

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

Minutes of the meeting of the **Services Committee** held on
Wednesday July 25th 2012 at 7:30pm
at The Source, Southgate, Sleaford

PRESENT: Councillor G Titmus (Chairman)

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|------------------------------|------------------------|---------------|
| Cllr M Allan (Vice-Chairman) | Cllr B Watson (Leader) | Cllr K Dolby |
| Cllr K Fernandes | Cllr J Mathieson | Cllr D Suiter |
| Cllr D Vere-Critchier | Cllr I Dolby | Cllr D Birks |

Also Present: Councillors D Andrews, B Dunbar-Beckford, M Graves, G Jackson, J Charlesworth, Mrs L Savage (RFO), Mr N Moses (Admin Assistant) and 4 members of the public

The Chairman welcomed everyone and opened the meeting. It was agreed that Cllr J Mathieson could take notes to assist Mr N Moses.

SER.1 APOLOGIES. Apologies, with reasons, had been given to the Clerk from Councillor D Croker. These were accepted.

SER.2 DECLARATIONS OF INTEREST.

There were none.

SER.3 MINUTES. Notes of the meeting held on June 6th 2012, had been circulated.

It was proposed by Cllr B Watson and seconded by Cllr D Suiter that the Notes from June 6th 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 reported a visit that he had recently undertaken along with Mr S Fletcher (Interim Deputy Clerk) to visit a company which make compost toilets. The viability of placing these on allotments had been investigated.
- Investigations had been made into the upkeep of playing fields and toilets in the cemetery, including visits by the Chairman.
- New dog and litter bins had been purchased.
- Quotes had been sought as to the cost of repairing Boston Rad Lay-By, reparation of cemetery paths and new play equipment maintenance.
- The Chairman then suggested that there should be a priority of projects, and that they should be approached in such an order of importance:
 1. Cemetery path regeneration
 2. Removal of Leylandii on the Boston Road recreation Ground

programmed for autumn 2012

3. Allotments, including allotment markers on the Drove allotments
 4. Review of the allotment lease agreement
 5. Use of compostable toilets and investigating grants
 6. Benches in the wildflower area of the cemetery
- He then suggested that another priority list should be established for capital projects. That being:
 1. The cemetery path
 2. Garage demolition
 3. Eastgate car park
 4. Cemetery toilets

Cllr B Watson questioned how much longer the planning application regarding the demolition of the garages would take.

The Chairman replied stating more than likely several months, and that the situation currently was unclear.

The Chairman offered to provide a comprehensive written report on Services matters for future meetings. This was welcome.

SER.5 CLERK'S REPORT/UPDATES.

There was no report.

SER.6 FINANCIAL REPORT – Committee report circulated.

Cllr B Watson enquired as to the situation regarding allotment arrears.

Mrs L Savage responded, saying that all unpaid allotments been repossessed, and that they were in the process of being re-let.

The Chairman proposed that the report be accepted. Cllr I Dolby seconded the proposal.

Vote – 10 for, the Resolution was passed.

SER.7 WAR MEMORIAL/S.I.B. – Update from Cllr G Titmus.

The Chairman stressed that the first two points in his report on this matter were merely suggestions and would not bind the council. He also recommended that this was not a matter for the Services Committee, but rather should be referred to the Full Council for a final decision.

A discussion took place questioning the practicalities of the suggestions

It was proposed by Cllr D Birks that the matter should go to the next meeting of

the Full Council and to the Annual Meeting for feedback. Cllr M Allan seconded the proposal.

Vote – 10 for. The Resolution was passed, the matter will go to the next meeting of the full council.

The Chairman said there was some confusion between Sleaford In Bloom and the council. He said this could be solved by establishing Terms of Reference between the two parties.

It was agreed the Committee officially notes its appreciation for Sleaford In Bloom and this be minuted.

Vote – 10 for, the Resolution was passed.

Cllr B Watson proposed forming a Working Group to meet with Sleaford In Bloom and agree a written Terms of Reference. Cllr D Birks seconded the proposal.

Vote – 10 for, the Resolution was passed.

Councillors B Dunbar-Beckford, D Vere-Critchler, D Suiter agreed to form the working group, with an officer, to be delegated by the Clerk. Working Group to report to the next meeting of the Services Committee.

SER.8 DOG LAW ENFORCEMENT OFFICER: To note her June report (attached) – for any follow up action that is the responsibility of the Services Committee.

Cllr M Allan suggested that emphasis should be switched from monitoring the situation to enforcement, and that problem areas be targeted and an attempt to issue more fixed penalty tickets be made.

Noted by the Chairman who reminded the Committee that it was the Personnel Committee who are line manager of the individual, and that any suggestions should be made to them.

The report was noted and the Chairman asked that the appreciation of the Committee for the services provided be noted.

SER.9 FOOTPATH – LINCOLN ROAD/ALMOND WALK (opposite the Co-op.) Private footpath – report attached. Does the Town Council have any responsibility for the maintenance?

Cllr B Watson informed the Committee that the path was in fact the responsibility of Lincolnshire County Council and that the right to use the path of the resident of no.5 ceased when he died.

Cllr B Watson suggested that Lincolnshire County Council should be contacted in support of Mr Brickles. This was noted.

SER.10 PROPOSED TERMS OF REFERENCE OF SERVICES COMMITTEE, report attached.

Cllr D Birks proposed amendment. The term “guided by Clerk” to be changed to “advised by Clerk.”

