

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Minutes of the Meeting held on Wednesday 12th February 2014
Chairman - Councillor J. Truepenny

Present: Councillors; Mrs. J.A. Bell, Mrs. J. Brock, M.S. Champion
Mrs. A. Eardley, A.R.B. Nobbs, Mrs. P.J. Smith and J. Truepenny.

In attendance: Mr. N. Fisher - Brigg Blog

PS026 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS027 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE

Cllr. J.C. Dyson
Cllr. R. Waltham
Cllr. Miss L.E. Whitehand

PS028 (a) TO RECORD DECLARATIONS OF INTEREST BY ANY MEMBER OF THE COUNCIL IN RESPECT OF THE AGENDA ITEMS LISTED BELOW. MEMBERS DECLARING INTERESTS SHOULD IDENTIFY THE AGENDA ITEM AND TYPE OF INTEREST BEING DECLARED.

Standing:

Councillor Mrs. J. Brock Redcombe Lane Allotments
Councillor A.R.B. Nobbs Grammar School Road Allotments

(b) TO NOTE DISPENSATIONS GIVEN TO ANY MEMBER OF THE COUNCIL IN RESPECT OF THE AGENDA ITEMS LISTED BELOW.

None.



PS029 a) TO APPROVE ANY GENERAL ACCOUNTS FOR PAYMENT.

(See Appendix 1)

It was resolved that the general accounts for payment as listed in Appendix 1 should be approved.

NLC	Rates-James Street	52.00		52.00
Barrie Gray	Christmas lights - First Payment	2000.00		2000.00
HTS	Stress testing	4745.00	949.00	5694.00
KCFX	PA Remembrance Day/ Stage Xmas Lig	610.00	122.00	732.00
DSL	Scaffold hire - Xmas Lights	10.00	2.00	12.00
NLC	Brigg Memorial Garden	647.86	129.57	777.43
NLC	Display Posters-Memorial Garden	197.50		197.50
DSL	Barrier Hire	26.57	5.31	31.88
Jonro Propeties	James Street Rental	275.00		275.00
Barrie Gray	Christmas lights - additional fees	570.00		570.00
Barrie Gray	Christmas lights - final Payment	2650.00		2650.00
Anglian Water	GS Road Allotments	81.37		81.37
DSL	Barrier Hire	12.00	2.40	14.40

Proposed: Cllr. M.S. Campion

Seconded: Cllr. Mrs. P.J. Smith

PS030 COMMUNITY MEMORIAL GARDEN

a) To approve the inclusion of the garden in the Town Council's existing Service Level Agreement for Brigg in Bloom and note the cost.

Members noted that the formal estimate is awaited, but the cost is expected to be in the region of £386.00 per annum.

It was resolved that the Clerk should be authorised to agree the final cost of the Service Level Agreement for the memorial garden.

Proposed: Cllr. M.S. Campion

Seconded: Cllr. Mrs. J.A. Bell

b) To authorise the Clerk to manage the changeover of posters displayed on the notice boards and associated costs.

It was resolved that the Clerk should be authorised to manage the changeover of posters and associated costs.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. A.R.B. Nobbs

PS031 ANGEL SUITE:

- a) i) **To receive the following financial reports and approve the Accounts Paid and for Payment. (See Appendix 2).**

i) 31st December 2013 ii) 31st January 2014

It was resolved that the financial reports as at 31st December 2013 and 31st January 2014 should be taken as read and approved and that the accounts for payment, listed on Appendix 2, should also be approved.

