



MINUTES OF THE LAND AND PROPERTY COMMITTEE HELD ON MONDAY 5 JUNE 2023 AT THE TOWN HALL, YORK STREET, SELBY

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PRESENT: Cllrs. M Davis, F Matthews, S. Shaw-Wright, M Dyson, R Harrison and S Andrew.

IN ATTENDANCE: The Town Clerk and The Facilities Manager

LP1 APPOINTMENT OF CHAIR AND VICE CHAIR

Cllr M Davis was appointed Chair and Cllr K Franks was appointed Vice Chair.

LP2 APOLOGIES FOR ABSENCE

Cllrs G Lockley and K Franks

LP3 DISCLOSURE OF INTERESTS

Cllrs F Matthews and M Davis – Item LP6.1

LP4 MINUTES

LP4.1 Minutes from last meeting

The Clerk was asked to provide an estimated cost for a future tree survey and the costs for the 2024/25 scheduled tree works for the budget setting process.

The Clerk was asked to provide a sample calendar of a year's events, weddings and room hires to the Town Hall Management Committee to enable the committee to consider how these can all work together.

LP4.2 Updates from the previous meeting

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

LP4.3 Digital Working Group Notes

The Clerk tabled the notes from the Digital Working Group.

RESOLVED THAT:

- i. The Clerk requests a cost from Had-IT for support for the server to include scheduled back-ups and disaster recovery, and**
- ii. To monitor the call outs for each laptop**

RECOMMENDATIONS TO COUNCIL THAT:

- i. To approve the confirmed cost from Had-IT for server support,**
- ii. To purchase pre-paid blocks of support from Had-IT,**

- iii. **Had-IT be approved to install routers at the Town Hall and 1811 building and set up a secure VPN tunnel to connect both buildings, and**
- iv. **To appoint 2 Circles Solutions to provide a managed telephony service and broadband at both the Town Hall and 1811.**

LP5 COUNCIL POLICIES

There were no policies for consideration. The Clerk presented the Policy Review table for consideration.

LP6 ALLOTMENTS

LP6.1 Allotment Fee

The Clerk's report was considered. It was agreed to hold a further Allotment Task and Finish Group meeting before the next Land & Property Committee meeting .

RECOMMENDATION TO COUNCIL THAT:

- i. **The current tenants rents are honoured, and**
- ii. **Along with any annual budgeted increase, rents, under the approved cost per metre, are increased per year until they reach the approved price per square metre.**

LP6.2 Allotment Correspondence

The committee considered the letter from an allotment tenant. The tenant was present and spoke at the meeting.

The Chair thanked the tenant for bringing the matter to the Council's attention and also for his support and work on the allotments over the years.

LP6.3 Allotment Request Form

The Clerk's update was noted. It was agreed that any person that has not returned their request form six months from the date of the letter be removed from the waiting list.

LP6.4 Drainage Works

The Facilities report was considered and noted.

LP6.5 Allotment Rules and Regulations and Tenancy Agreement

The review of the above will be provided to the next Allotment Task & Finish Group.

LP6.6 Bonfires

It was agreed to discuss this item at the Allotment Task and Finish Group.

LP6.7 Current Status of Allotments

The Clerk's update was noted. The Clerk updated that a new tenant on the Westbourne site had erected a shelter without requesting permission.

RESOLVED THAT: The tenant is written to and advised that they are in breach of their tenancy agreement and for what purpose is the shelter.

LP7 CEMETERY

LP7.1 DEFRA – Environmental Permitting Restrictions

The Clerk's update was noted. The Clerk was requested to start looking at how the Farm Field can be developed and to include a tree planting scheme in the plans.

LP7.2 Farm Field

A quotation was considered for the planting of a hedge on two sides of the Farm Field. It was agreed that a post and wire fence be erected first and then infilled with hedging.

RESOLVED THAT: Full costs of the fencing be brought to the next Land & Property Meeting, and once approved the costs for the fencing and hedging be taken from the Cemetery Long term Development EMR Fund

LP7.3 Cemetery Paths

The Facilities Manager's update be noted.

LP7.4 Sunken Graves

The update be noted.

LP7.5 Cemetery Trees

The update was noted. It was noted that there was sufficient funds in the Cemetery Paths and Trees EMR for this years costs but that

this EMR should be increased at 2024/25 budget setting for future years costs.

RECOMMENDATION TO COUNCIL THAT: This year's costs be approved and taken from the Cemetery Paths and Trees EMR.

LP8 PLAY AREAS

LP8.1 Barwic Parade

The update was noted.

LP8.2 Flaxley Road

The update was noted.

LP8.3 Wistow Road

The update was noted.

LP8.4 CIL Funds – Community Centre Play Area

This item was considered at Item LP19.

LP9 1811 BUILDING

LP9.1 Renovations

The Clerk's update was noted.

LP10 TOWN HALL

No updates to this item.

LP11 CEMETERY CHAPELS

No updates to this item.

LP12 BONDGATE WOODLAND

LP12.1 Memorial Wheel

The Clerk's report was considered. The Clerk updated that the Memorial Wheel had been well received by the community.

LP13 SCHEDULED WORKS

The report was noted.

LP14 CEMETERY LODGE

LP14.1 Security

It was noted that a ring doorbell had been installed at the Cemetery Lodge at a cost of £278.98, along with a sign stating that it was a private property.

LP14.2 Railings

The quotation for steel railings to the front garden of the property was considered. The Facilities Manager was asked to clarify the frequency of "painting".

RECOMMENDATION TO COUNCIL THAT:

- i. To approve Fabgates to manufacture and fit steel railings and gate at a cost of £2,750 ex VAT, and**
- ii. The cost be taken from Capital EMR**

LP15 LONGMANN HILL'S FARMHOUSE

The update be noted.

LP16 ASSET REGISTER

The Clerk presented the Asset Register for consideration. It was noted that the Clerk was working with other officers to ensure all replacement costs were added to the register.

LP17 TOWN COUNCIL ACTION PLAN

The following updates were considered and noted.

Provision of Allotments / Allotment standardisation – update at item LP6

Maintain / improve the cemetery grounds – update at item LP7

Develop area for Peace Garden – Not yet started

Chapel restoration – Not yet started

Build new workshop / storage facility – Not yet started

Complete Jubilee Path – planting – Scheduled for Autumn 2023

Cemetery Tree Maintenance Plan – update at item LP7.5

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

Maintenance of play areas – update at item LP8

Maintenance of Town Hall – update at item LP10

To sand the Art Centre's floor – scheduled for w/c 12 June 2023

Replacement of Town Hall heating system – Not yet considered

Maintenance of the 1811 Building – update at item LP9.1

Replacement of all remaining street lights with LED – Not yet considered

Replacement of Town Council Van – Not yet considered

Review policies and procedures – update at item LP5

LP18 PRIVATE SESSION

LP19 COMMUNITY CENTRE PLAY AREA

It was agreed that the designs go to consultation with the public.

LP20 BARWIC PARADE CCTV

The Clerk's report was considered. The Facilities Manager was asked to clarify if the cost of the battery was included in the quotation and to clarify the cost of the monthly sim cards. The fully costed report be brought back to the next Land and Property for further consideration.

LP21 DATE OF FUTURE MEETINGS

Monday 27 June 2023

Monday 18 July 2023

Monday 25 July 2023

Monday 5 September 2023

Council

Finance & Staffing Committee

Council

Land & Property Committee