

**BRIGG TOWN COUNCIL**  
**PROPERTY AND SERVICES COMMITTEE**  
**Meeting – Wednesday 5<sup>th</sup> October 2005**  
**Chairman – Councillor J. Kitwood**

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Present: Councillors; Mrs. J.A. Bell, M.N. Birkitt, Mrs. J. Brock, Mrs. S. Dewberry,  
Mr. M. Doherty, Mrs. M. Glossop, T. Morris and Mrs. P.J. Smith

In attendance:- Mr. D. Glossop (Hon Accountant) Angel Suite

PS035 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS036 APOLOGIES RECEIVED AND REASONS FOR ABSENCE

Councillor M.S. Campion is recovering from an eye operation.

PS037 DECLARATIONS OF INTEREST

**Standing:**

Councillor Mrs. J. Brock	Redcombe Lane Allotments
Councillor T. Morris	Grammar School Road Allotments.

PS038 GENERAL CORRESPONDENCE

None.

PS039 REPORT ON GENERAL ISSUES OUTSTANDING FROM THE CLERK.

None.

PS040 ALLOTMENTS

**a) Update on Tenancies and Payment of Rentals**

**Grammar School Road**

One more new tenant.  
The only plots vacant are 2, 3, 14 and 15.  
and a further enquiry has recently been received  
via the internet.  
**All rents due have been paid**

**Redcombe Lane**

No change  
One rental payment remains outstanding – a  
further reminder has been sent.

**b) Report on Site Visits and Consider any action required**

**Grammar School Road**

Nothing new to report other than items on the Agenda.

**Redcombe Lane**

Nothing new to report.

**c) Correspondence**

None.

**d) Update from the Clerk on Outstanding Issues**

The letters to the tenants regarding the formation of an allotment association have not yet been sent, because the clerk wanted to send out the letter about the provision of a skip to dispose of rubbish (at the Grammar School Road Site), at the same time. That date has not yet been fixed. – see item later on the Agenda, but the letter is ready to go as soon as a date is known.

**e) Financial Report and Accounts for Payment**

The balance of the Allotments Account is £1,098.93

This includes all rentals received to date, and includes payment of the bill for ground maintenance to North Lincolnshire Council for £63.00.

**f) Confirm the cost of site clearance work at the Grammar School Road Allotment Site.**

The labour cost for Mr. Richardson to clear the vacant plots is £150.00 for four plots

Skip hire prices are as follows:

From Bells - £80 mini (3 cubic yards) £90 (midi 4 ½ cubic yards) and £145.00 for the maxi - for up to 10 days from Bells

From Thompsons - midi (5-6 cubic yards) would be £90.00 for one week.

Councillor Mrs. P.J. Smith proposed that the clerk should organise the hire of a midi skip from Thompsons, and that Mr. Richardson should be authorised to clear the vacant plots and undertake a general sweep of rubbish throughout the site, and dispose of the same into the skip provided. The skip can then be used by the tenants, before it is collected.

Seconded: Councillor Mrs. J.A. Bell. All agreed.

**g) Confirm the cost of cleaning out the ditch at the Grammar School Road Allotment Site.**

Mr. Richardson has quoted the sum of £300.00. This will include cutting back all the weed grown, and shovelling out the full length of the ditch to restore the depth.

Councillor Mrs. M. Glossop proposed that this work should be authorised.

Seconded: Councillor Mrs. P.J. Smith All agreed.

PS041 ANGEL SUITE

a) **Hon. Accountants Report and Accounts for Payment**

Members were provided with the Income and Expenditure Account for September and the Profit And Loss Account for April – June 2005.

Accounts for Payment

Wages		1,180.02
Inland Revenue		318.34
Viking Hardware		34.17
Advertising	Premises License	162.86
Brians D.I.Y.	maintenance	27.29
Elf Business Energy		30.56

Proposed: Councillor M.N. Birkitt      Seconded: Councillor Mrs. J.A. Bell  
All agreed.

b) **Lettings Report**

38      Lettings in September + Live Arts and the Town Council bookings.

i)      The clerk has still not received any response from the hirer following the booking where damage was caused within the premises.

Carry over to the next meeting.

ii)     The Kings Church have changed their booking from Sunday evening to Sunday morning at 9.30am.

This will create some difficulty for the Angel Suite Manager when there is an evening party or a large function (such as a wedding) the day before, as both the lounge and the ballroom now need to be cleaned and re- set ready for the Church Groups coming in next morning.

