



Sleaford Town Council  
Notes and Report of Services & Assets Panel Meeting – 10<sup>th</sup> July 2018  
11:00am to 12:09pm

Panel members present:

Cllr D Suiter  
Cllr M Shanahan-Kluth  
Cllr B Allan  
Cllr P McCallum  
Cllr F Richards  
Cllr H Lorimer

Apologies: Apologies for absence, with reasons, had been received from Cllr J Mathieson.

Meeting and Panel supported by Clerk, Assistant Clerk and the Services Team Leader.

1. **Notes from the last meeting held on 5<sup>th</sup> June 2018**

The Panel agreed the notes which had already been to the Full Council Meeting on 20<sup>th</sup> June 2018.

2. **Service & Assets Work Plan**

It was agreed that the 'Work Plan' is formed as part of an Action Log and will be updated after each Panel meeting. The 'Work Plan' was noted.

3. **'Walk About'**

The Panel Lead reported that the Cemetery toilet facility was in need of some repairs. The Services Team Leader updated the meeting confirming all repair work has been carried out.

Drainage and taps within the Cemetery were discussed. The Panel Lead together with the Clerk and Services Team Leader to investigate an extra tap being erected from the supply pipe within the GG/HH section of the Cemetery.

The Panel Lead and Clerk reported on a recent complaint concerning a Commonwealth War Grave. The Clerk confirmed the individual has been contacted and an apology has been issued.

It was requested that possible CCTV at the Cemetery is a future agenda item.

It was agreed that the next 'Walk About' visit would be both allotment sites. Visit to Drove Lane allotments on Monday 23<sup>rd</sup> July 2018, at 10:00am. Visit to Galley Hill/Millfield allotments on Tuesday 24<sup>th</sup> July, at 10:00am.

4. **Allotments**

The Panel Lead reported that she, together, with two other Service & Assets Panel members had met with an Galley Hill allotment tenant, prior to this meeting.

**Recommendation:** that the Clerk writes to the allotment holders at both sites asking for expressions of interest in being representatives to liaise with the Council on allotment matters or in forming an allotment association.

5. **Exercise/Adult Fitness Equipment**

5.1 Clarity of location of equipment - It was confirmed that teenage equipment is to be sited at Woodside. Any future adult equipment is to be sited at Boston Road Recreation Ground.

5.2 Two Equipment Quotes – It was agreed to accept the quote for £7,800 plus VAT. The Clerk confirmed funds to come from the ‘new adult play equipment’ budget line.

**Recommendation:** that Council agree to accept the quote for £7,800 plus VAT.

6. **Cemetery Extension**

The Clerk reported that the existing burial space is being used at a slow rate and there is enough space left for the next 30 years. It was confirmed that future burial provisions is in the Capital programme and will be worked on within the next 18 months.

7. **By-Laws**

After a short discussion regarding civil enforcement and signage, it was agreed that the Clerk contacts NKDC to investigate Public Space Protection Orders for Woodside and the first field in Boston Road Recreation Ground.

8. **Poppy Bench - Recommendation:** that Full Council agrees, in principle, to the purchase of a Poppy Bench, subject to receiving satisfactory quotes. Funds to come from in year budgets. **UPDATE: Bench cost is £820 plus VAT, inclusive delivery. Delivery time is 6-8 weeks**

Due to the style of bench the Clerk together with the Services Team Leader to investigate the Health & Safety aspects as to the best location for the bench to be sited.

9. **Agenda items for the next meeting**

Boston Road Lay-By

Notice Boards

10. **Date of next meeting**

Tuesday 7<sup>th</sup> August 2018, at 10:00am