

# MINUTES OF THE LAND AND PROPERTY COMMITTEE HELD ON MONDAY 5 SEPTEMBER 2022 AT THE TOWN HALL, YORK STREET, SELBY

**PRESENT:** Cllrs M Davis, S Shaw-Wright, I Lawton, G Lockley and F Matthews

**IN ATTENDANCE:** Town Clerk and Facilities Manager

## LP21 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs M Dyson and R Harrison.

## LP22 DISCLOSURE OF INTERESTS

Cllrs Davis and Matthews item LP39.1

## LP23 MINUTES

LP23.1 Minutes of the Land and Property Committee held on Monday 20 June 2022 were received. These minutes had been previously ratified at Council on 27 June 2022.

**RESOLVED: That the Minutes of the Land and Property Committee held on 20 June 2022 be noted.**

LP23.2 The Clerk updated on items from the last meeting.

The waste bins for Abbots Road estate had been delivered to the contractors ready for installation.

The Facilities Manager has received further instruction regarding the Town Hall noticeboard and will carry out further tests to clarify if the solar battery is working.

The internal painting to the Town Hall windows has now been completed.

The Town Hall front doors and railings are due to be painted in the next month.

It was noted that the works identified from the Legionnaires risk assessment have been completed. Extra works were identified at the time, and these were also completed. The total cost was £2,117.17 + VAT.

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

## **LP24 COUNCIL POLICIES**

There were no policies due to be reviewed.

## **LP25 ALLOTMENTS**

It was agreed to form a Task and Finish Group to work on the following specific issues and to report back to this committee with recommendations: -

- To review the Allotment Rules and Regulations – keeping one set of rules and regs with appendices for each individual site, and to combine with the agreement letter
- To agree an action plan to reinstate Stonebridge and Pymbles site back into useable and safe plots
- To consider future expenditure that will be incurred in line with the action plan in preparation for budget setting – this to be prioritised

Task and Finish Group members: Cllrs M Davis, G Lockley and I Lawton, and to include the Town Clerk, Facilities Manager and the Admin Officer with responsibilities for the allotments.

### Bonfires

Cllr Lawton suggested only allowing bonfires in November and March. At present tenants on Pymbles and Stonebridge can have bonfires at any time, unless specifically requested not to. Bonfires are not allowed at Westbourne.

It was agreed to add this to the Task and Finish Group's remit to discuss. The Clerk was asked to investigate joining the National Allotment Society.

The Clerk updated that signs had been displayed at allotment sites requesting NO bonfires until further notice due to the current dry weather. A press release was also placed in the Selby Times.

### Hosepipe Ban

It was noted that signs had been displayed at allotment sites reminding tenants of the hosepipe ban.

### **RESOLVED: That**

- i. the updates be noted, and**

- ii. **a Task and Finish Group with the abovementioned members be formed to work through the abovementioned issues.**

### Pymbles

It was noted that there is 1 plot that requires some clearance work before becoming available to let. There are 38 names on the waiting list.

**RESOLVED: That the above update be noted.**

### Stonebridge

It was noted that plot 38 had been cleared of the unsafe derelict buildings and rubbish, and that plot 36b had also been cleared of the pile of rubbish. It was agreed to split plot 36b into 2 plots (36b and 36c).

Cllr Lawton asked if the green area, currently left as meadow, could be made into smaller plots. The Facilities Manager said that information passed to him showed this area to be liable to flooding. It was agreed to monitor the area over the next couple of months to ascertain suitability to be made into workable allotments.

It was noted that the abovementioned plots are currently the only available plots. There are 46 names on the waiting list.

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

### Westbourne

It was noted there are 3 plots that are in the process of being let, and once these are let there will be 0 remaining names on the waiting list.

The Clerk was asked to present the waiting list information in a table form at future meetings.

The Clerk was requested to bring a folder of plans of each allotment site and cemetery to each subsequent meeting.

## **LP26 CEMETERY**

### **LP26.1 DEFRA – Environmental Permitting Restrictions**

The Clerk provided an update on the DEFRA consultation.

**RESOLVED: That the update be noted.**

LP26.2 Farm Field

There were no updates.

LP26.3 Cemetery Paths

It was noted that the new paths in section 6a and 6b have been completed. The damage, by the contractors, to the wall has been rectified by the contractors and the damage, by the contractors, to the gate has been repaired and will be replaced in the next week. The contractor accepted responsibility for the damage caused.

LP26.4 Sunken Graves

It was noted that the topping up process would continue in Spring 2023.

LP26.5 Cemetery Trees

It was noted that the Facilities Manager has added the tree works identified in the Tree Survey to the Resource work plan.

The Clerk presented the tree tomography report on the 4 Copper Beech trees identified in the Tree Survey.

**RESOLVED: That**

- i. The Facilities Manager to seek a price for the recommended works identified in the Tree Survey, the recommended works following the Tomography Survey and the removal of the willow tree on the cemetery bottom field,**
- ii. The cost to be brought to September Council for approval, and**
- iii. Notices to be placed in noticeboards, Town Council website and Selby Times notifying the public of the works being carried out**

LP26.6 Cemetery Administration

The report presented by the Clerk was considered. The Facilities Manager was asked to clarify the term “joint owners” with ICCM.

