

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

Minutes of the meeting of the **Services Committee** held on
Wednesday September 12th 2012 at 7:30pm
at The Source, Southgate, Sleaford

PRESENT: Councillor G Titmus (Chairman)

Cllr B Watson (Leader) Cllr D Birks
Cllr K Fernandes Cllr D Suiter
Cllr D Vere-Critchler

Also Present: Cllrs J Charlesworth, B Dunbar-Beckford, D Andrews, M Graves, G Jackson and T Mayfield.
Mrs S McIntyre, Clerk; Mrs M Waddingham, Assistant Clerk, Mr S Fletcher, Ops Manager. 1 member of the press and one member of the public.

The Chairman welcomed everyone and opened the meeting.

SER.1 APOLOGIES. Apologies, with reasons, had been given to the Clerk from Councillors J Mathieson, K Dolby and I Dolby. These were accepted.

SER.2 DECLARATIONS OF INTEREST. There were none.

SER.3 MINUTES. Notes of the meeting held on July 25th 2012, had been circulated.

It was proposed by Cllr D Suiter and seconded by Cllr D Vere-Critchler that the Notes from July 25th, 2012, be accepted as Minutes of that Meeting.

Vote – 6 for. The Resolution was passed, the Chairman signed the Minutes.

SER.4 CHAIRMAN'S REPORT. A detailed written report had been circulated with updates and progress of some on-going issues.
The Chairman clarified some points and answered questions.

The Chairman said that he was disappointed that the Terms of reference – agreed by the Services Committee – had not been ratified by the Full Council. He said it was important that committees had these in place.

The Clerk called for a Resolution moved without notice, for any on-going enquiries to be continued by the Chairman and Operations Manager on behalf of the Committee, and to involve other committee members as appropriate.
Proposed: Cllr B Watson; seconded: Cllr D Vere-Critchler. Vote 6 for, Resolution passed.

Action: Chairman & SF to liaise.

SER.5 CLERK'S REPORT/UPDATES.

There was no report.

SER.6 FINANCIAL REPORT – Committee report circulated. Mr S Fletcher answered questions. He also explained the significance of the half year report and that budget lines were being used as they should be.

The Chairman congratulated all involved. He said it was easy to work with clear and accurate reports.

The report was noted and accepted.

SER.7 ADVISORY GROUP. The Chairman asked if advisory groups had met and operated and if any reports had been made to the office. There were no reports.

SER.8 WORKING GROUPS – Allotments, Market and Cemetery. The Chairman explained the remit of the 3 working groups. The Cemetery WG had met, produced a report – and this was being used as a template for work by the Services staff. The work of this group at this time is completed. The Allotment and Market WG's had not met.

The Chairman proposed that the Cemetery and Allotments WG's should disband. The Market WG has a specific remit to rejuvenate the market and should meet as soon as possible. Seconded by Cllr D Vere-Critchler

Vote 5 for; 1 abstention. The resolution was passed.

The Chairman asked the allotment and cemetery advisory groups to keep a watching brief.

Cllr B Watson spoke about the market. A meeting for the Working Group was arranged for Friday September 21st at 9am in the market place.

The Working Group to be: BW, DA, KD and KF. GT also volunteered.

Action: Market WG to meet on Friday September 21st at 9am.

SER.9 DOG LAW ENFORCEMENT OFFICER: To note her latest report (attached) – for any follow up action that is the responsibility of the Services Committee. It was remarked that there was increased dog mess when the grass was longer.

It was noted that the Enforcement Officer interacts more with the public and it was hoped this would lead to better education and fewer problems.

The Chairman proposed that the report be accepted and used as a basis for any relevant Services actions. Seconded by Cllr D Suiter.

Vote 6 for. The Resolution was passed.

SER.10 FOOTPATHS. Report attached. Agree site meeting with LCC to establish responsibility. The Clerk explained her report and clarified some points. It was proposed by Cllr D Birks and seconded by Cllr D Vere-Critchler that the Operations Manager arranges a meeting with a Highways Officer to discuss the situation and establish clear areas of authority.

Vote 6 for. The Resolution was passed.

Action: SF to arrange.

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

- **Cemetery** – approve chosen contractor – details from Chairman/Ops Manager.

The Chairman moved without notice that this item be placed in the closed session at the end of the meeting. Seconded by Cllr K Fernandes.

Vote 5 for; 1 abstention. The resolution was passed.

SER.12 EASTGATE CAR PARK – Verbal report from the Vice Chairman. The Vice Chairman was not present. The Chairman explained some technical details and said that Cllr M Allan was going to provide some outline figures. It was agreed that this was becoming a matter of urgency as the next round of meetings would be the budget setting meetings.

Action: Cllr MA to provide figures.

SER.13 EASTGATE GARAGES – DEMOLITION. Report attached. Planning application could be complete in around 2 – 3 weeks if work approved as per the report. The Clerk clarified some of the points that had been raised prior to this meeting.

There was discussion about the urgency of demolishing the garages, but possibly retaining the sheds for a while to decide their future.

The Chairman proposed that the Committee approves James Murphy progresses the work to bring the application to submission stage. He is to be asked if a 'phase 1' and 'phase 2' could be part of the application instead of demolishing all the units together. Seconded by Cllr D Vere-Critchler.

Vote 6 for. The resolution was passed.

Cllr D Birks proposed and Cllr D Suiter proposed that Mr Murphy and the Operations Manager meet to discuss the phase after the application – supervision, quotes etc – to decide the division of labour etc.

Vote 6 for. The Resolution was passed.

Action: James Murphy & SF to meet.

SER.14 'BUS SHELTER' LINCOLN ROAD – to be re-sited, and TC requested to take over responsibility. There were discussion about the change of the site and that the 'bus has to reverse into the new estate in order to turn around. After discussion about various aspects of the proposed site, The Chairman proposed that: Although the Town Council agrees to maintain this new 'bus shelter to be placed in Holdingham, there is concern about the proposed site for various safety reasons.

Further discussion resulted in Cllr B Watson proposing that: This is a replacement 'bus shelter for one which was demolished. A meeting should be arranged with Mr P Swales to come to a sensible solution as to its use and location. Seconded by Cllr K Fernandes.

Vote 4 for; 2 abstentions. The resolution was passed.

Action: Clerk to arrange a meeting.

SER.15 RESOLUTION TO MOVE INTO CLOSED SESSION.

It was proposed by the Chairman and seconded by Cllr K Fernandes 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 6 for. The resolution was passed.

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

- **Cemetery** – approve chosen contractor – details from Chairman/Ops Manager. Mr S Fletcher explained the 3 quotes and confirmed that they were ‘like for like’ quotes. The Chairman and Mr Fletcher recommended that the lowest quote be accepted.

It was resolved this should be agreed.

SER.16 LETTER FROM RESIDENT. Report and details circulated. Clerk seeks guidance as to the reply.

There was some discussion about some of the history of this matter.

It was resolved that the Chairman and the Clerk meet with the resident to discuss the situation.

There being no further business, the Chairman closed the meeting at 9pm.