

**MINUTES OF THE MEETING OF THE ESTATES & OPERATIONS COMMITTEE  
HELD IN THE MEETING ROOM, CIVIC OFFICES ON  
THURSDAY 9<sup>th</sup> JANUARY 2020 AT 7.00PM**

**Present:** Councillor G Edwards (Chairman)

**Councillors:** N Blanchard, Mrs J Charters, J Charters, FW Lee, S Roe, B Sellars

**In Attendance:** Clerk to the Committee: Mrs R Brown, Mrs S Green  
Services Supervisor: Mr C Lewis

The meeting opened at 7.07pm

**1. APOLOGIES FOR ABSENCE AND ACCEPTANCE OF REASONS GIVEN**

**AGREED** **Proposed by Cllr Sellars, seconded by Cllr Blanchard**  
To accept reasons for absence received from: Cllr Briggs  
**Unanimous**

**2. RECEIPT OF ANY DECLARATION OF MEMBERS' INTERESTS UNDER THE LOCALISM ACT 2011**

None received at this point.

**3. NOTES OF THE COMMITTEE MEETING HELD ON 7<sup>th</sup> NOVEMBER 2019 BE APPROVED AS A TRUE RECORD OF MINUTES**

**AGREED** **Proposed by Cllr Roe, seconded by Cllr Sellars**  
The minutes dated 7<sup>th</sup> November 2019 be approved as a true record  
**Unanimous by those who had attended that meeting**

**4. CHAIRMAN'S ITEMS**

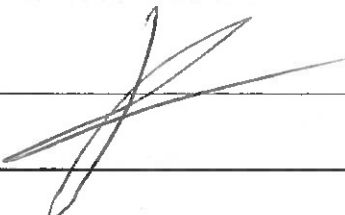
The Chairman had been advised by a member of the public that the wooden lid on the bin at the Cemetery is very heavy and this causes some people a problem. The Services Supervisor said that they would look at it and try putting springs on it to assist with the weight.

**5. CORRESPONDENCE AND CLERK'S ITEMS**

The Clerk advised that 3 of the globe lights on the Village Green are not working and Eon had looked at them and advised that they could be replaced with similar lights for £1,400 or with brighter lights for £2,232. It was felt that the brighter lights would be better and that this should be undertaken under the maintenance cost heading.

The Clerk advised that the office had visited the Cemetery with the Services Supervisor to assess the ground situation. It is believed that there is just one area that can be a potential problem as there is clay in the ground. To enable the staff to more accurately assess whether plots can be sold as double depth, a quote had been received for 3 bore holes to be installed at the Cemetery. The Committee felt this was a sensible approach and referred the matter to F&P Committee to authorise.

The Clerk advised that the Council had been asked to install a bin on Dore Avenue, at Lincoln Road end, and had contacted NKDC who advised that they own the grassed area in question and they had a spare bin which they would install at no cost to the Council.





**AGREED**

**Proposed by Cllr Mrs Charters, seconded by Cllr Sellars**  
to take items 11, 12 and 13 together  
**Unanimous**

An amended quote had been received for additional lights in the chamber, 3 quotes had been received for electrical works to be undertaken following the Electrical installation Condition Report, and 2 quotes had been received for works to be undertaken following a report on the Emergency lighting at Civic Offices.

**AGREED**

**Proposed by Cllr Roe, seconded by Cllr Blanchard**  
to obtain 3 quotes for undertaking all the work detailed in 11, 12 and 13 and to accept the most acceptable quote, subject to it not being more than the total of the 3 lowest quotes already received.  
**Unanimous**

#### **14. BENCH FOR MILL LANE**

A member of the public had contacted the office regarding a bench being placed somewhere on Mill Lane in memory of a resident who has passed away. The member of the public is happy to purchase the bench, and the office has obtained permission of NKDC to site the bench on the grass at the end of Chiltern Way.

**AGREED**

**Proposed by Cllr Roe, seconded by Cllr Sellars**  
to allow a recycled plastic bench to be installed at the end of Chiltern Way, with the Council being responsible for its maintenance.  
**Unanimous**

#### **15. STREET LIGHTING – JOHNSONS LANE – CLLR RODGERS**

Cllr Rodgers was not in attendance at the meeting. This matter has been previously discussed. Lincolnshire County Council has offered to repair the light if the Town Council is prepared to take on the maintenance thereafter.

