

FILEY TOWN COUNCIL

PROPERTY COMMITTEE MEETING HELD ON THURSDAY 29 OCTOBER 2015 AT 10.40AM

Present: Cllr Richard Walker (Chairman), Cllr John Casey (Vice Chairman),
Cllr Diane Glanvill, Cllr J Meek, Cllr John Shackleton, Cllr Anna Shaw
Clerk – Mrs Gina Robinson
Mr Ken Leathley, Health & Safety Risk Advisor

Also Present: Cllr M Cockerill (meeting only)

Prior to the meeting all the above members of the Property Committee had attended a site visit to Parish Wood, Filey.

Cllr Richard Walker, Chairman welcomed everyone to the meeting.

NOTICE OF THE MEETING

RESOLVED: That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972. 805/015

APOLOGIES

All members of the Property Committee were present at both the site meeting and the Committee Meeting. It was:

RESOLVED: That the above information be noted. 806/015

DECLARATIONS OF INTEREST

The Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct and reminded Members that they could make a declaration of interest at any point in the meeting. It was

RESOLVED: That no declaration of interests were made. 807/015

FILEY PARISH WOOD

Prior to the meeting Members had undertaken a site visit to Parish Wood and had met with Mr Ian Robinson, representative of the Filey Brigg Ornithological Group. Members had walked the full Parish Wood site and at the meeting noted the following points:

- The entrance way to the site looked much improved since the last visit
- Official 'dogs on lead' notice to be replaced by Scarborough Borough Council and new dog campaign posters to be erected once received.
- Management of some diseased ash trees being monitored by FBOG
- No evidence of tractor travelling over main access path which had been requested by the Town Council

Members were generally pleased with the appearance of Parish Wood and the overall management of the site by the Filey Brigg Ornithological Group. It was

RESOLVED: That this information be noted. 808/015

RESOLVED: That the Clerk contact the Borough Council's Dog Enforcement Officer to request the dog signage be replaced as soon as possible. 809/015

QUEEN STREET GARDEN

Members were circulated with information for consideration from the consultant, Alan Wood & Partners which included a summary of two options for the interception of water for Queen Street Garden.

Members discussed both options in detail and the Clerk informed members that a license from North Yorkshire County Council would be required for Option 2. After much discussion members requested that an on-site meeting be arranged with the Borough Council Engineer as soon as possible to discuss all possibilities for drainage from within the Queen Street Garden land. It was

RESOLVED: That a site meeting be arranged with the Borough Council Engineer as soon as possible. 810/015

Continued overleaf

THE LAWNS CEMETERY

Review of Cemetery Regulations and Conditions

Members had previously been circulated with a copy of the Town Council's Cemetery 'Regulations and Conditions' with proposed amendments highlighted in red. Members worked through the document and made two further amendments as highlighted in red:

Page 10 The Town Council does not permit any shrubs, trees, bushes, plants or bulbs to be planted on/adjacent to memorials **and these will be removed by the Town Council's contractors without prior consultation**, but free standing flower containers and small pot plants are permissible on the memorial plinth.

Page 11 Memorials – **metric measurements to also be incorporated for size of memorials.**

Front Page – **include date of review of Policy on front cover.**

Members agreed to all the suggested amendments to the document with the inclusion of the above amendments being made by the Clerk. It was

RESOLVED: That the revisions as detailed above to the Town Council's 'Regulations and Conditions' for the Lawns Cemetery be accepted (as per attached copy herewith) **811/015**

Draft Letter to Grave Owners

A draft letter was circulated to members for approval to be sent to grave owners whose memorial headstones were becoming overgrown with planting. A notice would also be placed on the cemetery gates to inform grave owners and their relatives. It was

RESOLVED: That the contents of the draft letter be approved with a date for the planting to be removed before 31 January 2016. **812/015**

Existing Cemetery Drainage Plan

Further to Minute 672/015 a letter from Mr A Crossley, Flood and Coastal Engineer at Scarborough Borough Council confirmed that he was of the opinion that approval was not required from Yorkshire Water to carry out works on Scarborough Borough Council land and making connections to a pipe which is owned by Scarborough Borough Council. Members considered that by installing a collector drain at the rear of the cemetery wall would allow for additional plots to be created, although members noted this was a short term solution and requested assurance that the cemetery overspill land was still being considered by the Borough Council for the creation of an extended cemetery to the Lawns Cemetery, following which Borough Cllr M Cockerill gave verbal assurance that this was still the case. Borough Cllr Cockerill confirmed that any plans to improve the existing cemetery drainage would need to be funded by the Town Council under the Model Agreement with Scarborough Borough Council.

