

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

Minutes of the meeting of the **Services Committee** held on
Wednesday July 31st 2013 at 7:30pm
at The Source, Southgate, Sleaford

PRESENT: Councillor G Titmus (Chairman)

Cllr M Allan (V. Chairman)	Cllr D Birks	Cllr K Fernandes
Cllr M Graves	Cllr H Lorimer	Cllr B Watson (Mayor)
Cllr D Suiter		

Also Present: Councillor K Dolby, 1 member of the press and 5 members of the public.

Mrs S McIntyre, (Clerk), Mr S Beane, (Services Supervisor).

The Chairman opened the meeting at 8.10pm and welcomed all present.

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

SER.2 DECLARATIONS OF INTEREST. There were none.

SER.3 MINUTES. Notes of the meeting held on June 12th 2013, had been circulated. It was proposed by Cllr M Graves and seconded by Cllr K Fernandes that they be accepted as Minutes of that meeting.

Vote – 8 for. The Resolution was passed, the Chairman signed the Minutes.

SER.4 CHAIRMAN'S REPORT. The Chairman said his report had been circulated. In addition, a drainage survey in the cemetery has been organised for next week. There had been a major blockage in the toilets on the recreation ground during the Carnival - this has now been cleared.

SER.5 CLERK'S REPORT/UPDATES.

- The Clerk read out a letter of appreciation from a resident thanking Simon for help she received in the cemetery.
- Committee vacancy – The Clerk explained there is a vacancy on the Services committee – and explained the options. The Chairman proposed that the newly elected Councillor – Claire Darch should replace Mr D Andrews. Seconded by Cllr M Allan.
Vote 8 for – this recommendation to go to the next Full Council meeting for a resolution.
- Action Log – enclosed. Cllr H Lorimer reported there was no progress on the light at Buttler Way.
- Tamar Court play area – Currently an e mail from Mr I Fytche that the matter should be resolved this week.

- LCC Highways West – summer report – section relating to Sleaford circulated.
- Requests to use the Recreation ground – by the Rotary Club for an event in October, and by the Children’s Centre for a Picnic in August – report and recommendations attached.

It was proposed by Cllr M Graves and seconded by Cllr M Allan that the Clerk’s recommendations are accepted.

Vote 8 for – the Resolution was passed as follows:

1. Permission is granted for the Teddy Bears’ Picnic – a site meeting with Officers to be held to ensure all is in order.
2. The Committee approves in principle, the use of the Recreation ground for the Rotary event and authorises the Chairman/Vice Chairman and Officer(s) to meet with the Rotary representatives to make sure all the relevant legalities are in place prior to the event.

SER.6 FINANCIAL REPORT. Receive latest committee financial report. There were some questions about two of the lines. The Clerk again reminded Councillors to make these enquiries into the office before a meeting so they can be properly answered. It was proposed by Cllr M Allan and seconded by Cllr G Titmus that the financial report is accepted.
Vote – 8 for. The resolution was passed.

SER.7 BOSTON ROAD RECREATION GROUND –

- Sleaford Carnival – Service related issues. (Date requested for 2014 – July 13th) The Chairman said that from a Services point of view the organisation and the use was beyond criticism. Cllr M Allan said it was an excellent illustration of how important the Recreation land is.

It was proposed by Cllr M Graves and seconded by Cllr D Suiter that the meeting be closed to allow a member of the public to speak.

Vote 8 for. The meeting was closed.

There was a short discussion with a member of the public.

The meeting was re-opened 2 minutes later. The proposed date for next year was noted.

- Consider proposal to re-name BRRG to celebrate royal birth and consolidate link with FIT – Chairman. There were various suggestions, but Cllr K Dolby said that whatever the name it will always be known as ‘The Rec’.

It was proposed by Cllr M Allan and seconded by Cllr B Watson that the TC should not consider re-naming it and should be proud that it is the Boston Road Recreation Ground

Vote 6 for and 2 against. The Resolution was passed.

SER.8 WORKING GROUPS –

- Market Working Group – Report attached. Cllr B Watson updated the meeting. He hoped the promised gazebos will arrive in time for the re-launch and the Town Council’s own gazebo will be there. The Chairman said the WG’s remit was to organise the storage and issue and management of the gazebos. He said that Councillors may have to be asked to assist. The operation of the gazebos was discussed.

It was proposed by Cllr G Titmus and seconded by Cllr M Allan that the Market WG discuss with the Clerk and the Services Supervisor the most appropriate way of using Councillors or staff.
Vote 8 for. The Resolution was passed.

SER.9 DOG LAW ENFORCEMENT OFFICER: To note her latest reports (attached) – for any follow up action that is the responsibility of the Services Committee. The Chairman commented on the witnessing of an offence but being unable to catch the offender. A discussion followed and the Clerk advised that performance issues were the responsibility of the Personnel Committee. It was proposed by Cllr G Titmus and seconded by Cllr H Lorimer that the Services Committee Clerk writes to the Company owner to discuss the issue. Vote 8 for. The Resolution was passed – this to go to the Personnel Committee.

