



**MINUTES OF THE LAND AND PROPERTY COMMITTEE HELD ON  
MONDAY 2 DECEMBER 2024 AT THE TOWN HALL, YORK  
STREET, SELBY**

Contents

LP43 APOLOGIES FOR ABSENCE.....	3
LP44 DISCLOSURE OF INTERESTS.....	3
LP45 MINUTES .....	3
LP45.1 Minutes from last meeting.....	3
LP45.2 Updates from the previous meeting .....	3
LP46 COUNCIL POLICIES .....	3
LP46.1 The Policy Review Table.....	3
LP47 ALLOTMENTS .....	3
LP47.1 Current Waiting List .....	3
LP47.2 Current Status of Allotments .....	3
LP48 CEMETERY.....	3
LP48.1 Farm Field .....	3
LP48.2 Cemetery Paths .....	3
LP48.3 Sunken Graves.....	4
LP48.4 Cemetery Trees .....	4
LP48.5 Peace Garden .....	4
LP48.6 Burial Plots .....	4
LP49 PLAY AREAS.....	4
LP49.1 Barwic Parade .....	4
LP49.2 Flaxley Road.....	5
LP49.3 Wistow Road .....	5
LP50 1811 BUILDING .....	5
LP50.1 Renovations.....	5
LP50.2 Foodbank.....	5
LP51 TOWN HALL.....	5

LP51.1 Office .....	5
LP51.2 Arts Centre – Lighting .....	5
LP52 CEMETERY CHAPELS .....	5
LP52.1 Chapels .....	5
LP52.2 Storage .....	5
LP53 BONDGATE WOODLAND .....	5
LP54 SCHEDULED WORKS .....	5
LP55 CEMETERY LODGE .....	6
LP56 LONGMANN HILL'S FARMHOUSE .....	6
LP56.1 Windows .....	6
LP56.2 Heating .....	6
LP56.3 Decoration .....	6
LP57 ASSET REGISTER .....	6
LP58 TOWN COUNCIL ACTION PLAN .....	6
LP59 ECONOMIC DEVELOPMENT .....	6
LP60 PRIVATE SESSION .....	7
LP61 CEMETERY CHAPELS .....	7
LP62 DATE OF FUTURE MEETINGS .....	7

**PRESENT: Cllrs. M Davis, F Matthews, S. Shaw-Wright, J Proud, S Andrew and K Franks.**

## **IN ATTENDANCE: The Town Clerk & The Facilities Manager**

### **LP43 APOLOGIES FOR ABSENCE**

Cllr M Dyson

### **LP44 DISCLOSURE OF INTERESTS**

There were none declared.

### **LP45 MINUTES**

#### **LP45.1 Minutes from last meeting**

Minutes of the Land and Property Committee held on Monday 2 September 2024 were received. These minutes had been previously ratified at Council on Monday 30 September 2024.

**RESOLVED: That the Minutes of the Land and Property Committee held on 2 September 2024 be noted.**

#### **LP45.2 Updates from the previous meeting**

The Clerk updated the committee on matters from the last meeting.

### **LP46 COUNCIL POLICIES**

#### **LP46.1 The Policy Review Table.**

The Policy Review table was noted.

It was noted that there were no policies to review.

### **LP47 ALLOTMENTS**

#### **LP47.1 Current Waiting List**

The Clerk provided an update on all allotment sites.

#### **LP47.2 Current Status of Allotments**

The Clerk's update was noted. It was agreed to erect signage advertising the available plots at the entrance to the Westbourne site. The removal of waste from recently let plots was discussed and it was agreed that a skip be provided on a quarterly basis.

### **LP48 CEMETERY**

#### **LP48.1 Farm Field**

There were no updates. The Facilities Manager was asked to provide a report to the committee regarding the timescale for developing the field for future use.

#### **LP48.2 Cemetery Paths**

There were no updates.

- LP48.3 Sunken Graves  
The Clerk's update was noted.
- LP48.4 Cemetery Trees  
It was noted that Phase 2b has now been completed. The next survey is scheduled to take place in April / May 2025.
- LP48.5 Peace Garden  
There were no updates.
- LP48.6 Burial Plots  
The Clerk updated the committee regarding a request for a plot holder to be able to lay artificial grass on their plots. It was agreed that it could be laid within a kerb set, but should be porous and only green in colour.
- The Facilities Manager updated the Members on recently installed rafts. It was noted that the Memorial masons were installing an additional plinth and that this was un-necessary. It was agreed that the Council write to all the Memorial Masons clarifying the installation of headstones.
- It was agreed that the relevant sections of the Cemetery Rules and Regulations be brought to the next L & P meeting to be make these additions.