It was noted that the statement of account is verified with the balance to bank, and signed by the Town Mayor.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. P.J. Smith

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Rates	53.00		53.00
NLC	Trade rates	72.61		72.61
Reliable Cleaning	Relief manager	1480.30	296.06	1776.36
Reliable Cleaning	Cleaning Goods	63.33	12.67	76.00
Petty Cash Top up - 13		58.71	7.44	66.15
Petty Cash Top up	In advance Osbourne funeral	110.00		110.00
Npower	Electricity	187.90	9.39	197.29
Brigg Launderette	Cleaning of Linen	20.00		20.00
PD Watson	Buffet goods/staff	151.85	16.00	167.85
Your Chef	Methodist lunch	563.45	112.69	676.14
Your Chef	Masons buffet	543.75	108.75	652.50
Fisher Security	CCTV	21.09	3.69	24.78
Petty Cash top up - 14		109.33	6.04	115.37
BT	Advert	122.39	24.48	146.87
PD Watson	Buffet goods/staff	286.48	32.00	318.48
British Gas	heat	286.48	57.30	343.78
NLC	Trade rates	72.61		72.61
Fisher Security	CCTV	21.09	3.69	24.78
Grimsby Lifts	Service /Loler Test	100.00	20.00	120.00
N.L. Music and Drama	Advertisement	60.00		60.00
BT	Payphone Bill	57.00	11.40	68.40
British Gas	heat	426.99	85.40	512.39

- ii) **To Review the Cumulative Financial Report - April 2013 – January 2014. (See enclosed.)**

It was resolved that the Cumulative Financial Report for the period April 2013 to January 2014 should be noted as received.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. Mrs. J.A. Bell

- b) **To receive a report from the Clerk on General Outstanding Issues.**

None.

- c) **To receive a general report from the Angel Suite Manager**

Members were provided with a written report from the Angel Suite Manager.

PS032 CHRISTMAS LIGHTS INSTALLATION 2014/15

To consider recommendations from the working party appointed to review the installation of Christmas lights.

Members received a verbal report from the working party following its meeting at 18.00 that evening.

It was resolved that the Clerk should now secure estimates for the recommendations be brought forward for further consideration by this committee.

Proposed: Cllr. A.R.B. Nobbs

Seconded: Cllr. J. Truepenny

PS033 THREE B's – EQUIPMENT

To discuss the future use of the property and equipment now stored in the Angel Suite. (Supporting information supplied.)

After further discussion the Clerk was asked to draw up a framework for applications to be considered from local voluntary organisations and 'not for profit' service providers, as part of a 'bidding process' for items of equipment that may be of use to them.

The clerk was also directed to identify those items which may be useful to Brigg Town Council and, therefore, would not be offered within this bidding process.

This item will be brought back to the next meeting.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. P.J. Smith

PS034 FILM CLUB

To receive a concluding report from the Clerk regarding the film club project for young people commissioned through Cut Ltd; also to determine the arrangements for the film to be shown.

Members noted that Cut Ltd are concluding the editing and preparing of the film for members to view.

It was resolved that following the viewing the Council should organise a 'film night' at the Angel Suite, for the young people involved in the project to come along with their parents/family members to view their work and to enjoy a social gathering.

Proposed: Cllr. Mrs. A. Eardley

Seconded: Cllr. Mrs. J. Brock



PS035 BRIGG RAILWAY STATION / PASSENGER RAIL SERVICE THROUGH BRIGG

(Members are referred to the written report received at the January 2014 Full Council meeting.)

- a) **To consider the purchase and installation of a notice board, in the vicinity of the junction of Station Road/Albert Street, for the purpose of publicising rail timetables and other relevant information to promote the use of the service.**

Members indicated that they were mindful to agree to the purchase of a notice board and that the Chair/Vice Chair, Cllr. Mrs. J.A. Bell and the Clerk should be authorised to progress its purchase and installation within the confines of the budget allocated for street furniture purchases.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock

- b) **To consider how the Town Council could assist with improvements to the station environment, possibly through minor, non-structural aesthetic improvements e.g. floral displays, litter control etc.**

It was resolved that the Chair/Vice Chair, Cllr. Mrs. J.A. Bell and the Clerk should meet with the Neighbourhood Services Manager to consider how the station environment might be improved and bring their recommendations back to this committee.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. A.R.B. Nobbs

- c) **To consider any other actions the Town Council can take to promote and encourage the use of the rail service through Brigg.**

Members noted that the service has already been publicised on facebook and that a link has been created to the site Friends of the Brigg and Lincoln Lines; and with the Town Council web site.

