

MINUTES of the LEISURE & ENVIRONMENT COMMITTEE
 RESPONSES TO THE AGENDA HAVE BEEN RECEIVED BY EMAIL

TUESDAY 28 APRIL 2020

Email responses received from
 Cllrs M Coates, M Dutton, P Hannon, D Andrews, P Bucknell, G Foortse, J Holdom

Deputy Town Clerk A Kerrison

		Action (initials)
140	TO RECEIVE APOLOGIES FOR ABSENCE None received. Nothing received from Cllrs Glynn and Griffiths	
141	ELECTORS QUESTIONS None	
142	DECLARATIONS OF INTEREST None	
143	MINUTES The minutes of the meeting held on 25 TH February 2020 have been agreed by email by all Councillors that replied of the Leisure & Environment (L&E) Committee. They are an accurate representation of the meeting, but await formal approval when the council is able to meet. It was noted that no business was minuted in March other than matters arising from February minutes.	
144	MATTERS ARISING Minute 122 (107) – Creake Road cemetery – replacement/repair windows and doors. Are quotes imminent or can grounds-men tackle? Cllr Coates said that this work cannot be carried out by the groundsmen. Minute 122 (110) – Aldiss Park – repair to boardwalk – Any progress? Has Chairman assessed and found alternative solution, possibly involving grounds-men? Cllr Coates has not assessed the boardwalk further but felt that this was not something the groundsmen could do on their own. Minute 123 - The wall on Whitelands, adjacent to the bungalow. Has ownership been established and the wall repaired? Minute 125 – The Clerk has spoken to a carpenter. Has quote been received yet? Minute 130 - The arrangements made with the cricket club are null and void as the season has been cancelled due to the Covid-19 outbreak. However, progress has been made regarding clearing the changing rooms etc. Minute 137 – Little Angels could be using Trap lane Pavilion during Covid-19 crisis. Do we know if they are and what their bookings are for the foreseeable? Little Angels are using the pavilion during the lockdown on an ad hoc basis. They are giving the dates to the deputy Clerk.	
145	COUNCIL'S ESTATE Litter picking all areas – some litter to be cleared and bins to empty otherwise no issues. Millennium Park Children's play area - there are 6 children's scooters in there. The gates are locked so unsure how they got there. The Groundsmen will be working 2 days per week each from Monday 27 th April. They will not be working the same days to ensure that Social Distancing is observed. The allotments are keeping busy with many tenants working their plots and surprisingly there have been quite a few applications for empty plots. From April 1 st to date there have been 3 burials, thankfully nothing unusual. Queens Road Cemetery has been reopened but we are continuing to monitor. The Play Ground Equipment is in good order with no problems.	

	<p>John Fowkes reported that there is evidence of drinking etc at the Railway Cutting. This is probably because the Queens Road Cemetery has been closed. The Police are aware. CGM continue to grass cut the estate</p> <p>Barry will be weed spraying during the good weather and also plough some more of the allotments.</p> <p>John will continue to tidy Queens Road Cemetery which is now open. Cllr Holdom commented that the cancellation of a regular meeting in March was understood in view of lock-down obligations, although this ought not to have precluded the report of a significant L&E matter - the Kubota tractor breakdown, which had occurred in February. There has been no information on the repair work, no case made to L&E committee or indeed the Full Council March meeting on the cost/benefit analysis or even compliance with relevant Finance Regulation 4.1 - Budgetary Control and Authority to Spend which stipulates 3 estimates are required where spending costs exceed £500. Whilst there are often practical limitations in the application of this directive, it is regrettable that neither Full Council members; L&E committee members nor Council Chairman were consulted, knew details of, or were requested to authorise a significant expenditure item until the invoice for £3.6k was presented to accounts for payment last week.</p> <p>Cllr Foortse had a walk around town and along Church Lanes and through Queen's Rd Cemetery and Millennium Park. The grass in St. Peter's garden needs cutting – is this something our groundsmen do? This is done by CGM. They have been around this week, but the deputy Clerk will check with them whether this has been done. She noticed that the NNDC bin at the top of Constitution Hill is missing – do we know its whereabouts? It's been removed by NNDC. It was constantly being turned over/emptied in the lanes/dumped in the cemetery/ completely destroyed and NNDC decided to remove it. Cemetery looks much tidier although the hedge along Church Lanes could do with weeding also could this be an opportunity to give the George Edwards Memorial a good clean up? Any chance of some bedding plants in the planters outside the gates.</p> <p>The groundsmen can work at separate locations and in this case can probably do their full days (maybe finishing a bit earlier). However, any work where they need to be two handed will need to be left until later as it would cause concern to members of the public.</p> <p>Cllr Holdom's point regarding the tractor repairs was noted. What was the urgency to proceed with the repairs without passing this through the proper procedures? Could it not have been an item on the February L&E?</p>	
146	<p>REVIEW OF CEMETERY FEES</p> <ul style="list-style-type: none"> • Cllr Coates suggested they stay as they are at the present. • Cllr Dutton commented there are several errors that need correction before representation. • Cllr Hannon commented that the children's section does not make sense and needs revising • Cllr Bucknell was unclear if an increase is proposed. • Cllr Holdom Suggest further information is provided before any changes are recommended. Cost comparisons with neighbouring council providers and an annual report on burial business activity would be useful. Finance team could also produce a simple profit and loss account to confirm receipts are covering costs. Suggest bringing this item forward to future agendas with comprehensive information. • Cllr Foortse suggested that this should be discussed at a future meeting when fees could be compared with other Councils. <p>It was agreed by all that this matter should be looked at at a future meeting when more information is available.</p>	