**RESOLVED THAT:**

- i. Porous, green coloured, artificial grass may be laid within a kerb set,**
- ii. The Clerk write to all local Memorial Masons clarifying the installation of headstones, and**
- iii. The relevant sections of the Cemetery Rules and Regulations be brought back to the next L & P meeting for amending.**

**LP49 PLAY AREAS**

- LP49.1 Barwic Parade  
The committee considered the Clerk's request.

**RECOMMENDATION TO COUNCIL THAT:**

- i. Replace the main centre bearing in the accessible roundabout at a cost of £3,093.45 ex VAT (part and fitting), and**
- ii. The cost to be taken from the Play Area operational budget.**

LP49.2 Flaxley Road  
There were no updates.

LP49.3 Wistow Road  
Consideration was given to the location of the benches / waste bins in the play area.

**RESOLVED: That the Clerk write to the resident to update that the waste bin will be re-sited at the entrance to the play park.**

**LP50 1811 BUILDING**

LP50.1 Renovations  
The Clerk's update was noted.

LP50.2 Foodbank  
There were no updates.

**LP51 TOWN HALL**

LP51.1 Office  
There were no updates.

LP51.2 Arts Centre – Lighting  
The Clerk's update was noted.

**RESOLVED: That the Art's Officer complete a monthly visual inspection of the lighting and that a record is kept to meet Health & Safety requirements.**

**LP52 CEMETERY CHAPELS**

LP52.1 Chapels  
This item was moved to Private Session due to commercial sensitivity.

LP52.2 Storage  
The Clerk updated that planning permission is still awaited.

LP52.2.1 The report from the Clerk was noted.

**LP53 BONDGATE WOODLAND**

There were no updates.

**LP54 SCHEDULED WORKS**

The report was noted.

**LP55 CEMETERY LODGE**

It was noted that the soffits have been replaced at a cost of £400 ex VAT, and painted at a cost of £465 ex VAT.

**LP56 LONGMANN HILL'S FARMHOUSE**

LP56.1 Windows

The Clerk's update was noted.

LP56.2 Heating

The Clerk's update was noted.

**RESOLVED: That a rent reduction be applied to the tenant to help towards the additional heating costs.**

LP56.3 Decoration

It was noted that all the facias and soffits have been painted at a cost of £425 ex VAT.

**LP57 ASSET REGISTER**

The Clerk presented the Asset Register for consideration. The updates were noted.

**LP58 TOWN COUNCIL ACTION PLAN**

The following updates were considered and noted.

Provision of Allotments / Allotment standardisation – update at item LP47

Maintain / improve the cemetery grounds – update at item LP48

Develop area for Peace Garden – Item LP48.5

Chapel restoration – update at Item LP52.1 / LP61.1

Build new workshop / storage facility – update at Item LP52.2

Complete Jubilee Path – planting – Scheduled for Autumn 2024

Cemetery Tree Maintenance Plan – update at item LP48.4

Installation of Cemetery Path in ext. G & H – not yet started

Maintenance of play areas – update at item LP49

Maintenance of Town Hall – update at item LP51

Replacement of Town Hall heating system – Not yet considered

Maintenance of the 1811 Building – update at item LP50.1

Replacement of all remaining streetlights with LED – Not yet considered

Replacement of Town Council Van – The van has been delivered.

Review policies and procedures – update at item LP46

**LP59 ECONOMIC DEVELOPMENT**

The information was considered. It was agreed to keep this item on the agenda.

**RESOLVED THAT: The Clerk writes to Planning Enforcement with all the enforcement issues identified on the table, and also requests information on the arrangement for reporting these issues.**

**LP60 PRIVATE SESSION**

**LP61 CEMETERY CHAPELS**

LP61.1 The Clerk's report was considered.

**RESOLVED: That Cllr Matthews and the Clerk meet with the architects to discuss the plans.**

LP61.2 The Clerk's report was noted.

**LP62 DATE OF FUTURE MEETINGS**

<b>Monday 16 December 2024</b>	<b>Council Special Budget Meeting</b>
<b>Monday 13 January 2025</b>	<b>Environment Committee</b>
<b>Monday 27 January 2025</b>	<b>Council</b>
<b>Monday 10 February 2025</b>	<b>Finance &amp; Staffing Committee</b>
<b>Monday 24 February 2025</b>	<b>Council</b>
<b>Monday 3 March 2025</b>	<b>Land &amp; Property Committee</b>