

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Minutes of the Meeting held on Wednesday 11th December 2013
Chairman - Councillor J. Truepenny

Present: Councillors; Mrs. J. Brock, M.S. Champion, J.C. Dyson, A.R.B. Nobbs,
J. Truepenny, R. Waltham and Miss. L. E. Whitehand

In attendance: Mr. N. Fisher, Brigg Blog

PS017 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS018 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE

Cllr. Mrs J.A. Bell
Cllr. Mrs. A. Eardley
Cllr. Mrs P.J. Smith

Members also noted that Cllr. R. Waltham would be arriving slightly later.

PS019 (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.

None.

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

Standing:

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

PS020 a) TO APPROVE ANY GENERAL ACCOUNTS FOR PAYMENT.
(See Appendix 1)

It was resolved that the following accounts for payment, as listed on Appendix 1, should be approved.

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS	
NLC	Rates-James Street	52.00		52.00	
Business partner	3B's Van Hire	242.38	48.48	290.86	
Anglian Water	Redcombe Lane Allotments	108.54		108.54	
Grandad's Shed	Noticeboards - Memorial Garden	1297.80	259.56	1557.36	£
Grandad's Shed	Donation for Noticeboards - Memorial	-200.00		-200.00	The
Christmas plus Ltd	Stress Test Brackets	625.00	125.00	750.00	
VANL	Payroll	90.25		90.25	
Anglian Water	GS Road Allotments	238.52		238.52	
TLC (Southern)/Mrs. JM Wo	Xmas replacement lights	451.52	90.30	541.82	
General Lamps Ltd/Mrs. JM	Xmas replacement lights	270.00	54.00	324.00	
NLC	SLA - Grounds maintenance/allotment	3187.06	637.41	3824.47	
NLC	SLA - opening of Cary Lane toilets	633.36	126.67	760.03	
NLC	SLA - Salt bins / Millenium Green	1044.84	208.97	1253.81	
NLC	Rates-James Street	52.00		52.00	
O2	Mobile Phones	87.35	17.47	104.82	
Business partner	3B's Van Hire -end of contract repairs	1011.82		1011.82	
Business partner	3B's Van Hire - final payment	183.28	36.66	219.94	
2222(Brigg) Squadron	Donation in support of a sponsored ev	50.00		50.00	
Barrie Gray	Christmas lights	2000.00		2000.00	
Countryside Pest Control	Routine site visit allotments	45.00		45.00	
Refunds / Karen Deeley	Xmas decorations for the tree	18.39	3.68	22.07	

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock

b) TO NOTE AND ENDORSE THE PURCHASE OF OFFICE EQUIPMENT UNDER THE CLERK'S DELEGATED AUTHORITY

It was resolved that the Clerk's decision to purchase two new filing cabinets and suspension, to replace existing cabinets, should be endorsed.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. A.R.B. Nobbs

Filing Cabinets £199.90 + £39.98 VAT
Suspension Folders £454.90 + £90.98 VAT

COMMUNITY MEMORIAL GARDEN

a) To Receive a concluding report from the Clerk

Members noted that the new boards and posters were unveiled and some further planting was undertaken by the family on Wednesday 24th October 2013. The hedge screen at the rear of the garden was planted later.

Letters of thanks have been issued to all of the sponsors.

b) To approve the inclusion of the garden in the Town Council's existing Service Level Agreement for Brigg in Bloom; to include spring and summer planting and grass cutting.

Members noted that the quote has been delayed due to the Neighbourhood Services Manager being involved in clean-up works following the flooding.

Continued/.....



It was resolved that the Clerk should be delegated to use her discretion to agree a Service Level Agreement within the budget available.

Proposed: Cllr. J.C. Dyson

Seconded: Cllr. Mrs. J. Brock

Cllr. R. Waltham arrived at the meeting.

PS022 ANGEL SUITE:

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

It was resolved that the following two financial reports and accounts for payment, as listed on Appendix 2, should be taken as read and approved.

31st October 2013

30th November 2013

Proposed: Cllr. Mrs. J. Brock

Seconded: Cllr. J.C. Dyson

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Rates	53.00		53.00
NLC	Trade rates	72.61		72.61
Reliable Cleaning	Relief manager	1079.15	215.83	1294.98
Reliable Cleaning	Cleaning Goods	82.77	16.55	99.32
Petty Cash Top up - 9		247.36	9.09	256.45
Brigg Launderette	Cleaning of Linen	30.00		30.00
PD Watson	Buffet trays	25.00	5.00	30.00
PD Watson	Buffet items	75.00		75.00
Fisher Security	CCTV	21.09	3.69	24.78
NLC	Premises Licence	295.00		295.00
Your Chef	Catering	994.68	198.94	1193.62
BT	Payphone Bill	57.00	11.40	68.40
Ellis Cleaning	Windows	112.50	22.50	135.00
BT	Advert	122.39	24.48	146.87
British Gas	heat	69.66	3.48	73.14
NLC	Rates	53.00		53.00
NLC	Trade rates	72.61		72.61
Anglian Water	Water Rates	282.39		282.39
Petty Cash Top up - 10		84.16	9.27	93.43
Fisher Security	CCTV	21.09	3.69	24.78
PD Watson	Buffet and staff	103.00	5.60	108.60
Petty Cash Top up - 11		80.95	2.39	83.34
BT	Advert	122.39	24.48	146.87
PD Watson	Buffet and staff	92.00	6.40	98.40
Petty Cash Top up - 12		117.58	1.03	118.61
Petty Cash top up	In advance for Xmas Lights buffet	140.00		140.00
British Gas	heat	31.91	1.60	33.51
Brigg Amateur Operatic Society	Advert	60.00		60.00

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

None

c) To Receive a general report from the Angel Suite Manager.

