

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

**PRESENT:** Cllrs M Davis, F Matthews, S Shaw-Wright, I Lawton, M Dyson, K Franks and M Fagan.

**IN ATTENDANCE:** G Bell and A Argyle

## **LP34 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Harding and Nichols

## **LP35 DISCLOSURE OF INTERESTS**

Item LP46 – Cllrs Davis and Matthews disclosed an interest.

**RESOLVED That the Disclosure of Interests be noted.**

## **LP36 MINUTES**

**LP36.1** The minutes of the Land & Property Committee held on 6 September 2021 were received and noted. These minutes had previously been approved at September Council.

**RESOLVED That the minutes be noted.**

**LP36.2** The Clerk updated on items from the last meeting.

The waste bay is now functional. Signage has been obtained and will be sited shortly.

The containers have now been re-sited to the farm field with a small amount of groundworks to be completed.

The Resource Team are identifying the types of waste that need to be disposed of and a plan to dispose of the waste in the best environmentally way is being considered.

The Legionnaires Risk Assessment to be brought to a future meeting.

The Unpaid Workforce Cabin has been sited. Currently awaiting contact from the organisation to confirm when the team will be on site.

The paintings from the pupils at Barwic Parade should arrive before Christmas to be displayed on the waste bins. There is a long lead time for the bins currently.

The notices and signs will be removed from the gates etc and new ones displayed in the noticeboards in the next few weeks. The positioning of the noticeboard at the Town Hall was discussed. The Resource Manager to check that the solar panels are working and that the noticeboard is positioned correctly. It was agreed to also check the noticeboard at the 1811 Building for the same.

A reply is still awaited from the company regarding the Lighting Conductor.

Barwic Parade School are interested in contributing towards the costs of a security camera if it provided coverage of the school playground as they are improving their play provision and are very concerned of vandalism. The Clerk updated that Selby Abbey would also be prepared to contribute a reasonable contribution towards the installation of a camera as the reach would cover St Richards and they had sustained further vandalism over the past weekend.

Letters had been delivered to residents of Woodville Terrace and Barwic Parade asking for support in reporting anti-social behaviour at the Play Area. One resident had phoned to say that students gathered in the park after leaving the college at the end of the day.

**RESOLVED That the abovementioned updates be noted.**

**LP37 COUNCIL POLICIES**

There were no policies to be reviewed.

**LP38 ALLOTMENTS**

**Pymbles**

It was noted that works are being organised to remove various debris / rubbish via a JCB and a skip. These works to be completed before the end of January 2022.

It was noted that there are 42 people on the waiting list and the site is full pending showing a new tenant the 1 vacant plot. Plots are to be split as they become available in the future.

**Stonebridge**

It was noted that the Resource Manager is meeting a drainage engineer later this month to discuss specification. Logistics and costings for drainage improvements to the site.

It was noted that there are 53 people on the waiting list and 2 plots currently remain vacant. It is expected these plots will be let before Christmas.

The Clerk was asked to clarify if when sending the offer letters out to tenants a reply deadline was included. It was agreed that 14 days response time was an appropriate length.

## **Westbourne**

It was noted that several plots will be levelled and cleared of debris and covered until required. All non-organic material will be disposed of in a skip. The concrete base, on temp farm plot. Is to be removed and the aggregates recycled by constructing a sub-base in front of the new container area.

It was noted costs had been received for the numbering of each allotment plot, consisting of a robust A5 sign attached to a wooden stake, at a total cost of £595.00 + VAT.

It was noted there are 7 names on the waiting list and 7 available (mainly half) plots vacant. Replies are awaited to offer letters sent to the waiting list.

Cllr Lawton was concerned that a number of plots remained uncultivated throughout the year and that the tenants only tidied the allotment when they received a warning letter and following inspection let the plot lapse again until the next letter. It was agreed that the allotment rules needed tightening up and their enforcement followed up.

**RESOLVED That the updates be noted.**

### **RECOMMENDATION TO COUNCIL THAT:**

- i. A5 Signs are purchased at a total cost of £595 + VAT,**
- ii. The cost be taken from the Efficiency Fund EMR**

## **LP39 CEMETERY**

### **LP39.1 DEFRA – Environmental Permitting Restrictions**

It was noted that the consultation had been discussed at Council on 29 November 2021. The Clerk updated that ICCM are involved in the consultation process and she will update the Council when further information is available.

**RESOLVED That the Clerk will respond to the consultation and the item remain on the agenda.**

LP39.2 Farm Field

A complaint from a resident regarding the Willow tree sited on the boundary of the Farm field was considered. The Resource Manager was asked to write to the resident and clarify the exact problem the tree is causing to them. In the meantime the Resource team will check the drains on the field in that area to see if there is any interference. The Resource Manager will also seek advice from the tree conditioning company.

**RESOLVED That the Resource Manager write to resident for further information.**

LP39.3 Cemetery Paths – Plot 6 A & B

Quotations provided by the Resource Manager for the new paths were considered.