**RECOMMENDATION TO COUNCIL THAT:**

- i. To allow up to 2 joint owners,**
- ii. The fee for a “Form of Assignment” be £100**

**iii. To allow, as an absolute maximum, up to 2 coffins and 4 ashes, or up to 6 ashes in a full plot. The location of the plot may mean that capacity due to soil differences or the water table.**

Concern was expressed over the amount of staff time that was involved in administrating requests to transfer graves, memorials and other matters. It was agreed that upon request, to hand over a leaflet explaining what information was required, and where to find it, to enable the Council to process the request. The Town Council staff would not have to have any further involvement until the information came back and could then be processed.

## **LP27 PLAY AREAS**

### Barwic Parade

It was noted that the adult gym equipment should be repaired during September.

**RESOLVED: That the update be noted.**

### Flaxley Road

There were no updates.

### Wistow Road

Consideration was given to purchasing a replacement Inclusive Picnic Bench at a cost of £720 inc. VAT. It was noted that the original bench is now listing and beyond further repair.

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

- i. An Inclusive Picnic Bench be purchased at a cost of £720 inc. VAT,**
- ii. The cost be taken from CIL funds.**

## **LP28 1811 BUILDING**

### **LP28.1 Renovations**

It was noted that a date has yet to be agreed to start the renovations to the building.

**LP29 TOWN HALL**

It was noted that the remaining internal windows had now been painted.

**RESOLVED: That the update be noted.**

**LP30 CEMETERY CHAPELS**

There were no updates.

**LP31 BONDGATE COMMUNITY WOODLAND**

**LP31.1 Memorial Wheel**

This item was moved to Private Session item LP38.

**LP32 SCHEDULED WORKS**

The plan of scheduled work provided by the Facilities Manager was noted.

**RESOLVED: That the update be noted.**

The Facilities Manager highlighted further training required for the Resource Team. It was agreed that although the training budget will likely be overspent this year it was valuable to have the team fully trained. The Clerk updated that she would provide an update on the training budget at the October Finance and Staffing Committee meeting.

**RECOMMENDATION TO COUNCIL THAT: All required training for the Resource Team should be completed.**

**LP33 CEMETERY LODGE**

The Clerk reported that a blocked drain in the rear yard, probably caused by the property being unoccupied for several months, has been cleared. The gas boiler had also had a minor leak. The engineer carried out the repair, and the annual service completed at the same time with no further issues identified.

**RESOLVED: That the update be noted.**

**LP34 LONGMANN HILLS FARMHOUSE**

This item had been moved to Private Session item LP39.1

## **LP35 CEMETERY DIGITAL MAPPING**

It was noted that Pear Technology have started the digitised process and the Clerk has ordered the software from Rialtas Business Solutions.

## **LP36 PRIVATE SESSION**

A motion was agreed to move to Private Session.

## **LP37 LIGHTNING CONDUCTOR**

The quotation for a lightning conductor was considered. It was noted that this was the only company that had responded to a request for a quotation.

The Facilities Manager was requested to seek clarification on a number of points before it could be recommended to Council for approval. The information will be provided back to the first available meeting.

**RESOLVED THAT: The Facilities Manager seek clarification on a number of points before bringing back to Council for approval.**

## **LP38 MEMORIAL WHEEL**

Consideration was given to the report provided by the Clerk.

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

- i. To appoint Quote 1 at a cost of £22,287 + VAT – Ebor Construction Ltd, to carry out the planned works as per quotation, and**
- ii. To take the expenditure from the Cultural Art Project EMR**

## **LP39 LONGMANN HILLS FARMHOUSE**

### **LP39.1 Air Source Heat Pump**

The Clerk provided a report and update on the Air Source Heat Pump.

To enable to complete the required work as quickly as possible, thus minimising the amount of time the property remained unoccupied, the Clerk provided the 2 “blind” quotes received to the Chairs of Council, Land & Property and Finance & Staffing, and the Leader of the Council to approve the recommendation of the Clerk.

Quote 1 was approved - £14,998.00 + VAT – Green Buildings Renewables.

**RESOLVED THAT: Green Buildings Renewables quote of £14,998 + VAT was approved by Chairs of the Council, L & P and Finance & Staffing and the Leader of the Council.**

LP39.2 Internal and External Decoration

The report of the Clerk was noted.

To enable to complete the required work as quickly as possible, thus minimising the amount of time the property remained unoccupied, the Clerk provided the 2 “blind” quotes received to the Chairs of Council, Land & Property and Finance & Staffing, and the Leader of the Council to approve the recommendation of the Clerk.

Quote 1 was approved - £2,660 (no VAT) – Lea Ogle

**RESOLVED THAT: Lea Ogle quote of £2,660 (no VAT) was approved by Chairs of the Council, L & P and Finance & Staffing and the Leader of the Council.**

LP39.3 Re-letting of the property

It was noted that the letting agents will visit the property once the works have been completed to re-value for the rental market. The agents have suggested the rent could be in the region of [REDACTED] per calendar month.

**LP40 CHRISTMAS LIGHTS**

Consideration was given to the three tenders received for the Christmas Lights provision for the 3 years – 2023/24, 2024/25 and 2025/26.

**RECOMMENDATION TO COUNCIL THAT: Tender 2 – Christmas Plus be approved at a cost of £16,020 + VAT for each year.**

**LP41 DATE OF FUTURE MEETINGS**

<b>Monday 12 September 2022</b>	<b>Health, Safety &amp; Welfare Group</b>
<b>Monday 19 September 2022</b>	<b>Town Hall Management Committee</b>
<b>Friday 23 September 2022</b>	<b>Market Working Group</b>
<b>Monday 26 September 2022</b>	<b>Council</b>
<b>Monday 17 October 2022</b>	<b>Finance &amp; Staffing</b>
<b>Monday 31 October 2022</b>	<b>Council</b>