



**MINUTES OF THE LAND AND PROPERTY COMMITTEE HELD ON
MONDAY 3 MARCH 2025 AT THE TOWN HALL, YORK STREET,
SELBY**

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

IN ATTENDANCE: The Town Clerk & The Facilities Manager

LP63 APOLOGIES FOR ABSENCE

Cllr. J Proud

LP64 DISCLOSURE OF INTERESTS

Cllr. F Matthews declared an interest in item LP68.7

LP65 MINUTES

LP65.1 Minutes from last meeting

Minutes of the Land and Property Committee held on Monday 2 December 2024 were received. These minutes had been previously ratified at Council on Monday 27 January 2025.

RESOLVED: That the Minutes of the Land and Property Committee held on 3 December 2024 be noted.

LP65.2 Updates from the previous meeting

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

LP66 COUNCIL POLICIES

LP66.1 The Policy Review Table.

The Policy Review table was noted.

It was noted that there were no policies to review.

LP67 ALLOTMENTS

LP67.1 Current Waiting List

The Clerk provided an update on all allotment sites. Consideration was given to a variety of ideas to promote the allotment sites.

LP67.2 Current Status of Allotments

The Clerk's update was noted. The Facilities Manager was asked to provide plans of the allotment sites highlighting which plots suffered from flooding.

LP67.3 Allotment Correspondence

A letter from an allotment tenant was considered.

LP67.4 Allotment Report

The allotment report was noted.

RESOLVED THAT:

- i. Each allotment that suffers from prolonged flooding would be discounted for the period of time the plot was unusable,
- ii. Cllr M Davis, the Clerk and the Facilities Manager would reach a reasonable settlement with the tenant, and
- iii. Each case would be considered individually.

LP68 CEMETERY

LP68.1 Farm Field

The Facilities Manager updated that the current developed cemetery land would cater for another 600 burials which equates to around 6.6 years. The farm field is 7.3 acres and although a topographical survey was carried out in 2018 a further underground survey would be required to determine how much of this land could be used for future burials. If 70% of the field could be developed then this would provide approximately a further 33 years of use.

RESOLVED THAT:

- i. The Facilities Manager to seek a rough cost per acre to develop the Cemetery Field,
- ii. Assess the number of plots that would be available in the section of the cemetery put aside for the Peace Garden, and
- iii. Assess the number of plots that would be available in the temporary allotment plots.

LP68.2 Cemetery Paths

There were no updates.

LP68.3 Sunken Graves

The Clerk's update was noted.

LP68.4 Cemetery Trees

It was noted that the next scheduled tree survey to be carried out in April / May would be at a cost of £1,200.

LP68.5 Peace Garden

There were no updates.

LP68.6 Cemetery Rules and Regulations

LP68.6.1 The committee considered the rules and regulations in regard to memorial dimensions and Deed Holder responsibilities.

RESOLVED THAT: The Clerk amends' the Cemetery Rules and Regulations to reflect the updates.

LP68.6.2 The committee considered the Memorial Tree and Benches Policy provided by the Clerk. It was agreed to add the following wording to item 7: -

“..... subjected to vandalism, or damaged or weathering”.

RECOMMENDATION TO COUNCIL THAT: The Memorial Tree and Benches Policy be added to the Cemetery Rules and Regulations, with the above mentioned amendment, as Appendix 3.

LP68.7 Cemetery Correspondence

A letter from a resident was considered. The resident had requested that they be allowed to install a plaque that does not meet the requirements of the Cemetery Rules and Regulations.

RECOMMENDATION TO COUNCIL THAT: The request be refused.

LP68.8 Bee Observation Hive

The request to allow a local beekeeper to install a bee observation hive in the cemetery was considered.

RECOMMENDATION TO COUNCIL THAT:

- i. **The request be agreed in principle subject to siting and,**
- ii. **A planning application be submitted by the applicant.**

LP69 PLAY AREAS

LP69.1 Barwic Parade

The Clerk's update was noted.

LP69.2 Flaxley Road

The Clerk's update was noted.

LP69.3 Wistow Road

The Clerk's update was noted.

LP70 1811 BUILDING

LP70.1 Fire Risk Assessment Report

Consideration was given to the Facilities Manger's report.

LP70.2 Emergency Light Test

It was noted that the works identified in the emergency light test report had been carried out at a cost of £930.00 ex. VAT.

