

**SLEAFORD TOWN COUNCIL
MEETING OF THE SERVICES COMMITTEE**

Minutes of the meeting of the **Services Committee** held on
Wednesday January 9th 2013 at 7:30pm
at The Source, Southgate, Sleaford

PRESENT: Councillor G Titmus (Chairman)

Cllr M Allan (V. Chairman)	Cllr D Birks	Cllr K Dolby
Cllr K Fernandes	Cllr H Lorimer	Cllr J Mathieson
Cllr D Suiter	Cllr D Vere-Critchler	Cllr B Watson (Leader)

Also Present: Councillors D Andrews, J Charlesworth, B Dunbar-Beckford, M Graves, G Jackson, T Mayfield. Mrs M Waddingham, (Assistant Clerk), Mrs L Savage, (RFO), a representative from the Target and Sleaford Standard and 2 members of the public (7:26pm.)

The Chairman welcomed all present and informed members that Cllr I Dolby has resigned as a member of the Services Committee.

SER.1 APOLOGIES. There were no apologies.

SER.2 DECLARATIONS OF INTEREST. There were none.

SER.3 MINUTES. Notes of the meeting held on October 31st 2012, had been circulated.

It was proposed by Cllr D Vere-Critchler and seconded by Cllr J Mathieson that the Notes from October 31st 2012, be accepted as Minutes of that Meeting.

Vote – 10 for. The Resolution was passed, the Chairman signed the Minutes.

SER.4 CHAIRMAN'S REPORT.

- The Chairman explained his report and said it was not for discussion.
- Operations Manager – currently off sick.
- Children's Cemetery Section – issue no longer imminent.
- Leylandii Trees at the Recreational Ground – cut down and a Press Release was issued Monday January 7th.

SER.5 CLERK'S REPORT/UPDATES.

- Grit Bin – one has been approved for Linwood Drive.
- Footpath – Final update.
- Usage of Tennis Courts through 2012 – details of bookings circulated. Cllr T Mayfield said bookings are open to members of the public.

SER.6 FINANCIAL REPORT. Receive latest committee financial report.

The Chairman explained the report and asked if there were any queries. There was a question regarding advertising. This report was noted.

SER.7 **ADVISORY GROUP** – To receive verbal reports from the Groups.

Cllr D Vere-Critchler said he had been approached by a member of the public who complimented the new cemetery path. They also asked when the next part of the paths will be done.

SER.8 **WORKING GROUPS** – Market Working Group

Cllr B Watson said the market had deteriorated over the years.

Cllr H Lorimer said market traders from other Towns do not know the prices of STC Markets.

There was further discussion.

It was proposed by Cllr G Titmus and seconded by Cllr B Watson that the market WG delivers a final action plan for the revival of the market at the next Services Meeting. Ideas from all Councillors to be passed to the WG.

Vote – 10 for. The Resolution was passed.

Action: WG to meet and produce plan.

SER.9 **DOG LAW ENFORCEMENT OFFICER:** To note her latest reports – for any follow up action that is the responsibility of the Services Committee.

There was a brief discussion about the data supplied by NKDC regarding fixed penalty tickets.

The Chairman spoke about the remarks relating to the tarmac path from London Road to the Cricket Club and that TC has agreed to litter pick in this area.

The Chairman asked if the Personnel Committee had made any progress in seeking the success criteria set by the DLEO's company in meeting the dog law enforcement task. Cllr K Dolby said under his personal circumstances, he has not yet met with the DLEO.

The reports were noted.

SER.10 **EASTGATE GARAGES – DEMOLITION.**

- Update on progress of the planning application - preliminary costing for demolition received.

The Chairman explained that a quotation had been received for demolition of garages and the erection of a wooden fence.

He also said response from the pre-planning application was that it was unlikely to be agreed unless a brick wall (2.5m) was erected in lieu of the 1.8m wooden fence. Since then officers have been reviewing a 1967 document that conveyed the land from what was known as the Old House (now the Folly) to the UDC. The conditions stated in the covenant are being researched. A meeting will be held next week with planning and conservation officers to clarify whether the covenant is in force and to which council it applies - NKDC or STC.

The Chairman continued to report on the progress and the current situation.

After discussion, the Chairman said that this should be deferred until the responsibility for the boundary is clarified.

Action: Await clarification of boundary status.

SER.11 SLEAFORD IN BLOOM. Report from the working group, to be agreed then forward to SIB.

The Chairman explained the report.

It was proposed by the Chairman and seconded by Cllr D Birks to accept the report of the SIB WG and forward its findings to SIB, as soon as possible.

Vote – 10 for. The Resolution was passed.

Action: Letter to SIB.

SER.12 MARKET/FLEA/FARMERS' MARKET RENTS - To agree and note prices to be charged.

