



North Hykeham Town Council

Minutes of the Estates & Operations Committee meeting 05/20
held remotely on Thursday 3rd December 2020

Councillors Present: C Briggs (Chairman), N Blanchard, J Charters, Mrs J Charters, J Bishop, FW Lee, S Roe, A Mason, N Tully

In Attendance: Mrs R Brown – Deputy Clerk
Mrs M Parker – Town Clerk
Mr C Lewis – Services Supervisor

1.	Apologies for absence and acceptance of reasons given.
	Proposal: To accept the reasons for absence given by Cllrs Edwards, Sellars and Killingsworth Proposer: Cllr Bishop Seconder: Cllr Tully Resolution: Agreed by Unanimous vote
2.	Receipt of any Declaration of Members' Interest under the Localism Act 2011
	None received at this time
3.	Notes of the Committee meeting held on 5th November 2020 be approved as a true record of Minutes
	Proposal: The minutes dated 5 th November 2020 be approved as a true record Proposer: Cllr Briggs Seconder: Cllr Mason Resolution: Agreed by Unanimous vote
4.	Chairman's Items
	There were none at this time
5.	Correspondence and Clerk's Items
	The Clerk advised that the replacement rear fire door at Civic Offices is on order An email has been sent to the builders at Cleveland Ave regarding the POS land and a response is awaited The livery has been applied to the Vivaro today The new play equipment should be installed in January The siting of the bin on Station Road has been approved and the bin ordered The Clerk is looking at possible funding for the tractor The planning approval is valid for a flatpacked storage container and we are awaiting an update from Tigers. Cllrs suggested that we consider having an official opening of the new play equipment.

6.	Service Staff report
	The report had been circulated prior to the meeting. – all play areas are being inspected and disinfected 3 times a week, the cemetery plinths have been completed, the Skate park is being maintained, staff are working through the tree reports and a chipper has been hired and is very useful, the Christmas trees have been erected but there has been an amount of vandalism to the lights on the Village Green. The Services Supervisor advised that he has received a quote for the important tree works that need to be done and he will obtain a further quote for January's meeting. He also advised that he has spoken with the FA regarding funding that might be available in respect of the football pitches and will report back when he has more information. He is looking at tree mapping systems. He will provide quotes for the servicing of the Haytor for the next meeting
7.	Utility quotes received
	The Clerk advised that indicative prices had been received, but that as this will be long term contracts, it will need to be agreed by F&P, so the figures will be provided to the next F&P meeting.
8.	Consideration to hire or purchase a third vehicle for the Service Team
	<p>The Town Clerk advised that the Service Team currently have 2 vehicles. With COVID there should be no more than 2 members of staff in a van at time and this has had a huge impact on the efficient working of the team. There is the option to purchase a second hand vehicle or to lease one for a year. During this time a work flow analysis will be undertaken and all the information gathered will be presented in a year's time so an informed decision regarding the continued use of a third vehicle can be made. There had been a COVID scare this week which would have had huge implications for the team, and so the third vehicle is important. There was some discussion regarding this, whether it was better to buy or lease the vehicle and whether there was any cost justification.</p> <p>Proposal: To proceed with the leasing of a 3rd vehicle for a period of 1 year, with the requirement of a workflow analysis being provided in a year's time. Proposer: Cllr Charters Seconder: Cllr Briggs Resolution: Agreed by majority vote with 8 in favour and 1 against.</p>
9.	Review of Management Accounts
	<p>These had been circulated prior to the meeting. The Committee budget was on track for the year.</p> <p>Proposal: To make a request to F&P to vire £100 from Cemetery utilities to Cemetery Maintenance to cover an overspend, and also request a withdrawal from Reserves to cover the cost of demolishing the Public Toilets and the utility costs in respect of the Public Toilets. Proposer: Cllr Briggs Seconder: Cllr Charters Resolution: Agreed by Unanimous vote</p>
	7.25pm M Parker left the meeting
10.	Update from Field at the community Hub Working Party
	Cllr Briggs advised that this Working Party had not met. The Clerk asked whether this should be referred to the new Strategic Sub committee, but Cllr Briggs felt it was important for one meeting to be held prior to this happening.