Cllr K Dolby proposed that the report go to the next meeting of the Full Council with the suggested amendment. Cllr I Dolby seconded the proposal.

Vote – 10 for – the Resolution was passed.

Councillors J Charlesworth and D Andrews left the meeting at 8.55pm

SER.11 FOLLOW UP ENQUIRIES FROM PREVIOUS MEETING(S).

- **Cemetery – Paths and other major works – driveway and toilet block.** From Meeting F&S 11th July – “to examine the cemetery toilet block and establish a policy for future option, after which costings can be obtained.”

The Chairman stated that the matter had already been discussed and decisions reached regarding the cemetery paths, the money was currently available, and as such there was no reason to further delay.

Cllr I Dolby proposed that quotations be refreshed and the damaged paths be repaired or replaced with work to proceed at the earliest opportunity. Cllr D Birks seconded the proposal.

Vote – 8 for, 2 against. The Resolution was passed.

The Chairman then explained the current problems found with the toilet block in the cemetery and suggested a structural survey to determine the best course of action to improve their current state.

Cllr M Allan proposed that a structural survey be conducted and results to return to the Services Committee at the earliest possible opportunity. Cllr K Dolby seconded the proposal.

Vote – 10 for, the Resolution was passed.

SER.12 MARKET – Discount being implemented, all Traders have been notified. Future of market – Working Group still to meet.

Cllr B Watson verbally updated the Committee, informing them that there was still work to be done before a full report could be made.

SER.13 BOSTON ROAD LAY BY - Various options to close the lay by have been costed (details to be handed out on the night).

The Chairman reported that costs for blocking off the lay-by had been received and were in the region of hundreds of pounds. He explained the difficulty of the situation. He stated that if the lay-by should be closed it should not be done prematurely so that traffic problems were created on Boston Road by displaced parked cars, which would create a safety hazard.

Cllr J Mathieson proposed that the Services Committee should investigate the viability of converting the area into a designated car park. Cllr M Allan seconded the proposal.

Vote – 9 for – Cllr B Watson asked to be recorded as being against the

proposal.

It was suggested that enquiries be made with Rowan Smith to seek advice. The suggestion was noted and enquiries to be made.

The Chairman suggested that item no. 17 be attended to next. This was due to the fact that a verbal report from Cllr M Allan was required, and he would soon have to leave.

SER.17 EASTGATE CAR PARK.

- **Resurfacing** – progress of obtaining costings/specifications? (Cllr M Allan)
- **White lines and numbered bays** – Some lining and numbering indistinct, some ‘blacked out’ numbers are becoming patchy. Verbal report Mr S Fletcher.

No report could be made due to the absence of Mr S Fletcher through illness.

Cllr M Allan circulated materials so far collated on the matter. This was noted and Cllr M Allan to continue with process.

Cllr M Allan left the meeting at 9.35pm

Due to the number of agenda items, the Chairman proposed a Resolution moved without notice to continue the meeting for an extra 30 minutes. Cllr D Suiter seconded.

Vote – 9 for, the meeting continued.

SER.14 BANNERS ACROSS SOUTHGATE, to revisit in view of further information.

The Chairman updated the Committee on the situation, stating that no businesses had, as yet been contacted.

Cllr M Graves suggested that the most effective course of action would be to produce a standard letter to be delivered to all buildings on which an anchoring point is attached.

This suggestion was accepted and an Officer to write a letter to be delivered.

SER.15 CLOSED CHURCHYARD - Possible renovation of arch within St Deny’s churchyard. Report circulated.

The Chairman updated the Committee on the situation, that being that a stonemason had conducted a preliminary viewing which was inconclusive. He had also identified those persons who could be helpful in clarifying the matter.

Cllr B Watson suggested that further enquiries should be made as to whether the arch is the responsibility of the town council to upkeep.

The Suggestion was noted and further enquiries to be made.

SER.16 MONEY’S YARD TOILETS – Signage for the block – discuss possible wording, size etc.

Cllr B Watson suggested that the matter should be left in the hands of the Chairman.

This suggestion was accepted, the Chairman to be responsible for the matter.

SER.18 RESOLUTION TO MOVE INTO CLOSED SESSION. To propose 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”.

SER.19 BOSTON ROAD RECREATION GROUND. Forwarded from Open Spaces group – look at reconditioning/replacement of older equipment and improving picnic area – report attached.

It was resolved to accept Mr S Fletcher’s recommendation to recondition the slides and swings, but to take no action to replace equipment.

SER.20 PLAY EQUIPMENT INSPECTION – consider quotes and Officer recommendation relating to the annual inspection of the play equipment – report enclosed.

It was resolved to accept Mr S Fletcher’s recommendation to use SMP for this year’s equipment inspection.

SER.21 BOSTON ROAD KIOSK. Verbal update on current situation – Mr S Fletcher.

Due to absence of Mr S Fletcher, no report could be made.

SER.21 ALLOTMENTS –

- **Allotment lease** – needs updating. Progress report (verbal).
- **Letter from current allotment holder (enclosed)** – requesting various permissions.
- **Letter from allotment holder** – regarding termination of tenancy.

It was resolved to respond in such a way that would allow chickens, but no cockerels to be kept, but would not allow the placement of a static caravan.

It was resolved that the appeal not be accepted, but that a larger period of grace be given to allow the removal of the chickens.

There being no further business, the Chairman closed the meeting at 10:16pm.