of repairs and upgrading required it was agreed that it would be worth seeking advice from a building contractor. It was thought that while the property is empty it would be advisable to future proof the property e.g. installing an air source heat pump etc.

RESOLVED That:

- i. Advice sought from a building contractor and request estimates for re-wiring, new bathroom, new kitchen, repairs to plasterwork, new internal doors and any external pointing and repairs to out-buildings,**
- ii. Seek advice and quotations for Air Source Heat Pump, and**
- iii. Provide a report for Council non the above.**

LP33**DATE OF FUTURE MEETINGS**

Monday 20 September 2021	Health, Safety & Welfare Group
Monday 27 September 2021	Council
Monday 18 October 2021	Finance & Staffing Committee
Monday 25 October 2021	Council
Monday 29 November 2021	Council
Monday 6 December 2021	Land & Property Committee
Monday 20 December 2021	Council Special Budget Meeting