It was proposed by the Chairman and seconded by Cllr M Allan to accept the following recommendations, with immediate effect:

1.Coaches. A single charge of £20.

2.Regular Market.

- All new traders will be required to give their linear frontage when booking so that their rates can be calculated and passed to the person collecting.
- Traders who 'turn up' on the day without booking. These to be charged at £15 and given a 'disclaimer' letter saying the Town Council is not responsible in the event of any insurance claim. The letter will also say that if they wish to stand on any further market day, they must make a booking through the TC offices, producing their insurance and any food hygiene certificates.

Vote – 10 for. The Resolution was passed.

Action: Apply changes from immediate effect. Draft a disclaimer letter.

The two members of the public left the meeting.
Cllr B Watson left the room at 7:54pm.

SER.13 FOOTWAY LIGHTING – To receive any requests for additional footway lighting and agree, if appropriate, to forward these to NKDC.

Cllr H Lorimer said she has received a request for footway lighting from residents on Buttler Way and had offered to conduct the survey required on behalf of the residents.

The procedure for footway lighting was noted.

Action: Officers to formulate a standard survey. Cllr H Lorimer to conduct the survey.

Cllr B Watson returned at 7:59pm.

SER.14 ALLOTMENT HOLDER REQUESTS.

The Chairman explained that various requests by allotment holders are coming to the committee and the reason for this is that the Terms of Agreement are vague on some matters.

The Chairman said that committee shall produce new draft Terms of Agreement with an explanatory covering letter for approval by this committee at its next sitting for issue to tenants in March and to come into effect in October. In the meantime he suggested that new requests fit in with the terms that are likely to be introduced in October.

- **Chickens** – two requests for chickens on Drove allotments.

The Chairman informed members, that with regard to chickens, the National Allotment Society recommend that only hens needed for personal use, are kept. As a guide, a point-of-lay, hen might lay upto 5 eggs in any week, so the average family should require no more than 2-3 hens. As the tenant might have an above average family, keeping up to 5 hens seems a reasonable amount.

The Chairman explained DEFRA regulations with regard to keeping poultry.

Action: Office to write a reply letter to tenants, stating no more than 5 chickens.

- **Bees** – request to keep bees on Drove allotment

The Chairman said that a prerequisite for any person keeping bees must be that they are knowledgeable and experienced. Bees are best sited in a remote area of the allotment fields away from other plot holders and in the centre of a plot. Also, other allotments holders who may be allergic to bees need to be consulted. Further advice and regulations will be checked, including action to be taken if there are problems when the bee-keeper is absent. They should consider becoming members of a local bee keeping association.

Cllr J Mathieson said there is a Sleaford Bee Keeping Association.

The Chairman said as Allotment Managers, the Town Council is not ready to accept bees at the moment but should keep an open mind, identify the particular allotment in question and discuss the details with the potential bee-keeper before coming to a decision.

The Chairman said there was no need for a recommendation or vote as it is up to officers to make a decision.

Action: Office to write a reply letter to tenant to say no to keeping bees at this present time.

ER.15 TREE WORK REQUIRED.

- **Boston Road Rec** – Leylandii at former tennis courts to be felled. The Chairman said these trees are now down and a press release has been issued.
- **Additional report and revised quote** – work on the deciduous trees on the park. The Chairman said a second expert survey has been received, as requested from the site meeting.

There were questions about tree stumps and if they are being removed, and if so, is this included in the cost? There was also questions as to health and safety for members of the public using the Rec.

It was proposed by the Chairman and seconded by Cllr M Allan to accept Option 1 for tree surgery and ensure advanced publicity of the proposed tree work especially with regard to the Town Council's commitment to public Health and Safety.

Vote – 8 for and 2 abstentions. The Resolution was passed.

Action: Carry out tree surgery as outlined in Option 1 and further publicise felling of trees with special regard to the TC's H&S commitment.

SER.16 RESOLUTION TO MOVE INTO CLOSED SESSION.

It was proposed by Cllr G Titmus and seconded by Cllr D Vere-Critchler, that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be temporarily excluded and they are instructed to withdraw.

Vote – 10 for. The Resolution was passed.

SER.17 MEETING WITH RESIDENT – Matters relating to the Cemetery. Report by the Chairman with recommendations – Committee asked to decide the way forward.

Various discussions took place and further enquiries will take place before a resolution can be made.

SER.18 CEMETERY.

It was resolved that the Chairman, Councillors D Andrews and G Jackson attend the Cemetery at 9:30 Thursday 10th January, to observe the grave digging and that they have the delegated authority from the Services Committee to temporarily close the cemetery for new burials.

There being no further business the meeting was closed at 9:00pm.