LP71 TOWN HALL

LP71.1 Fire Risk Assessment Report
Consideration was given to the facilities Manager's report.

RESOLVED: That the report be noted.

LP71.2 Emergency Light Test
It was noted that the works identified in the emergency light test report had been carried out at a cost of £1,985 ex. VAT

LP71.3 Office
No updates to report.

LP71.4 Arts Centre – Lighting
The Clerk's update was noted.

LP72 CEMETERY CHAPELS

LP72.1 Chapels
This item was considered at LP81 due to commercial sensitivity.

LP72.2 Storage
The Clerk updated that planning permission has been granted. The quotations provided for the storage / workshop were considered at item LP82.

LP72.2.1 The report from the Clerk was noted.

LP73 BONDGATE WOODLAND

It was noted that Cllrs M Davis and F Matthews, along with the Facilities Manager, had met with Peter Murphy from Groundwork to agree the required works to thin the trees. It was noted that the cost would £1,500 ex. VAT.

LP74 SCHEDULED WORKS

The report was noted. The Facilities Manager was asked to add removal of ivy and shrubbery from around the chapels.

LP75 CEMETERY LODGE

There were no updates.

LP76 LONGMANN HILL'S FARMHOUSE

LP76.1 Heating
The Clerk's update was noted.

LP76.2 Decoration – Windows Surrounds
The Clerk updated that following the installation of the windows all window surrounds had been painted at a cost of £425 ex. VAT.

RESOLVED: That the updates be noted.

LP77 ASSET REGISTER

LP77.1 Asset Register
The Asset register was noted. The Clerk was asked to update the replacement value of the Finger Post.

LP77.2 Asset Inventory Software
Consideration was given to the Clerk's report. It was noted that the software would assist with the year end and reporting procedure.

RECOMMENDATION TO COUNCIL THAT:

- i. The Asset Inventory Software be purchased from Rialtas Business Solutions at a year one cost of £920 + VAT, and year two and three costs of £249 + VAT each year, and**
- ii. The year one cost be taken from the EMR Efficiency Fund**

LP77.3 Asset Disposal Form
The Committee were asked to consider the disposal of a Stihl Leaf Blower that would not be economical to repair.

RESOLVED: That approval be given to dispose of the Stihl Leaf Blower.

LP78 TOWN COUNCIL ACTION PLAN

The following updates were considered and noted.

Provision of Allotments / Allotment standardisation – update at item LP67

Maintain / improve the cemetery grounds – update at item LP68

Develop area for Peace Garden – Item LP68.5

Chapel restoration – update at Item LP72.1 / LP81.1

Build new workshop / storage facility – update at Item LP72.2

Complete Jubilee Path – planting – Scheduled for Autumn 2025

Cemetery Tree Maintenance Plan – update at item LP68.4

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

Maintenance of play areas – update at item LP69

Maintenance of Town Hall – update at item LP71

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 – The clerk has requested a quotation for a survey from NYC – information awaited.
Review policies and procedures – update at item LP66

LP79 ECONOMIC DEVELOPMENT

It was noted that the Clerk has sent all the enforcement issues identified to NYC Planning Enforcement.

LP80 PRIVATE SESSION

LP81 CEMETERY CHAPELS

LP81.1 The Chair of Finance and Staffing's report was considered. It was agreed that there were a number of unknowns. It was agreed to keep the project on the radar and consider breaking the project down into sizeable chunks or concentrate on the external works only for the time being.

LP81.2 The Clerk's report was noted.

LP82 CEMETERY STORAGE

LP82.1 The three quotations provided for the storage unit were considered. The Clerk was asked to check if there were any further costs associated with the installation of the storage unit, e.g. building control.

RECOMMENDATION TO COUNCIL THAT:

- i. **Quotation 1, Secure Garages, be approved at a cost of £29,560 + VAT, and**
- ii. **The cost be taken from the Cemetery Chapels/Storage EMR**

LP82.2 The Clerk's report was noted.

LP83 DATE OF FUTURE MEETINGS

Wednesday 19 March 2025
Monday 24 March 2025
Monday 31 March 2025
Monday 14 April 2025
Monday 28 April 2025

Market Working Group
Environment Committee
Council
Special Council Grants Meeting
Council