**RECOMMENDATION TO COUNCIL THAT:**

- i. Quotation 3 be approved at a cost of £21,221.00 + VAT, and
- ii. The cost be taken from Cemetery Long-term Development EMR

LP39.4 Other Works

The Resource Manager updated that leaf blowing and gathering works had now started and once complete the edging works to the paths would be completed.

**RESOLVED That the update be noted.**

LP39.5 Cemetery Digital Mapping

It was noted that the Clerk was working with Pear Technology to provide a quote for the digital mapping of the cemetery. The Finance Manager is researching suitable software package to support the digital mapping.

**RESOLVED That full costs be brought to January Council and if approved the cost to be taken from the Efficiency Fund EMR**

LP39.6 Cemetery Trees

The Tree Condition Survey quote was considered. It was agreed to ask the company to provide an additional quote for a more detailed survey including the life span of all the trees to allow for future planning of tree planting. It was agreed that once the quote had been received that Cllrs Davis and Dyson would consider and approve the quote.

**RESOLVED That:**

- i. An additional quote be sought to map all the trees in the Cemetery detailing life span etc, and**
- ii. Cllrs Davis and Dyson would consider and approve the quote.**

LP40 **PLAY AREAS**

It was noted that minor repairs to all play areas have commenced and will continue throughout the winter months as and when necessary.

Barwick Parade

It was noted that the Resource Manager was meeting with a representative from Mayfair to discuss specifications for a pole mounted CCTV system to be installed prior to obtaining a quote.

LP41 **1811 BUILDING**

LP41.1 Renovations

The committee considered the report from the Resource Manager regarding maintenance work to the 1811 Building.

**RESOLVED THAT:**

- i. The tender procedure was not carried out correctly**
- ii. The application of the tender procedure should be tightened up**
- iii. Compare the two quotations for like with like**
- iv. Once satisfied with point iii above recommend the lowest quote to a maximum of £23,000, and**
- v. The costs for the improvements be taken from the 1811 Fund EMR.**

## **RECOMMENDATION TO COUNCIL THAT:**

- i. Following comparative checks, the lowest of the 2 quotations received be approved up to a maximum spend of £23,000, and
- ii. The costs for the improvements be taken from the 1811 Fund EMR.

### **LP42 TOWN HALL**

#### **LP42.1 Town Hall Windows**

It was noted that the works to complete the refurbishments of the windows will start w/c 20 June 2022 and will be completed by 20 July 2022. It was noted that the revised quote did not include any scaffolding requirements and the total cost would be £ 23,251.00 + VAT

**RECOMMENDATIONS TO COUNCIL That the updated quote be approved.**

### **LP43 CEMETERY CHAPELS**

The committee considered progressing the works to the chapels. It was agreed that the Clerk investigate a Public Works Loan and to provide full costs and implications of taking a PWL.

**RESOLVED That the Clerk provides a full report to Council**

### **LP44 BONDGATE COMMUNITY WOODLAND**

#### **LP44.1 Memorial Wheel**

It was noted that the Clerk had met with Native Architects to discuss design and proposed costs. The designers had amended the materials used and the architects thought that this scheme should be feasible in the Council's budget. Native Architects are meeting with contractors to firm up costs and a response is awaited. The works are scheduled to commence in Spring 2022 subject to approved costs.

### **LP45 SCHEDULED WORKS**

The Resource Manager provided a plan of current scheduled works.

**RESOLVED That the update be noted.**

## **LP46 CEMETERY LODGE**

LP46.1 The Committee considered the report regarding the installation of an Air to Heat Pump.

**RESOLVED That the update be noted.**

LP46.2 The Committee considered the quote provided for the proposed works to the Cemetery Lodge. The Clerk updated that a second quotation was awaited and the third company approached had declined to quote.

The committee again expressed disappointment that the correct tender procedure had not been carried out.

**RESOLVED That the update be noted.**

LP46.3 The Committee considered a maximum expenditure for the proposed works to the Cemetery Lodge.

**RECOMMENDATION TO COUNCIL That a maximum budget be set at £50,000.**

## **LP47 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 48).**

## **LP48 PYMBLES ALLOTMENT**

The report provided by the Clerk was considered. It was agreed that in future any organisations that requested an allotment were advised of the rules on application.

**RESOLVED That the tenant be advised they were in breach of their tenancy agreement and the offer of the allotment be withdrawn.**

## **LP49 DATE OF FUTURE MEETINGS**

<b>Monday 20 December 2021</b>	<b>Council Special Budget Meeting</b>
<b>Monday 31 January 2022</b>	<b>Council</b>
<b>Monday 7 February 2022</b>	<b>Finance &amp; Staffing Committee</b>
<b>Monday 21 February 2022</b>	<b>Health, Safety &amp; Welfare Group</b>
<b>Monday 28 February 2022</b>	<b>Council</b>
<b>Monday 7 March 2022</b>	<b>Land &amp; Property Committee</b>
<b>Monday 14 March 2022</b>	<b>Town Hall Management Committee</b>
<b>Monday 28 March 2022</b>	<b>Council</b>