A written report was circulated by the Angel Suite Manager which was noted as received.

PS023 CHRISTMAS LIGHTS INSTALLATION 2013/14

a) To note that Full Council approved the increased expenditure incurred due to the necessity to re-test failed anchor points.

Noted.

b) To Receive a report from the Clerk regarding the 2013 installation and consider any recommendations regarding the installation for 2014 and beyond.

The company that has previously undertaken the stress-testing on the feature lights was un-contactable. The Clerk managed to secure the services of a different company and no problems were identified with the anchorage points for those fittings.

The anchor bolts for the catenary fixings have been a major problem this year and several re-tests had to be undertaken until a firm fix could be secured. Clearly, as reported at Full Council, this has escalated the cost of the installation although some of that has been offset by the donations received.

In addition, the type of bulbs that have traditionally been used are proving to be more and more expensive every year.

It was resolved that the following Councillors, together with the Clerk, should be delegated to review the current installation and bring forward recommendations at the next meeting.

Cllr. J.C. Dyson
Cllr. A.R.B. Nobbs
Cllr. J. Truepenny

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock

PS024 THREE B's – CONCLUSION OF THE PROJECT

a) To note and endorse the payment of the charges claimed in respect of damage to the van, following termination of the lease.

Members noted that the initial quote received for damages was £1,477.16 which the Clerk challenged and this resulted in a deduction of £465.34 – **Final Bill £1,011.82.**

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It was resolved that the Clerk's decision to settle this outstanding bill should be endorsed and approved.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock

b) To discuss the future use of the property and equipment now stored in the Angel Suite.

Various ideas were mooted.

It was resolved that a list of the items available should be circulated to members for further discussion at the next meeting.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock

PS025 ALLOTMENTS:

a) To Receive a report on any outstanding issues from the Clerk:

None.

b) Redcombe Lane Site:

i) To Receive a report from the Clerk following unauthorised pruning, on the instructions of a tenant, of the cherry tree at the site.

Members noted that the Clerk and the Assistant Clerk attended the site on Thursday 28th November to conduct the routine site visit, only to find a tenant and (A.N. Other) cutting back the cherry tree, which is rooted on the land within the curtilage of the site, but owned by North Lincolnshire Council.

The Clerk asked for an explanation as to who had given authority for this work to be conducted and was advised that the tenant was not aware that he needed to seek permission. He suggested that several tenants considered the tree to be rotting and unsafe so he thought he would do everyone a favour by chopping it back.

The Clerk advised that, following a similar enquiry several months ago through the Allotment representative for the site, she had arranged for the tree to be inspected. The North Lincolnshire Council Tree Officer had found it to be sound, with no remedial works required and this information was then conveyed to their Allotment Representative, Mr. P. Brock.

The tenant and his assistant were told to cease work immediately while the Clerk contacted North Lincolnshire Council to inform the Neighbourhood Services Manager, who concurred with the Clerk's instructions that no further work should be undertaken. She also requested the name and address of the tenant who she would then contact direct.

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The Clerk has since sent a letter to all tenants of the Redcombe Lane Site reminding them of the limitations within their allotment agreement and advising that, under no circumstances, must any works be conducted that are not expressly authorised within that agreement.

The Clerk's action was endorsed.

ii) To Receive and Consider the site visit report and any observations from the Allotment Representative, and consider any questions from tenants.

Members noted that all plots have now been prepared for Winter.

iii) To receive a report from the Clerk regarding

- **the request to re-locate the gate.**

After discussion with North Lincolnshire Council regarding the possibility of the gate being moved, the general consensus is that the cost of such works would be an expensive exercise; also that any income generated from the creation of a new plot would not make any impact against the cost involved.

Members noted this guidance and agreed that there should be no further action.

- **Maintenance of the Poplar Trees within the site at the rear of the Allotments.**

The recommendation that remedial works should be undertaken needs to be followed up with the landowner. The Clerk will attend to this action.

iv) 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.

Nothing to report.

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

Nothing to report.

iii) To Receive and note a report from the clerk with regard to tenancy allocations.

Despite a letter from the Clerk reminding tenants that their plots must be prepared for winter, otherwise they were at risk of their tenancy being terminated, several plots remained un-worked. The tenancies have, therefore, been terminated and the plots re-let.

Noted.

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

It was resolved that in view of the confidential nature of the business about to be transacted under the following agenda item it was advisable, in the public interest, that the press and public were excluded and they were instructed to withdraw.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock

ii) To Resolve a Private and Confidential matter following a report from the Clerk.


It was resolved that Standing Orders should be reinstated to record the decision that no further plots should be let until firm legal guidance has been secured, via E.R.N.L.L.C.A., regarding the issue discussed.

Proposed: Cllr. R. Waltham

Seconded: Cllr. J. Truepenny

The meeting closed at 8.20 p.m.

Signed.....
Chairman, Property & Services Committee
Held on Wednesday 11th December 2013

Signed.....
Chairman, Full Council Meeting
held on Monday 27th January 2014