

MINUTES OF THE PROCEEDINGS OF THE LAND AND PROPERTY COMMITTEE MEETING HELD ON 3 JUNE 2019 AT THE COMMUNITY CENTRE, SCOTT ROAD, SELBY

PRESENT: Cllrs M Davis (Chair), S Shaw-Wright, F Matthews, I Lawton, G Harding, M Fagan.

IN ATTENDANCE - G Bell & A Argyle

LP 1 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE COMMITTEE

Councillor Mrs M Davis was appointed chair and Councillor K Franks was appointed Vice Chair.

LP 2 APOLOGIES FOR ABSENCE

Cllrs M Rofidi, M Dyson and K Franks.

LP 3 DISCLOSURE OF INTEREST

There were no Disclosures of Interest.

LP 4 MINUTES

The minutes of a meeting of the Land and Property Committee held on 11 March 2019 were received for information, having already been approved by Council.

Minute LP 19 – Clerk was asked to write to the solicitors with regard to the gates leading onto the Cemetery and all other outstanding matters, expressing concern at lack of response.

RESOLVED: That

- (i) The abovementioned minutes be noted; and**
- (ii) The Clerk writes to Crombie Wilkinson Solicitors expressing concern and requesting updates on all outstanding matters.**

LP 5 COUNCIL POLICIES

LP 5.1 The Mobile Phone Policy was reviewed. The Clerk was asked to tidy up the content ie typing errors and amendments to wording and to check whether the Internet Policy covered usage. It was suggested the next review date of June 2022.

RESOLVED: That the Clerk tidies up the content of the Mobile Phone Policy and checks whether the Internet Policy covers usage.

RECOMMENDATION TO COUNCIL THAT:

- i) The Mobile Policy be approved by Council subject to the amendments; and**
- ii) The review date of June 2022 be approved.**

LP 5.2 The Planning Consultation Policy was reviewed. The Clerk was asked to amend the policy with number bullet points from “Internally illuminated signs, and”. It was suggested the next review date of June 2021.

The Planning Consultation Response Procedure was reviewed. The Clerk was asked to insert "For applications outside the Clerks delegated powers where the District Councillors deadline falls before Council has had an opportunity to consider the application, the Clerk shall request an extension to the deadline". The Clerk was asked to tidy up the remaining procedure.

RESOLVED: That the Clerk amends the Planning Consultation Response Procedure with the above wording and tidy up the procedure.

RECOMMENDATION TO COUNCIL THAT:

- i) The Planning Consultation Policy be approved by Council subject to the amendments; and**
- ii) The review date of June 2021 be approved.**

LP 5.3 The Cemetery & Memorial Rules and Regulations were reviewed. It was noted that there was a duplication in the document. It was suggested to leave the Mission Statement as first page and then insert the Cemetery Rules and Regulations page as the second page. The Clerk was asked to update the document as below:

Item 1.6 – Check the opening/closing times on the Cemetery gates and update the document accordingly

Item 2.5 – Remove "or a duplicate copy thereof must be delivered to the Council or their authorised officer prior to the internment".

Item 2.6 – Add the wording "in exceptional circumstance".

Item 2.10 – Re word the paragraph to read "The person or persons arranging the internment shall be responsible for the attendance and payment of a Minister of Religion or other Official to officiate at the burial service. Any form of religious or humanist service may be used but any other ceremony is subject to the approval of the Council. The internment may take place without a service".

Item 2.11 – Replace "and/or" with "or" in the sentence "ecclesiastical faculty ... Home Office".

Item 2.14 - Re word the paragraph to read "Cremated remains may be interred in caskets or approved containers, or may be loose poured into a grave, in the Ashes sections or in a conventional grave in the Cemetery for which the Exclusive Right of Burial has been purchased".

Item 3.11 – Re word the paragraph to read "Any floral or other tributes laid on the grassed areas at the time of the funeral must be removed within one calendar month of the funeral. After this time the Council reserves the right to remove tributes from any grave space which have deteriorated or become unsightly and dispose of them in such manner as they deem fit".