Members were advised that, on these occasions, it could be necessary for the clerk to call the Relief Manager in to assist.

iii)    The M.T.I. / Beacon Town Forum Office is no longer required, therefore this room is once again available for other uses – and can provide meeting space for smaller groups, if the lounge is already booked.

c) **Correspondence**

None.

d) **Update from the clerk on outstanding issues.**

The replacement Fire Extinguishers have been received and installed.

**e) Report on General Maintenance and related matters**

None.

**f) To approve the renewal of the Data Protection Registration Entry for the C.C.T.V. System, in the sum of £35.00.**

Proposed: Councillor Mrs. P.J. Smith Seconded: Councillor Mrs. M. Glossop  
Vote: All agreed.

**g) Access Audit Report:**

**i) Consider the recommendation that colour contrast for the visibly impaired could be achieved by stripping and staining the woodwork on the door frames, architraves, and skirting boards (as required); and the cost of the same:**

There are three options available:

- Strip and re-stain the wood (as required).
- Colour wash the wood with a grain effect paint finish.
- Replace the Architraves and door frames with new wood and then stain it.

**also**

**ii) To consider the cost of re-painting the entrance, upper landing, lower landing, and the bar area, at the same time.**

The clerk suggested that it is reasonable to anticipate that (whichever system is used), the work required to colour contrast the door frames / architraves will cause some damage to the paintwork on the walls, and it might make sense to have the re-decorating done professionally at the same time? This is not a requirement of the access audit, but it might make good management sense to get all of this work out of the way at the same time.

Councillor M.N. Birkitt proposed that the clerk should get three prices from three separate company's, for the following work:

- To strip and re-stain the door frames and architraves.
- To repaint the door frames and architraves with wood effect paint.
- To undertake a general re-decoration of the walls and remaining glossed woodwork in the affected areas.

**iii) To Consider the cost of installing visual fire alarms.**

The cost is around £100.00 per alarm, including installation and connection to the circuit.

The clerk advised that the Fire Officer has visited the building, and he suggested that there should be one in the ballroom, one on the landing, and two at the lower level, installed adjacent to the existing fire alarms.

Councillor J. Kitwood proposed that four visual alarms should be purchased and installed. Seconded: Councillor M. Doherty. All agreed.

**h) To Receive and consider the notification that all except one of the Adult Education Classes booked at the Angel Suite have been cancelled.**

Due to the changes in funding for Adult Education, all of the classes usually held at The Angel Suite have been withdrawn. This will result in a loss of income for this term of £1,026.00

Members received and noted this information with extreme concern, not only at the loss of income for the Angel Suite but, more importantly, at the loss of the classes for the community.

**i) To Consider setting a separate hire rate for Leisure and Recreation Sessions at the Angel Suite.**

Members were advised that the Town Council does not have the power to run any form of Education Classes, but it can provide facilities for Leisure and Recreation purposes.

The clerk advised that the Yoga and Line Dancing Tutors are endeavouring to continue teaching their classes privately, and the clerk suggested that the Town Council should look toward setting a separate rate for Leisure and Recreation Activities. A more attractive rate might encourage tutors to use the Angel Suite for private classes.

The clerk also advised that, in order to ensure that the charging structure remains uniform, it would be necessary to review the current charging system for the Monday Bowls sessions, at the same time.

**At this point Councillor Mrs. M. Glossop realised that she would have a prejudicial interest in this item (if it is to include any discussion regarding the Monday Bowls Sessions), as both she and Councillor T.D. Glossop participate in those sessions. Councillor Mrs. Glossop left the room.**

After due consideration, Councillor Mrs. J.A. Bell proposed that a new rate should be set for Leisure, Recreation, Art, and Craft Sessions, and incorporating the existing Monday Bowls sessions. The rate should be fixed to match the current concessionary rate of £24.00 per three hours.

Seconded: Councillor Mrs. J. Brock.

All agreed.

PS042 **TO CONSIDER THE PURCHASE AND INSTALLATION OF A NEW LITTER BIN AT THE DAVY MEMORIAL FIELD; AND ON BIGBY STREET.**

Members were advised that, once again, there are no funds available for new bins, but Neighbourhood Services will empty any bins that are purchased and installed by the Town Council. **Members were advised to discount the request for a bin at the Davy Memorial Field**, as the Neighbourhood Services Manager has placed the order to replace this bin. Continued/...

**The cost for a bin mounted on a wooden post (which will be sunk into the ground) would be around £100.00.**

Members were also advised that Councillor Mrs. A. Eardley has reported that the bin at the Almond Grove Play Area is too small, and she has had to take litter home to her own bin. The clerk has spoken to the Neighbourhood Services Manager about this matter, who has advised that Councillor Mrs. Eardley should refrain from removing the litter from the park, otherwise there is no log of any increase in the amount of litter generated, which would then be used to justify increasing the number of collections, or the number of bins installed.