After discussion it was

RESOLVED: That the Clerk be instructed to seek quotations for the proposed cemetery surface water drainage in three sections. **813/015**

COMMEMORATIVE SEATS

Members were shown two styles of commemorative seats for the next phase of commemorative seats (10) on Filey Country Park and noted these were made of recycled material and would be more sustainable for this location. Members preferred the Elwood style seat and the Clerk was requested to make arrangements for the seat bases prior to ordering ten seats in early 2016. The Clerk reported that permission had been received from Mr P Thompson, SBC Operations Manager for the seats to be located on Filey Country Park. It was

RESOLVED: That the above information be noted and the seats be ordered as detailed above with expenditure from the Commemorative Seating Reserve. **814/015**

HEALTH & SAFETY POLICY 2015

The Health & Safety Risk Advisor to the Town Council informed members that he had reviewed the Town Council's Health & Safety Policy and highlighted the changes to the Policy to comply with health and safety legislation and to cover the main functions of the Town Council. The document had been compiled into one document by the Clerk complete with an index and was available in the office for members' perusal. The Clerk paid tribute to Mr Ken Leathley for the amount of time and research he had undertaken to update the policy which was very much appreciated and this was also recognised by all members present. It was

RESOLVED: That the Town Council's revised Health & Safety Policy 2015 be accepted.

815/015

Property Committee Meeting held on 29 October 2015 continued

HEALTH & SAFETY POLICY 2015 continued

RESOLVED: That Mr Ken Leathley, Health & Safety Risk Advisor to the Town Council be thanked for his time in updating the revised Health & Safety Policy 2015 and the Clerk be thanked for her input in compiling the document. 816/015

Cllr Diane Glanvill left the meeting at 11.40am and Mr Ken Leathley left the meeting at 11.45am

PROPERTY UPDATE

Filey Allotment Site

The Clerk informed members that a letter had been received from the Treasurer of the Filey Allotment & Garden Association informing the Town Council that all the hedges and ditches had been cut in line with the conditions of their lease with the Town Council. A letter had also been received from the Council's solicitors regarding the cost of legal charges to date for work completed regarding exchange of correspondence on behalf of the Town Council to property holders at the rear of the allotment site.

It was

RESOLVED: That this information be noted. 817/015

The Clerk reported that vandalism had occurred to the Rose Garden Shelter which had been reported to the Police and had subsequently been made safe by the Council's contractor.

RESOLVED: That this information be noted and further discussions with the Police be forthcoming to monitor this area. 818/015

The Clerk reported that the two large screening panels in the Council Chamber were very heavy and unstable and needed to be removed in order to use the new overhead projector and screen and as an alternative the Crimlisk Fisher Archive information panels could be used which were much lighter in weight. It was

RESOLVED: That the two existing large screening panels be disposed of as soon as possible. 819/015

The Clerk reported that the gas boiler in the Council Offices had been serviced the previous week.

RESOLVED: That the above information be noted. 820/015

Cllr Anna Shaw left the meeting at 11.55am

Cllr Richard Walker informed members that as Chairman of the Property Committee he had been asked to attend Filey Museum to look at damp problems in various locations and an estimate for the works had been submitted. After discussion it was

RESOLVED: That a recommendation be made to the Finance & General Purposes Committee to fund the cost of £1,380 for specialist damp protection for Filey Museum from the Filey Museum Reserve. 821/015

The meeting closed at 12.05pm

Councillor R Walker
Chairman
Property Committee