Item 3.20 – Re word the first sentence to read "Inspections are completed to test the stability of headstones in accordance with recommendations of the Institute of Cemetery and Crematorium Management".

Item 4.2 – Remove the word "pleasure" and insert "discretion".

Item 4.4 – Replace the word "Would" for "will".

Item 4.6 – Replace the word "Would" for "Will".

Items 3.4 and 4.18 to be looked at re wording by the Chair and Resource Manager and to be brought back to a future Council meeting.

The Clerk was asked to update the British Standard date to 2018. The Resource Manger to update the Lawns and Ashes Plan with new lettering.

It was suggested the next review date of June 2024.

RESOLVED: That the Clerk amends the Cemetery & Memorial Rules and Regulations as above.

RECOMMENDATION TO COUNCIL THAT:

- i) The above amendments be approved subject to the re-wording of items 3.4 and 4.18 and;**
- ii) The review date of June 2024 be approved.**

LP 6 SAILING THROUGH TIME PROJECT UPDATE

The Clerk produced the final accounts for the project. It was noted an overspend of £462 for the planning fee. The Resource Manager updated that he had asked Groundwork Trust for a proposal for landscaping the front garden. A plan had been produced and costings awaited. The Clerk had spoken with the S106 Officer who had suggested that monies would be approved for the landscaping.

The committee considered officially celebrating the project after the landscaping had been completed. It was agreed to have a small ceremony, date to be agreed in the summer.

RESOLVED: That

- (i) The Clerk's update be noted;**
- (ii) The Clerk to pursue S106 funds once a costing had been agreed for the landscaping; and**
- (iii) To officially celebrate the project at a date to be agreed.**

RECOMMENDATION TO COUNCIL:

To note the above resolutions.

LP 7 ASSET REGISTER

The Clerk asked the committee to consider and agree the Asset Register for 2019/20.

RESOLVED: That the Asset Register be agreed in principle and to be updated when the new Clerk in post.

LP 8 ALLOTMENTS

Stonebridge

The Resource managed updated that permission had now been granted by the IDB for the proposed drainage improvements and the Resource Manager has begun to finalise the project start date and methods with the contractor.

The Resource Manager updated that the gate on track 2 had now been installed and is in good working order with no negative feedback.

Westbourne Road

The Resource Manager updated that the combination lock on the Westbourne Road Gate had been stolen and a replacement had been fitted. The original lock had been secured by heavy duty steel banding which was still in place and the Resource Manager was uncertain to how the lock had been removed.

Pymble

The Resource Manager updated that an allotment tenant has had their car vandalised whilst the vehicle was parked outside of the gate area but was unfortunately out of range of the CCTV camera.

Pigeons

A response had been received from YLCA with regards to a tenant keeping pigeons on his allotment. The matter was first heard at Council on 20 May 2019 where the tenant was in attendance. He stated that his child gained great benefit from him keeping the pigeons, but it is in breach of his tenancy agreement. A vote was taken, and it was unanimously agreed that the Tenant be advised that the ruling regarding livestock to be kept on Allotment sites be upheld.

A member advised that the Town Council have a duty of care and statutory obligation to the Tenants child.

The Clerk has sought advice from YLCA and the decision stands. The Clerk was asked to action the decision.

RESOLVED: THAT;

- i) That the abovementioned updates be noted; and**
- ii) The Clerk to report back to Council that the decision be upheld.**

LP 9 CEMETERY

The Resource Manager reported that the roundabout improvements made by the contractor were now completed, on time and in budget.

Ground improvements (Trukgrid or equivalent) to the wooden fenced stockyard will be completed by the Resource team before the end of September.

The Resource Manger sought approval for funding for further improvements to the Green Car Park area as there is concerns that this area will be used more frequently due to the double yellow lines around the new roundabout and entrance area to the Cemetery. The Resource Manager has requested the funding to purchase and lay grass matting to make the ground more stable on the right-hand side area. The works, should they be approved, be done around October and would be completed by the Resource team.