Councillor Mrs. Dewberry commented that, if North Lincolnshire Council replaced the three bins which were previously sited on Bigby Street, there would be no need for the Town Council to foot the bill for any new bins, as there would be enough litter bins along Bigby Street. She also advised that the chains which previously fastened the bins to the lamp posts are still in place.

Councillor M.N. Birkitt proposed that North Lincolnshire Council should be asked to replace these bins, which were located outside the Church Hall, the hairdressers, and the Prep School opposite the Spar Shop.

Seconded: Councillor Mrs. P.J. Smith      All agreed.

#### PS043 **CHRISTMAS LIGHTS:**

**a) To confirm the costs associated with the installation and operation of the Christmas Lights in Brigg 2005.**

Barrie Gray has advised that there will be a small increase of 5% on last year's installation price (which was £4,559.00), an increase of £227.95.

The clerk has also been advised that some of the feature displays are in need of replacement parts, totalling £198.72

Councillor Mrs. P.J. Smith proposed that the estimate be accepted, and the replacement parts ordered.      Seconded: Councillor M.N. Birkitt.  
All agreed.

The usual notification of Highway Regulations has been received, and will be attended to by the Clerk and Mr. Gray.

Arrangements for the Christmas Lights Switch On will be finalised by the Policy Committee at its next meeting.

**b) To receive the revised rates bill for the premises now used to store the Christmas Lights.**

Still not received !!

PS044 PRINCESS DIANA PLAQUE – ADJACENT TO RIVER ANCHOLME

**To consider possible designs for a replacement plaque, and the cost of purchase and installation of the same.**

**Designs and prices awaited. Item will be placed on the next Agenda.**

PS045 **TO CONSIDER AND APPROVE THE ORDER FOR WINTER PLANTING IN 2005.**

Members were advised that there will be no increase on last year's prices from Sturton Nurseries, which was £722.30.

The additional order from North Lincolnshire Council has already been approved.

Proposed: Councillor M.N. Birkitt. Seconded: Councillor Mrs. J. Brock.  
All agreed.

Councillor Mrs. P.J. Smith also proposed that a letter of thanks should be written to the Neighbourhood Services Team, following the excellent floral displays Brigg has enjoyed in the highway beds this year, and in particular the War Memorial.

Seconded: Councillor J. Kitwood. All agreed.

PS046 **TO CONSIDER THE INFORMATION RECEIVED FROM WINTERTON TOWN COUNCIL RELATING TO THE THURSDAY BUS SERVICE THEY HAVE SET UP BETWEEN WINTERTON AND BRIGG; AND WHETHER BRIGG TOWN COUNCIL COULD MAKE A FINANCIAL CONTRIBUTION TO THIS PROJECT.**

The clerk advised that the bus leaves Winterton at 10am, and drops off at Cary Lane and at the Leisure Centre. It returns from the same points at 3pm.

The cost of the service is around £90.00 per week  
Income generated has been around £30.00 per week i.e. nett cost circa £60.00 per week.

Positive feedback has been received by Winterton Town Council, following the introduction of this service, and Winterton Town Council is now considering extending this service to every school holiday, and perhaps once per month in term time.

Councillor M.N. Birkitt suggested that, as Brigg will benefit from the Service, the Town Council could consider placing funds in the budget to assist with the cost in the next Fiscal Year.

Continued/...

Councillor M. Doherty commented that, although he supported the idea (in principle), care should be exercised to ensure that the Town Council is not setting a precedent that it cannot maintain in the future.

Councillor Mrs. J. Brock commented that this will be an excellent service for the non-drivers in the community, providing them with the opportunity to visit and shop in Brigg that they would not normally be able to enjoy.

Councillor Mrs. J.A. Bell asked whether Winterton Town Council has tried to secure any funding for this service from North Lincolnshire Council.

The clerk will check that information with the Clerk at Winterton, but advised that she was reasonably sure that all such avenues would have been explored.

Councillor Mrs. P.J. Smith proposed that detailed costings should be obtained from Winterton Town Council, for the service proposed for 2006/07, and that further consideration should be given to this item when the Town Council is setting its own budget for the next Fiscal Year.

Seconded: Councillor Mrs. M. Glossop      All agreed.

The meeting closed at 8.30pm

.....signed  
Chairman, Property & Services Committee  
Meeting - Wednesday 5<sup>th</sup> October 2005

.....signed  
Chairman, Full Council  
Monday 24<sup>th</sup> October 2005