147	<p>REVIEW OF TRAP LANE FEES</p> <ul style="list-style-type: none"> • Cllr Coates suggested they stay as they are at the present • Cllr Dutton commented: In the absence of any recommendations and with T&FG continuing there does not seem to be any purpose in any amendments. • Cllr Bucknell suggested fees should remain the same and should be reviewed again once usage recommences after COVID-19 shutdown and the future of the pavilion has been reviewed. • Cllr Holdom: In view of current hiatus and possible effects on future objectives, much more information required: an annual report on Trap Lane hiring's, buildings management, running costs and update from Task and Finish Group. Suggest this matter is carried forward to future agendas. • Cllr Foortse suggested we needed more information regarding this year's usage, and the cricket section needs updating. <p>It was agreed by all that this matter should be looked at at a future meeting when more information is available.</p>	
148	<p>THE USE OF ZOOM FOR TOWN COUNCIL MEETINGS</p> <ul style="list-style-type: none"> • Cllr Coates is happy to use zoom • Cllr Dutton commented : It would seem appropriate but perhaps a Committee can give it a go? Have we purchased the full Zoom software at the NALC offer rate? My understanding about the various offensive breaches reported is the danger of uncontrolled release of the link to the general population. I would suggest that once we have got the system up and running to our satisfaction then electors be invited to apply to 'attend' the meeting. • Cllr Andrews commented that Zoom seems to be the simplest option as most Councillors have different devices. There is an article online regarding the security of Zoom, but not sure how accurate this is. • Cllr Bucknell would be happy to use if there are no security issues. She also wondered whether the free application which is limited to 40 minutes would be sufficient, and how we handle this. • Cllr Holdom commented: Currently I have some limitations with various devices but happy to do trial testing. Before we proceed however, could we please have specific information about costs, a modest security risk assessment with recommendations to reasonably limit harm ready for implementation into relevant policy? • Cllr Foortse felt that Zoom meetings would give a stronger feeling of involvement and unity among Councillors than the system we are using at the moment. However, we need to be sure that everyone is able to join in and also we need some idea of costs. The system needs to be trialled with a committee meeting, the next one being D&M although the Clerk noted that there are no planning applications so this meeting may not take place. Cllr Foortse suggested that the Council would need to put together a policy regarding this so an extraordinary P&R meeting could be called and this could also act as the trial meeting. <p>It was agreed with 6 votes for and one abstention, that zoom should be trialled a committee meeting with a view to using it at all future meetings until the Council is able to meet again as normal.</p>	
149	<p>UPDATE ON GROUNDSMEN'S WORK SCHEDULE</p> <ul style="list-style-type: none"> • Cllr Coates is happy for them to work 2 days per week each • Cllr Dutton would like to see both of the Groundsmen working their normal hours. They would need to use separate vehicles and understand the need for social distancing. Now that they have the chainsaw training they can start on the backlog of trees and bushes 	

