



North Hykeham Town Council

Minutes of the Estates & Operations Committee meeting 06/23
held at the Civic Offices, Fen Lane
on Thursday 7th December 2023 at 7pm

Councillors Present: C Briggs, N Blanchard, FW Lee, M Lofts, YS Sampson, G Killingsworth, S P Roe

In Attendance: Miss J Humphrey – Deputy Clerk
Mr J McArthur – Service Team Manager
Mrs M Parker – Town Clerk

6-23.1 Apologies for absence and acceptance of reasons given

It was **RESOLVED** to accept apologies for absence and reasons given from Cllr Holt.

6-23.2 Receipt of any Declaration of Members' interests under the Localism Act 2011

The Chair advised that he'd take any Declarations of Interests as they arose.

6-23.3 Notes of the Committee Meeting held on 5th October 2023 to be approved as a true record of minutes

It was **RESOLVED** to accept the notes of the Estates & Operations Committee meeting held on 5th November 2023 as a true record of the meeting and were signed as Minutes accordingly.

6-23.4 Chairman's items

The Chair had no items.

6-23.5 Correspondence and Clerk's items

The clerk spoke about the actions from the last meeting.

Item No:	Action	Allocated to	Date to be completed
5-23.11	Send the residents of Green lane the letter regarding the street light on their property.	Deputy Clerk	Next meeting.

6-23.6 Review of the E&O committee's latest Income & Expenditure report.

Members noted the spending shown on the latest I&E report.

6-23.7 Receive a report from the Services Team Manager – John McArthur (Services Team Manager)

The Service Team Manager (STM) spoke to the committee of the following items: -

- **High Hedges**

This new concept was focused on the safety of the safe regarding trimming/cutting the hedges that Council has around the Town. The contractor completed 90% of the hedges that needed cutting around the Town during the 1-day hire.

- **The Hub**

Temporary control measures are still in place, and they continue to work against the Legionella risk. The main doors have also been fixed so that they are now working to allow people into the building. Quotes were given regarding a more permanent solution, but Council asked for more in detail quotes and running costs.

It was **RESOLVED** to take the recommendation of the Service Team Manager regarding the permanent A/C unit.

- **Facilities Security – Garage/Workshop**

A new alarm system is being added into the garage at the Civic Offices so this was explained to the Committee. There is also a new door that is being added to the garage for extra security. There has been a quote circulated for the installation of Red Care essential and police response.

It was **RESOLVED** to accept the report recommendation regarding the alarm upgrade in the garage.

- **Security Lighting Garage Frontage**

The lighting during the later hours outside the Civic Offices is not very good. Due to this there is no real security protection of the garage. Therefore, a quote has been supplied to install 3 bulkhead flood lights.

It was **RESOLVED** that if the price was on £1245 for the installation that the Service Team Manager could go ahead with the installation.

- **Glebe Park Exercise Equipment**

The exercise equipment at Glebe Park has had some structural failures on some of the equipment. The equipment that has failed has been looked and the supplier has been contacted. New equipment is currently being organised to replace the equipment that has been damaged.

Cllr N Blachard – 7.26pm

- **Japanese Knotweed (JK)**

3 quotes had been obtained to treat some JK that has been monitored. The Committee asked for the STM to obtain some information as to whether this could be treated by the Service Team so it can be compared to the quotes given by the contractors.

- **John Deere Ride-On Mower Servicing**

Both ride on Lawn mowers had been taken into service over the past few weeks and some issues had been found on the newer of the two mowers. After some discussion the committee **RESOLVED** to repair the mower regarding the report as long as the Clerk can make a suitable virement.

6-23.8 Consideration of the reformation of a working group to consider future playground developments – Cllr N Blanchard

Cllr Blanchard explained that play equipment takes a lot of time to find, organise and purchase due to the number of options there are. He spoke about how there was a previous working group but this dissolved.

It was **RESOLVED** that a working group consisting of Craig Lewis and Cllrs Lofts, Blanchard and Killingsworth would be formed.

6-23.9 To resolve whether the Council 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.

6-23.10 Receive a report and recommendations from the Services Team Manager regarding the new Ford Tipper – John McArthur

The Service Team Manager went through his report and explained all the quotes.

After a short discussion it was **RESOLVED** as per the recommendation of the report to go ahead with the quote from T.C. Harrisons Ford.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be completed
6-23.7	Contact Selmec about successful quotes	Service Team Manager	ASAP
6-23.7	Contact Selmec regarding installation of the flood lights at the Civic Offices	Service Team Manager	ASAP
6-23.7	Go ahead with the Mower service requirements	Service Team Manager	ASAP
6-23.10	Let T.C. Harrisons know that they have been successful and start the ordering process for the Ford Tipper	Service Team Manager and Deputy Clerk	ASAP

The meeting closed at 7.54pm.