SER.10 ALLOTMENTS:

- Working Group (Cllrs MA, BW, DS, KF) – Not met – no report.
- Report regarding regular inspection routine being commenced started 19.07.13 by Services Supervisor and Foreman. Cllr B Watson asked if all payments were in? The Clerk said that payments are now due October 1st annually. Cllr M Allan asked some questions about unusable allotments. It was proposed by Cllr G Titmus and seconded by Cllr B Watson that the recommendations on the report be accepted with the day being changed to the first Tuesday monthly.
Vote 8 for. The Resolution was passed.

The recommendations were:

The allotment inspections to be undertaken on the first Tuesday or each month, this is in line with the issue of 'improvement' letters and also untended allotments will be more obvious over a monthly regime. Recommend that a budgetary allocation be made for the update of plot identification markers.

- Proposal to promote bee population on the Drove allotment fields – Chairman. The Chairman explained his report. Cllr B Watson questioned and explained the half plot policy. Cllr M Graves remembered the policy was to create more plots on the Drove – at full price – not to create half price plots which are bigger than those on Galley Hill. Cllr M Allan said the WG should discuss the pricing policy. It was proposed by Cllr G Titmus and seconded by Cllr M Allan that the recommendations of the report be accepted, but that there should be added signage to inform people what the wildflower area is for.
Vote 8 for. The Resolution was passed.

The recommendations are:

1. That the TC staff work with allotment tenants to put in place the arrangement for the cultivation of wild flowers proposed by Drove tenants.
2. That the allotment working group works with Services' staff to propose additional opportunities to encourage bees.

The Allotment WG was given the brief to meet and report to the next Services meeting.

SER.11 EASTGATE GARAGES.

- Update on planning application. The matter had been discussed in the previous Applications meeting.
- Heras safety fencing. The Services Supervisor said enquiries had been made to find suitable fencing. Other options will be looked at next week.

SER.12 REGULAR ASSET INSPECTION. - Update of check list etc. Cllr M Allan said the play equipment checks were quite good. It will be a model to use for other assets. A frequency of inspection regime will have to be built into the checks.

It was proposed by Cllr G Titmus and seconded by Cllr M Graves that Cllr M Allan works with the Services Supervisor to produce reports and frequency regimes – and to report sample document(s) to the next meeting. ‘Assets’ to include the open space recreations areas as well and fixed assets.

Vote 8 for. The Resolution was passed.

SER.13 LITTER BINS .

- Request for provision of litter bin near Greylees garage. It was proposed by Cllr B Watson and seconded by Cllr M Allan that a litter bin be provided in the bus stop area of Greylees garage. Budget line 301103/3 to be used. Vote 8 for. The Resolution was passed.
- In view of DWH failure to provide dog bins and litter bins in Greylees, consider provision from STC. There was a discussion about a previous site meeting and also that DW Homes has been superseded by Barrat Homes. The residents all pay a maintenance charge towards service provision in the estate, this should be investigated. The developers should be reminded they had promised bins.

It was proposed by G Titmus and seconded by Cllr H Lorimer that the developers should be reminded of their agreement to provide bins as previously promised.

Vote 8 for. The Resolution was passed.

SER.14 STIGA GRASSCUTTER. Initial report on incident and its resolution.

Investigation with lessons for the future. A report had been circulated which was further explained. The Services Supervisor confirmed that daily check sheets are being used for all equipment. He advised against servicing being carried out in-house.

Clerk/RFO and Services Supervisor work to produce a protocol – probably built into the asset inspection procedures, and that a budget line/earmarked reserve is created to allow funds to be allocated to cover expected major replacements.

These recommendations to then go through the Chairman/Vice Chairman and to the next F&S Committee.

SER.15 RIVER CLEANING – STC’s responsibility regarding the river. The Clerk explained the current situation regarding the various agencies involved with the river. She also explained the problems regarding to the depth of the silt and the amount of weed. Cllr M Graves said that on previous occasions Sleaford Navigation have cleared the river. Cllr B Watson said they have also cleared under the road. He said South Kyme have a group of volunteers who clean the river.

The Chairman said that the volunteers in Sleaford may be put into touch with Sleaford Navigation who are always seeking volunteers.

SER.16 FUTURE AGENDA ITEMS - No discussion – to receive items for future agenda(s).

- Cllr M Allan – Join the LCC winter gritting and salting scheme.
- Cllr D Suiter – benches with backs on the Recreation Ground.
- Cllr H Lorimer – footway lighting.

SER.17 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”.

Proposed by Cllr G Titmus and seconded by Cllr D Suiter. Vote 7 for and one abstention.

Members of the public and press were asked to leave.