Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
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Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

PROPERTY & SERVICES COMMITTEE

Minutes of the Property & Services Committee meeting held on Tuesday 24th November 2020, commencing at 19:00 hours via the Zoom.

PRESENT: Cllr Mrs Kenton (Chair), Cllr Baker, Cllr Mrs Bates, Cllr Bulmer, Cllr Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams and Cllr Mrs Wootton.

ALSO PRESENT: PC Thomas, PCSO Ashbrook, Paul Russell, Locum Town Clerk, Tracy Lamb, Deputy Clerk/RFO, Neil Richards, Amenities Supervisor and Gary Huish, Caretaker.

Public Participation Time
There were no members of the public present. No matters were raised.

2020/13 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr Bulmer (work).

2020/14 DECLARATIONS OF INTEREST
The following Declarations of Interest were made:
- Cllr Baker: Personal – Town Team;
- Cllr Mrs Kenton: Personal – Town Team.

2020/15 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
Proposed: Cllr Mrs Bates Seconded: Cllr Baker
Unanimous

RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed under agenda item 2020/23, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2020/16 COMMITTEE MEETING MINUTES
Proposed: Cllr Mrs Morrison Seconded: Cllr Baker

For: Cllr Mrs Kenton, Cllr Baker, Cllr Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams and Cllr Mrs Wootton.

Abstention: Cllr Mrs Bates

RESOLVED that the minutes of the Property & Services Committee meeting held on Tuesday 29th September 2020 be agreed and signed as a correct record.

2020/17 HENSON PARK

Committee considered the request to remove the teen shelter at the Skate Park, Henson Park, following a recent incident. The Police were in attendance.

Proposed: Cllr Mrs Morrison Seconded: Cllr Baker
Unanimous

RESOLVED to suspend Standing Orders to receive the report from the Police.

The following information was noted:

- The request had been made by the skaters;
- The shelter had been vandalised;
- The area suffered from excessive litter around the shelter;
- The shelter was allegedly used for illegal activities.

Standing Orders were reinstated.

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Wootton

For: Cllr Mrs Kenton, Cllr Mrs Bates, Cllr Kenton, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

Against: Cllr Baker and Cllr Mrs O'Brien.

RESOLVED

- That the shelter be removed on a temporary basis for a period of six months;
- That the decision be reviewed in April 2021;
- That a report be submitted by the Police on the impact the removal of the shelter had had on the area.

The Police left the meeting at 7.28pm.

2020/18 SUPERVISOR'S REPORT

Committee received a report from the Amenities Team and the Guildhall Team.

Committee noted the following matters that required attention:

- A quotation to fell the trees in Upper Henson Park was currently being requested;
- Weed spraying would be carried out once the weather improved;
- It was agreed to review the winter gritting plan. The Team had around 70 bags of grit in store and would put in arrangements in case of severe weather;

- The Watts Store required upgrading. Issues to be reviewed included the damage the gate had caused to the rear pillar (landowner to be contacted);
- The suggested replacement of the transit van on the 08 plate;
- Litter bins in the town centre were currently being abused with additional rubbish being disposed. This would be monitored;
- The number of fly tips would also be monitored as these were now on the increase. SSDC would be contacted to confirm the recharging procedure.

The Committee passed on its thanks to the Amenities Team and Guildhall Caretakers.

2020/19 TOWN CLERK'S REPORT

Committee noted that the Locum Clerk's Report had nothing to report.

2020/20 PROPERTY MATTERS

(a) **Guildhall –** Committee noted the following updates:

- Guildhall energy certificate – The assessment had now been completed and the certificate was awaited. The Cemetery Chapels ;
- Replacement of the glass frontage – Tenders were currently being sought. The deadline had been extended due to the number of companies that had declined to tender;
- Re-opening of the Guildhall following the end of the lockdown on 2nd December 2020 – This would be undertaken gradually and would depend on which tier the area was placed under and any additional restrictions that were to be put in place. The building would only be opened if it was Covid secure.

(b) **Play Area Inspections –** Committee noted the update on the assessment of the results of the play area inspection reports. The assessment had now been completed and quotations were going to be sought to carry out those items that could not be fulfilled in-house. The priority would be to address the items at the Skate Park, Lower Henson Park.

(c) **Bus Shelter –** Committee noted that quotations were being sought for the two bus shelter preferences identified by Cllr Morrison. The Planning Department at SSDC had also been contacted to confirm whether planning permission for the erection of the shelter would be required.

(d) **Fees and Charges –** Committee considered the revised fees and charges developed by the Working Group.

Proposed: Cllr Mrs O'Brien Seconded: Cllr Baker
Unanimous

RESOLVED to ratify the revised fees and charges and Full Council for adoption and implementation from 1st April 2021.

(e) **Skate Park –** This matter had been addressed under Minute 2020/17.

2020/21 SERVICE MATTERS

(a) **Amenity Team Uniforms –** Committee noted that the purchase of new uniforms was currently being finalised.

(b) **Additional Cemetery Land –** Committee noted that the quotation received to carry out a Tier 1 assessment of additional cemetery land for burials at a cost of £700 had been accepted.

Proposed: Cllr Mrs Morrison Seconded: Cllr Baker
Unanimous

RESOLVED to ratify the £700 expenditure and to request an update on the progress of the sale of the land from SSDC. Cllr Baker agreed to follow this up.

(c) **Health & Safety Annual Inspection –** Committee considered the request to organise a Risk Assessment workshop with James Hallam Risk Management.

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Bates
Unanimous

RESOLVED to arrange a Risk Assessment Workshop for the Amenities Team and Caretakers at a cost of £750 + VAT.

(d) **Christmas Lights –** Committee discussed the future management, responsibility and budget allocation for the annual Christmas Lights and the Town Council's future role.

Proposed: Cllr Baker Seconded: Cllr Mrs O'Brien
Unanimous

RESOLVED

- To recommend to Full Council the allocation of a sum of £10,000 for Christmas Lights in the 2021/22 budget to be used towards the cost of erecting, dismantling and upgrading the lights;
- That the status quo regarding management and responsibility be retained for the present;
- That the matter be reviewed on an annual basis.

(e) **Climate Change Update –** Committee noted the report updating Members on the Climate Change project s that had been submitted to SCC.

2020/22 BUDGET 2021/22

Committee discussed its input into the 2021/22 budget.

Proposed: Cllr Baker Seconded: Cllr Kenton

For: Cllr Mrs Kenton, Cllr Baker, Cllr Mrs Bates, Cllr Kenton, Cllr Williams and Cllr Mrs Wootton.

Against: Cllr Mrs Morrison.

RESOLVED that an informal budget workshop be arranged to discuss the 2021/22 budget and that all Members be invited to attend. A date would be arranged.

2020/23 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/15 that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they would involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

(a) **Staffing Update –** Committee received and noted the verbal update on staffing matters and the forthcoming extraordinary Council meeting on 26th November 2020.

2020/24 DATE OF NEXT MEETING

Committee noted that the next meeting of the Property & Services Committee would be held on Tuesday 26th January 2021 commencing at 7pm.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 9:31pm.

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CHAIR: **DATE:**