

**Town Clerk
Mrs G Bell**

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14 June 2022

Dear Councillor

Land and Property Committee

You are hereby summoned to attend the meeting of Land and Property Committee which has been arranged for **Monday 20 JUNE 2022 at 7.00pm** at the Town Hall, York Street, Selby.

Yours sincerely

Gill Bell
Town Clerk

To Councillors: W Nichols, K Franks, S Shaw-Wright, M Davis, I Lawton, F Matthews, G Lockley, M Dyson and R Harrison

All Councillors for information.

AGENDA

- LP1 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE COMMITTEE**
- LP2 APOLOGIES FOR ABSENCE**
- LP3 DISCLOSURE OF INTERESTS**

LP4 MINUTES

LP4.1 To **receive** the minutes of a meeting of the Land and Property Committee held on 7 March 2022 (Pages 7 to 14 attached).

LP4.2 Updates from the last meeting

Scrap metal removal – The Resource team have removed and taken to a scrap dealer.

Bins – Delivery awaited

Noticeboard – Contacted ‘Signscape’ (original Suppliers) on 24/05/2022, who stated they were awaiting requested photos of the inside of units to identify problem as they were in Bristol and couldn’t send an engineer this far. The unit was inspected by a local electrician who could not identify any problems. The Facilities Manager has forwarded photos of the inside of the unit to the company as requested and a response is awaited.

Lightning Conductor – Contacted a company (used by York City Council) on 24/05/2022. Awaiting contact from their engineer to arrange a site meeting at the Town Hall for assessment.

Town Hall Windows – The completion of the repairs to the windows is due to start on the 20 June 2022. The Facilities Manager has met with the contractor and the scaffolder to enable them to draw plans for scaffolding required for lifting window.

Once the windows have been completed, external painting of the replaced windows and internal painting of all windows to be completed as below:

Internal Painting		
Ground Floor x 4	£85 each	£ 340
Balcony x 10	£140 each	£1,400
Round Balcony Windows x 2	£100 each	£ 200
Toilets x 4	£85 each	£ 340
Total		£2,280 + VAT

To **note** that £1,435 was allocated at budget setting for the painting of remaining internal windows.

To **note** an estimate was received in May 2021 to paint the large front window of £ 270.00.

Legionnaires Risk Assessment – A date is being arranged for the identified works to take place.

Door Handles – The total cost to replace 12no door handles and escutcheons was £590.50. The works were completed in May.

LP5 COUNCIL POLICIES

LP5.1 To **review** the Mobile Phone Policy and to **agree** a review date, the Clerk has not suggested any updates to the current policy. (Pages 15 to 17 attached).

RECOMMENDATION TO COUNCIL THAT:

- i. The Mobile Phone Policy be approved, and**
- ii. The review date be agreed.**

LP6 ALLOTMENTS

Pymbles

To **note** there are 1 half plot available plots to let and 37 names on the waiting list.

To **note** following issues with the one of the taps leaking, therefore wasting excessive amounts of water, the Facilities Manager instructed a plumber to replace all 6 taps and connecting pipework at a cost of £460.00 + VAT.

A damaged stop tap cover was refurbished at a cost of £90.00 + VAT.

Stonebridge

To **note** the Facilities Manager and Admin Officer have identified two adjacent plots that could be split and made into 4 or 5 “Starter Plots”. The plots require some clearance work and marking out into plots that would be much more manageable and provide a good start for new gardeners. A best estimate of costs to be tabled at the meeting.

To **note** another plot has become available which will require a considerable amount of money spent to clear. This plot would also be able to be split into smaller plots. The Clerk recommends that this plot is locked and not let, to give time to assess costs.

To **note** there are 4 available / unusable and 41 names on the waiting list.

Westbourne

To **note** there are 5 available plots and 0 names on the waiting list. The Admin Officer is waiting to hear back if they want to take up the plots.

LP7 CEMETERY

LP7.1 DEFRA – Environmental Permitting Restrictions

The Clerk will update the committee when further information is available.

LP7.2 Farm Field

The Willow tree will be removed in Autumn after bird nesting season.

LP7.3 Cemetery Paths

The un-paid workforce have started edging the cemetery paths.

LP7.4 Sunken Graves

To **note** the topping up process will continue in Spring 2023 with no requirement for an outside contractor involvement now that the Resource Team are at full strength.

LP7.5 Cemetery Trees

To **receive** and **consider** the tree survey. A number of works to be carried out have been identified. (Page 18 attached).

LP8 PLAY AREAS

Barwic Parade

To **consider** purchasing 2 trail night vision cameras, the same as in use at the allotments, along with warning signs, to monitor if the use of cameras acts as a deterrent or not before committing to the greater expenditure of a tall pole mounted motion camera.

The cost of 2 trail night vision motion sensor cameras is approximately £175 per camera.

To **consider** carrying out repairs to the gym equipment that were identified in the annual Zurich Insurance inspection. The cost of the repairs is estimated at £2,240.00 + VAT. The insurers categorised the repairs as non-urgent to be completed when resources allowed. It is expected that

due to the amount of repairs to be carried out following vandalism and neglect that there will not be sufficient funds in the play areas budget to fund the repairs to the gym equipment.

Flaxley Road

To **note** further complaints have been received regarding ball games in the play area. The resident is becoming increasingly annoyed with the ball frequently coming over into their garden.

Wistow Road

To **note** the metal picnic bench has been refurbished at a cost of £350.00 + VAT.

LP9 1811 BUILDING

LP9.1 Renovations

The Planning Application has been granted and a start date is to be agreed, taking into account the opening times of Foodbank, with the contractors.

LP10 TOWN HALL

To **note** a company had been engaged to pressure wash the car park, all paths, including the courtyard, surrounding wall (interior and exterior) and to re-sand the block paving on the car park at a cost of £800.00 + VAT

LP11 CEMETERY CHAPELS

To **note** the cemetery office has been tidied and freshened up. A spare desk and metal filing cabinet have been moved from the 1811 into the cemetery office and new floor covering has been purchased.

The total cost of the refurbishment was £170.18 inc. VAT

LP12 BONDGATE COMMUNITY WOODLAND

LP12.1 Memorial Wheel

To **note** that Planning Permission has been granted. A Structural Engineer has been instructed to prepare a structural report for the supporting structure for the wheel at a cost of £445.00. Once this has been received

Native Architects will progress matters with their builders to get a fixed final price and a start date.

LP13 SCHEDULED WORKS

To **note** that the Facilities Manager has provided a plan of current scheduled works. (Pages 19 to 20 attached).

LP14 CEMETERY LODGE

To **note** all building works have been completed. The Clerk has provided a report detailing all the costs. (Page 21 attached).

LP15 LONGMANN HILLS FARMHOUSE

No further updates.

LP16 GRASS CUTTING

To **note** the report of the Facilities Manager. (Page 22 attached).

LP17 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 (LP18 to 19)

LP18 TOWN HALL

To **consider** the report of the Facilities Manager regarding exterior painting. (Page 23 attached).

LP19 CEMETERY DIGITAL MAPPING

To **receive** and **consider** the report from the Clerk. (Pages 24 to 25 attached).

LP20 DATE OF FUTURE MEETINGS

Monday 27 June 2022

Council

Monday 18 July 2022

Finance & Staffing Committee

Monday 25 July 2022

Council

Monday 5 September 2022

Land & Property Committee