The office will continue to post forthcoming events on facebook and the website which the Friends of the Brigg and Lincoln Lines can then re-post/tweet to encourage people to come to Brigg via rail.

Members discussed the possibility of accessing discounted group journeys and how they could be publicised and perhaps promoted to the various voluntary groups/pubs and clubs in the Town for day trips.

It was suggested that the rail service timetable could be published on the website/facebook and in Brigg Matters. Members also noted that there will be an editorial on this subject within the next issue of Brigg Matters.

Cllr. A.R.B. Nobbs confirmed that Brigg Senior Citizens are considering the organisation of some “bucket and spade / day trips” to Cleethorpes via train



PS036 PUBLIC INFORMATION BOARDS

To consider the cost of refurbishing the existing information boards in the town.

Members indicated that they were mindful to agree to the refurbishment of the existing information boards and that the Chair/Vice Chair, Cllr. Mrs. J.A. Bell and the Clerk should be authorised to progress this work within the confines of the budget allocated for street furniture maintenance.

Proposed: Cllr. J. Brock	Seconded: Cllr. Mrs. P.J. Smith
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PS037 ALLOTMENTS:

a) To receive a report on any outstanding issues from the Clerk.

None.

b) Redcombe Lane Site:

i) To receive and consider the site visit report and any observations from the Allotment Representative and consider any questions from tenants.

Members noted the report from the Allotment Representative, Mr. P. Brock, who again mentions the poor condition of the ditch adjacent to the allotments which is constantly full of rubbish and enquires whether it could be filled in.

Cllr. Mrs. A. Eardley alerted members to the fact that tenants of this site are lighting fires without consideration for neighbouring residents. Members agreed that a reminder should be sent to all allotment tenants re-iterating their obligations when burning rubbish.

ii) To receive and consider any reports from Countryside Pest Control.

Nothing to report.

c) Grammar School Road

i) To receive and consider the site visit report and any observations from the Allotment Representative, and consider any questions from tenants.

Members noted that the only plots in need of attention were those that have recently been re-let or are due to be re-let.

ii) To Receive and Consider any report from Countryside Pest Control.

Nothing to report.

d) i) It was resolved that, in view of the confidential nature of the business about to be transacted under Agenda Item 9d(ii)(iii), it is advisable in the public interest that the press and public are excluded and they were instructed to withdraw.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. P.J. Smith

It was resolved that Standing Orders should be reinstated to record the following decisions.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. P.J. Smith

ii) To receive a further report from the Clerk and resolve the private and confidential matter discussed at the December meeting.

The guidance notes received from ERNLCCA should be noted as received with no further action. The current lettings procedures will, therefore, remain unchanged.

Proposed: Cllr. A.R.B. Nobbs

Seconded: Cllr. M.S. Campion

iii) To consider a confidential enquiry from North Lincolnshire Council.

It was resolved that Brigg Town Council should indicate that it would be mindful to support the development of the existing Grammar School Road Allotment Site, specifically for residential use and associated infrastructure, conditional upon the following outline terms:


- Any residential development brought forward as a result of the allotment site being relocated, must include the delivery of a relief road out onto Wrawby Road in order to relieve traffic congestion from Grammar School Road and the neighbouring residential areas of the Town.
- Provision of a suitable and proven to be fertile alternative site, within Brigg, that is properly drained and of the same acreage as the existing Grammar School Road Allotment Site.
- All costs associated with setting up a new site to ensure that it is fit for purpose, to be met by North Lincolnshire Council; including installation of a water supply and sufficient standpipes, paths, clearly defined and divided plots, and the transportation / relocation of sheds, greenhouses and perennial plants and bushes.
- Agreement with regard to a suitable timeframe for relocation of the tenants in order to ensure that perennial shrubs and bushes can be transplanted at the appropriate time/season and that existing crops can be harvested.

Proposed: Cllr. J. Truempenny

Seconded: Cllr. Mrs. P.J. Smith

The meeting closed at 9.00 p.m.

Signed.....
Chairman, Property & Services Committee
Held on Wednesday 12th February 2014

Signed.....
Chairman, Full Council Meeting
held on Monday 24th March 2014