**AGREED**

**Proposed by Cllr Roe, seconded by Cllr Edwards**  
not to add the light onto the council inventory as this will set a precedence for other privately owned roads.  
**Unanimous**

#### **16. MANAGEMENT ACCOUNTS**

The Income and Expenditure report for December 2019 was circulated and duly noted

#### **17. PRECEPT 20/21:**

##### **a) Bus shelter for Mill Lane**

Cllr Edwards advised that he had received a request for a bus shelter on Mill Lane opposite Clarke Road. This has been looked at previously and we have been advised by Highways that the request has been opposed by Lincolnshire Road Safety Partnership (LRSP) due to safety concerns. We are unable to proceed until this matter has been resolved between LCC and LRSP.

##### **b) Co-mingled bins – Grandfield Way and Newark Road**

**AGREED**

**Proposed by Cllr Roe, seconded by Cllr Charters**  
to purchase and install a co mingled bin on Grandfield Way at the entrance to the footpath, and on Newark Road at the bus stop prior to Asda, subject to a maximum budget of £1,000 and obtaining relevant permissions.  
**Unanimous**

##### **c) Public Convenience demolition**

To enable this to be undertaken, the committee requested that the electricians accepted above (11-13) should be asked to look at the electrics at the toilet block and advise what action needs to be taken, with the relevant costs. A plumber should also be contacted to assess what action needs to be taken in regard to the sewerage and outside tap.

**d) 5 year plan**

Cllr Blanchard advised that a play equipment company is coming this month to provide advice on the play equipment at the parks. The working party is looking at items to spend this year's budget on and we will report back to the next meeting

**18. COMMUNITY HUB**

**a) Half Payment of Build Retention Fees**

**AGREED** Proposed by Cllr Roe, seconded by Cllr Sellars  
no further funds will be paid until a suitable solution has been found for the Heating at the Hub  
**Unanimous**

**b) Heating issue update**

Cllr Briggs and Cllr Charters had met with David Titterton and discussed the issues regarding the heating

**AGREED** Proposed by Cllr Roe, seconded by Cllr Charters  
to appoint a qualified Heating Engineer at a cost of up to £3,000  
**Unanimous**

**19. ACTION ON ISSUES AT COMMUNITY HUB – UPDATE**

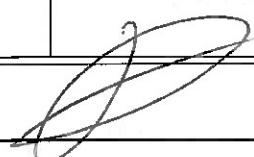
The committee had requested that the Clerk look to pursue this matter through the small claims court and she advised that this process is in hand

**20. CONTAINER UPDATE**

The Clerk advised that planning permission had now been received and that the cost for obtaining this was to be claimed from Tigers, and an agreement would now be drawn up to include what happens if the Tigers no longer exist, or wish to have use of the container.

**The Meeting closed at 8.30pm**

Action	By whom	By when	Completed
Add springs to wooden lid at Cemetery	C Lowis	ASAP	13.1.20
Accept quote for Village Green Lights	Clerk	ASAP	
Refert quote for bore holes at Cemetery to F&P	Clerk	F&P 16.1.20	16.1.20 – Bore Holes installed 30.1.20
Inspect trees and check for TPOs at Poppyfields	Services Supervisor and Clerk	ASAP	
Accept quote for Tree works at St Aidens	Clerk	ASAP	10.1.20
Accept quote for fencing on car park	Clerk	ASAP	29.1.20
Obtain quotes for entrance to Civic Offices	Clerk	Next meeting	
Obtain combined quotes for electricity work to be undertaken	Clerk	ASAP	Both visited, awaiting second quote 29.1.20



Contact member of the public re bench on Mill Lane	Clerk	ASAP	Spoke with her, awaiting receipt of bench
Obtain permission from LCC and order new bins	Clerk	ASAP	Meeting LCC 31.1.20
Obtain quotes regarding electrical work and plumbing required at Village Green Toilets to enable demolition	Clerk	ASAP	Waiting for quote above
Appoint qualified heating engineer to assess the heating at the Hub	Clerk	ASAP	Waiting for details from Architects
Start proceedings with Small Claims Court	Clerk	ASAP	10.1.20
Draw up agreements with Tigers for Container	Clerk	ASAP	