C Briggs

11.	Update from Civic Offices Frontage Working Party
	Cllr Briggs advised that this Working Party had met online and discussed the options for the frontage. The Clerk had arranged for a company to visit the offices today who are able to install a selection of surfaces, and they are going to provide a quote for the grid type surfacing. The quote and proposals will be brought to the next meeting.
12.	Bus shelter update received
	The Clerk advised there is an amount of confusion regarding whether the bus stop on Mill Lane is an authorised stop and so this will be clarified by the next meeting
13.	Damage to Council Fencing on St Aidens
	A picture had been circulated prior to the meeting, showing a gate that had been installed in a resident's back fence, and the council fencing had been cut and rolled back to allow access to the park. There was discussion on how to proceed and the Clerk was asked to effect a temporary fix to the fence with a view to contacting the resident regarding the damage and the need for repair. Quotes to be obtained for options for permanent repair.
14.	To agree the replacement of 9 concrete street lights at a cost of £1,050 per light (total £9,450)
	This had been looked at during the previous meeting. The Clerk advised that the information provided had been checked and that the Council has 49 Concrete columns which need replacing. It was proposed that 9 are replaced this year, and a programme of replacing 10 a year is being put in place. There is also a need to start working through the replacement of the lanterns to move to LED as this will have an impact on the maintenance costs going forward. Proposal: To replace 9 concrete columns and investigate to see if grants are available for the replacement of the lanterns. Proposer: Cllr Briggs Seconder: Cllr Tully Resolution: Agreed by Unanimous vote of those online at the appropriate time (S Roe absent due to technical difficulties)
15.	Proposal to replace the notice board at Fen Lane, with one attached to the back of a Civic Office sign at the entrance to the car park
	The Clerk advised that the current Council notice board at Fen Lane is in of replacing, and that there is also nothing on Fen Lane to advise that the Council Offices are there. So it was suggested that a sign was placed at the entrance to the Car Park in line with other council signage, and that a noticeboard was placed behind. A quote had been received but it was felt that this should be investigated and the possibility of an LED screen with online up to date information be looked at.
16.	Proposal received from Community Committee regarding the former Public Toilet Area at the Village Green
	A Proposal had been received from Community Committee with seating, a path, a history board and some planting. There was some discussion as to whether CCTV would be appropriate but this was considered not worthwhile. Proposal: to send this back to Community Committee to proceed with their design and obtain costings. Proposer: Cllr Briggs Seconder: Cllr Charters Resolution: Agreed by Unanimous vote of those online at the appropriate time (S Roe absent due to technical difficulties)

17.	<p>Request received from Community Committee for two co-mingled bins on the upgraded bridleway</p> <p>A request had been received from Community Committee for two bins to go on the upgraded bridleway on the North Hykeham section, having confirmed with South Hykeham Parish Council that they are installing two dog bins on their section.</p> <p>Proposal: to purchase and install 2 co mingled bins on the upgraded bridleway between Newark Road and Mill Lane Proposer: Cllr Bishop Seconder: Cllr Tully Resolution: Agreed by Unanimous vote of those online at the appropriate time (S Roe absent due to technical difficulties)</p>
18.	<p>Request received for co-mingled bin on Wetherby Crescent</p> <p>Cllr Briggs advised that this estate is partly in North Hykeham and partly in Lincoln. There are a couple of bins in the Lincoln part, but none in the North Hykeham part. Cllr Briggs has noticed that there is an amount of litter by the drain, but unfortunately when the Clerk contacted highways regarding placing a bin at that location, they advised that their ownership stops at the back of the footpath. So, it was suggested that a bin is placed at the entrance to Wetherby Crescent.</p> <p>Proposal: To purchase and install a co mingled bin at the entrance to Wetherby Crescent Proposer: Cllr Briggs Seconder: Cllr Tully Resolution: Agreed by Unanimous vote</p>
19.	<p>To accept the quote received to design, supply and build new volcano ramp at the Skatepark</p> <p>A quote had been received for these works</p> <p>Proposal: to recommend to F&P that the quote is accepted to design, supply and build new Volcano ramp at the Skatepark Proposer: Cllr Charters Seconder: Cllr Bishop Resolution: Agreed by Unanimous vote of those online at the appropriate time (S Roe absent due to technical difficulties)</p>
20.	<p>To resolve whether the Council will move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972 for the following confidential items</p> <p>Proposal: To move into Closed session for items 21,22 & 23 at 7.58pm Proposer: Cllr Mason Seconder: Cllr Blanchard Resolution: Agreed by Unanimous Vote of those online at the appropriate time (S Roe absent due to technical difficulties)</p>
21.	Notes of the Closed Session Town Council meeting held on 5th November 2020 to be approved as minutes
22.	Heating at the Hub
23.	Consideration of draft figures for Precept 2021/22

Actions from this meeting:

E&O Committee 3 December 2020 Signed



DATED 9.2.21 20

Item No:	Action	Allocated to	Date to be Completed by
8	Lease 3 rd vehicle	Clerk	ASAP
9	Requests to F&P	Clerk	4.12.20
13	Get quotes for repaid of fence at St Aidens and contact Resident	Clerk	Next meeting
14.	Instruct replacement of street lights	Clerk	Next Meeting
14.	Investigate grants for street light lantern replacement	Clerk	Next meeting
15.	Obtain quotes for noticeboard options at Fen Lane	Clerk	Next meeting
17.	Order 2 bins for bridleway	Clerk	Next meeting
18.	Order bin for Wetherby Crescent	Clerk	Next meeting
19.	Instruct Skatepark works	Clerk	Next meeting

The meeting closed at 8.10pm