The cost of the matting, pegs, ties and delivery would be £2,479 ex VAT

The existing uneven area to the left, would be re-levelled and re-turfed in 2020. This project would be requested for next year's budget setting.

RESOLVED: THAT;

- i) The Resource Managers update be noted;**
- ii) The Resource Managers report be noted; and**
- iii) The Grass matting etc be purchased at a cost of £ 2,479 ex. VAT and taken from the EMR Efficiency budget.**

RECOMMENDATION TO COUNCIL That the Grass Matting etc be purchased at a cost of £ 2,479 ex. VAT and taken from the EMR Efficiency budget.

LP10 LONGMAN HILLS FARMHOUSE

The Resource Manager reported that he had concerns about the pebbled drive leading to the Farmhouse becoming worn and potholed. Several improvements were made which included the laying of membrane, type one aggregate and angular stone.

RESOLVED That the update be noted.

LP11 TELEPHONE BOX

Th Clerk updated that Selby District Council Planning Department had informed that Listed Building Consent would be required to any works to the telephone box. Cllr Shaw-Wright said he would speak with SDC to confirm.

RESOLVED: That

- (i) The Clerk's update be noted; and**
- (ii) Cllr Shaw-Wright obtains clarification from Selby District Council on Listed Building Consent for the telephone box.**

LP12 PLAY AREAS

A report from the Resource Manager concerning all play areas was considered. Members of the public had asked for more picnic tables for the Wistow Road play area. As this is a well-used play area it was suggested that 2 more picnic tables would be well received. The Clerk was asked to seek S106 funding for 2 inclusive picnic tables.

The Resource Manager updated he had identified two pieces of equipment to be used as a trial for grass carpeting, however he is investigating the use of a product known as Tiger Mulch and will report back on his findings.

RESOLVED: That

- (i) The Resource Manager's report be noted;**
- (ii) Two inclusive picnic tables be purchased for Wistow Road Play Area;**
- (iii) The Clerk to enquire whether 106 Funding can be sought for these works; and**
- (iv) The Resource Manager to report back to a future L & P meeting on the suitability of using Tiger Mulch.**

RECOMMENDATION

That two inclusive picnic tables be bought once the Clerk has approval to use S106 funding.

LP13 BEEKEEPERS ASSOCIATION

The Clerk updated that the Beekeepers association had been successful in their application for funding but had been disappointed to learn they required full planning permission for the apiary in the cemetery. The beekeepers are currently using existing hives to continue their education programme and seeking to meet with SDC Planning.

RESOLVED: That the Clerk's update be noted.

LP14 1811 BUILDING

The Resource Manager updated that the woodworm treatment had been completed and the central heating and hot water system had been checked is functional. The air conditioning units may need to be checked prior to use.

The Clerk updated that contact had been made with the architects and a date has yet to be set for a site visit.

RESOLVED: That the updates from the Resource Managers and Clerk be noted.

LP15 DOG WASTE BINS

A request from a member of the public regarding a dog waste bin to be sited on Sandhill Lane was considered. The Clerk informed that SDC no longer have a budget to provide bins and that if any Parish/Town Council require litter/dog bins then they are expected to cover the cost of the purchase and fitting of the bins. If the bins are sited in an accessible location SDC contractors Amey will empty the bins. The Clerk provided costs for purchasing and fitting the bins as supplied by Selby District Council. The Committee questioned when the decision by SDC to stop was made.

RESOLVED: That this matter be further discussed at full Council

LP16 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.

LP17 TOWN HALL WINDOWS

LP18 DATE OF FUTURE MEETINGS

Monday 24 June 2019	Council
Monday 15 July 2019	Finance & Staffing Committee
Monday 29 July 2019	Council
Monday 2 September 2019	Land & Property Committee
Monday 9 September 2019	Town Hall Management Committee
Wednesday 11 Sept. 2019	Market Working Group
Monday 30 September 2019	Council