

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 10 September 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Nicholas Coxon
Councillor Paul Key
Councillor James Plastow

Councillor Richard Craig
Councillor Stuart Morley
Councillor Kenneth Woolley
(arrived at 6:50pm)

In Attendance:

Rachel Allbones
Amanda Clark

Town Clerk
Allotments Officer

PS25/050 Apologies for Absence

Apologies for absence were received from Councillors C Davies, P Hooton.

PS25/051 Public Participation Period

No public in attendance.

PS25/052 Declarations of Interest

- i. Councillor Craig declared a pecuniary interest in agenda item PS25/062iii, as he is on the board for DSN and they use the Connexions building.
- ii. Councillor Plastow declared a personal interest in agenda item PS25/062ii, as he belongs to the Salvation Army and they use the building.

PS25/053 Dispensation Requests

No dispensation requests were received.

PS24/054 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/059, PS25/060, PS25/064 and PS25/065 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/055 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 9 July 2024 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Craig and Morley abstained from voting on the above resolution.

PS25/056 Matters Arising Schedule (Paper B)

RESOLVED: that the current position of previously agreed actions be **NOTED**.

PS25/057 Allotment Officer Report (Paper C)

Note: Councillor Woolley arrived at the meeting at 6:50pm.

Note: Members thanked the grounds team for their work on Love Lane allotment pond.

RESOLVED: to note the update report from the Allotments Officer and the use of delegated functions.

PS25/058 Animal on Allotment Policy Update (Paper D)

RESOLVED: to adopt the updated Animal on Allotment Policy.

PS25/059 Allotment Tenancy Breaches (Paper E)

RESOLVED: to agree for the Allotment Officer to issue the third and final breach letter point 3.5 of the Tenancy Breach Policy Notice to quit / re-entry notice, giving the Tenant 28 days to remove their belongings with a Termination of Tenancy date as per policy point 3.6.

PS25/060 Love Lane Allotment Dyke (Paper F)

The Allotment Officer reiterated that areas of the allotment site are prone to flooding and in order to carry out a CCTV survey of the land drains that feed into the dyke the dyke would need clearing of all vegetation and the base of the ditch dredging to allow access to all pipework.

RESOLVED: for the grounds team to clear the vegetation from the dyke and the assess if a survey is needed.

PS25/061 Bus Shelter Audit (Paper G)

RESOLVED: to NOTE the audit of the 17 bus shelters owned by Gainsborough Town Council and to: -

- i. Ask Swallow Cleaning what spec they work to when cleaning biannually
- ii. Obtain quotations to put seating in the 6 bus shelters that currently do not have it.

Note: The Allotment Officer left the meeting at 7:30pm.

PS25/062 Community Grant Applications (Papers H - L)

RESOLVED: to request further information from Lincoln and Lindsey Blind Society if the fund can only be used for Gainsborough residents, advise the Council are willing to support if the get a new Gainsborough based client.

Note: Councillor Plastow abstained from voting on the above resolution.

RESOLVED: to award the following: -

- i. Stepping Stone Theatre for Mental Health - £300
- ii. Disability Social Network - £400 – advise they are welcome to apply again in 2025/26 if the group is a success.
- iii. Greener Gainsborough - £500

PS25/063 Gainsborough & District Heritage Association Signage (Paper M)

RESOLVED: to approve the letter of support to Gainsborough & District Heritage Association in obtaining brown heritage signage.

PS25/064 Citizen of the Year Award 2024 (Paper N)

RESOLVED: to award the 2024 Citizen of the Year to John Lyden for his work across the town with the Gainsborough Men Shed and Greener Gainsborough projects.

PS25/065 General Cemetery Memorial Tributes (Paper O)

RESOLVED: under Standing Order 3.25 to approve for meeting to exceed a period of two (2) hours.

RESOLVED: to send a formal letter to the grave owner requesting tributes to be removed by 30th September or further action may be taken. Also contact bailiff companies for quotations to remove tributes should the grave owner not remove.

PS25/066 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- i. Community Grant Policy
- ii. Levellings Dog Walk Footpath – October
- iii. 2025/26 Budget – October
- iv. General Cemetery Trees – October
- v. Tree Safety Survey report – October
- vi. Exhumation Policy Review
- vii. Memorial Safety Policy Review
- viii. Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review
- ix. Marshalls Boiler
- x. Richmond House Conservatory Replacement
- xi. General Cemetery Extension
- xii. General Cemetery potential carpark area
- xiii. General Cemetery Chapel
- xiv. Richmond House Fire Risk Assessment review

PS25/067 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 8 October 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:49pm.

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting