



North Hykeham Town Council

Minutes of the Estates & Operations Committee meeting 05/22
held at the Civic Offices, Fen Lane
on Thursday 3rd November 2022 at 7pm

Councillors Present: C Briggs (Chair), N Blanchard, J Charters, G Killingsworth, FW Lee, N Tully

In Attendance: Mrs R Brown – Deputy Clerk
Mr J Sheridan – Services Team Manger

5-22.1 Apologies for absence and acceptance of reasons given

It was **RESOLVED** to accept Apologies for Absence and reason given from Cllr Roe.

5-22.2 Receipt of any Declaration of Members' interests under the Localism Act 2011

The Chair advised that he would accept any Declarations of Interests as they arose.

5-22.3 Notes of the Committee Meeting held on 6th October 2022 to be approved as a true record of minutes

It was **RESOLVED** to accept the notes of the Estates & Operations Committee meeting held on 6th October 2022 as a true record of Minutes.

5-22.4 Chairman's items

There was none at this time.

5-22.5 Correspondence and Clerk's items

Item No:	Action	Allocated to	Date to be Completed by
4-22.4	Respond to resident of 499 Newark Road regarding access arrangements	Clerk	Sent and acknowledged
4-22.9	Refer "Warm Room" organisation to Community Committee	Clerk	01.11.22
4-22.8	Arrangement repair of portable toilet at Sharp Walk	J Sheridan	Completed
4-22.11	Re-examine quotes for replacement of boiler and instruct appropriately	Clerk/J Sheridan	Item 9
4-22.12	Obtain information regarding Defib at Manor Farm Hub	Clerk	Item 10
4-22.13	Erect sign at Sharp Walk play area	Clerk	Completed – Item 11
4-22.14	Investigate costs for solar panels and batteries	Clerk	3.11.22
4-22.16	Instruct Fearless to instal equipment at skate park	Clerk	To be installed November
4-22.17	Obtain quotes for vehicles	Jamie Sheridan	Item 14

- 5-22.6 Review of the E&O Committee’s latest Income and Expenditure**
Noted.
- 5-22.7 Receive a report from the Services Team**
The Services Team Manager’s report had been circulated prior to the meeting. Staff training is ongoing, with staff being used for their specialism. There had been a report of an accident in St Aiden’s Park, and he was looking into this.
- 5-22.8 Consideration of report on areas that could be left to wild grass – J Sheridan, Services Team Manager**
Mr Sheridan had prepared a report giving an option on following No Mow May for all areas, except for play areas as they need to be kept mowed, or alternatively a select number of areas could be left unmown for the season. There were some discussions regarding both ideas.

It was **RESOLVED** not to progress this idea and to continue mowing all areas usual.
- 5-22.9 Ratification of decision made with Emergency Powers regarding a new boiler at Fen Lane**
At the previous meeting, a budget had been agreed and the clerk was asked to review the quotes received to ensure the best value for money was chosen. It was found that the best value quote, with a 5-year warranty, was from Selmec, but the quote was in excess of the £10,500 agreed at the last meeting. The Emergency Powers decision had been to proceed with the quote with Selmec.

It was **RESOLVED** to ratify the decision made with Emergency Powers regarding a new boiler at Fen Lane and to instruct Selmec to undertake these works for £11,000.
- 5-22.10 Consideration to install a defibrillator at the Community Hub**
A report had been circulated about this prior to the meeting. There was a discussion regarding the location and whether this was the best place to install another defibrillator in the town. It was decided to defer this matter to the next meeting where alternative locations could be considered.
- 5-22.11 Consideration of the use of the fenced off “Play Area” at Sharp Walk Allotments following consultation**
Views had been sought from the users of Sharp Walk Allotments and “Play Area” regarding the future of use of this area and a number of responses had been received, the majority of which were in favour of retaining the grassed area as it currently is. There was a discussion regarding the security of the allotments.

It was **RESOLVED** to extend the standard green security fence around the two sides of the grassed area that border the allotments, to increase the security of the allotment area, using the fencing that was in stock, and purchasing the posts as required.
- 5-22.12 E&O Committee Precept Planning for 2023/2024, incorporating the committee’s 5-year action plan**
The committee were provided with two options for the precept, one showing the bare minimum required to function next year, and the second option included items from the 5-year plan that the committee had considered previously.

The committee considered the investment in play areas for next year and felt that £20,000 was required, that the figures for the skatepark maintenance should be reviewed to ensure appropriate maintenance could be undertaken, that they would not proceed with air conditioning for Fen Lane next year, that the concrete bins should only be replaced as required and that there was no need to replace the tables and chairs in the Chambers at this time. The final draft of the precept with these amendments would be agreed at the next meeting.

5-22.13 To resolve whether the committee will move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 for the following confidential items
It was **RESOLVED** to move into closed session to discuss the following confidential items.

5-22.14 Fleet Management – Vehicle replacement programme – Jamie Sheridan

A report had been produced with the figures for replacing the Transit Van and the Electric small van as they need to be ordered now for delivery next year. There was discussion regarding electric Transits, but they are not able to have tow bars fitted and as this is a requirement, we cannot proceed with an electric Transit at this time.

It was **RESOLVED** to lease a Vauxhall Vivaro diesel Transit for 3 years, with a 6-month deposit of £1,937.76 and a monthly payment of £322.96

With regard to the current small electric van, the lease company is unable to provide figures at this time for extending the lease. There was a discussion regarding the merits of diesel and electric.

It was **RESOVLED** to lease a Peugeot E Partner van for 3 years, with a 6-month deposit of £2,417.70 and a monthly payment of £402.95.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
5-22.11	Erect fence at Sharp Walk Allotments	J Sheridan	ASAP
5-22.14	Refer lease recommendations to F&P	Clerk	17.11.22

The meeting closed at 8.05pm.