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deputy clerk.
Cally-Ann Higham

LPCOS Cttee 2023/24

EARL SHILTON TOWN COUNCIL

MINUTES of the

LEISURE, PARKS, CEMETERY & OPEN SPACES (LPCOS) COMMITTEE MEETING

Held at 7 p.m. on

Tuesday 03 October 2023

At the Public Library, Wood Street, Earl Shilton, LE9 7NE.

MEMBERS PRESENT:

Councillors: A Bates (Chairman), M Tebbett (Deputy Chairman), Ms D Almey, M Leman, J O'Neil, and Ms C Wells.

In attendance: Town Clerk designate : Mrs C Houghton.
Deputy Clerk: Miss Cally-Ann Higham.
Head of Groundcare: Mr G Bennett
Members of the Public: Nil

23/054 Chairman's welcome and opening remarks.

The Chairman welcomed all Members and the new Deputy Clerk to the meeting.

Noted & Received.

23/055 To receive apologies for Member absence.

Resolved: to accept the reasoned apology from Cllr C Ladkin as tabled and recorded.

23/056 Declarations of interests. To receive disclosures of Member's interests, i.e., the existence and the nature of those interests in respect of items on this agenda.

Cllr D Almey – agenda item 23/066, due to being a member of the Waterloo Memorial group.

Resolved: to allow Cllr D Almey to remain in the room whilst this item is discussed but will not be involved in any discussion (unless asked by Members to provide information).

23/057 To receive and approve as a true record the minutes of the LPCOS Cttee meeting held on 05 September 2023.

Resolved: that the minutes of the LPCOS Cttee meeting of the 05 September 2023, as tabled, be accepted as a true record of proceedings.

23/058 Public Participation:

a. Public speaking protocol – requests received by the protocol deadline to be submitted to the Clerk with details of the agenda item they wish to address/relate. **None.**



b. That the meeting may be adjourned to allow members of the public to make representation about items that are not on the agenda (Electors' Time). *N/A*

23/059

To receive a verbal report from the Head of Groundcare.

The Head of Groundcare brought Members up to date with how the team are progressing with work load and what long term plans are in place for the teams requirements with equipment and training. This was also discussed at length under agenda item 23/070.

Noted & Received.

Point of Order

The Chairman brought forward agenda item 23/070 to be discussed with Members and the Head of Groundcare.

Resolved: Members resolved to go into Private Session to discuss 23/070.

See minute 23/070 below noting the outcome and also that the Head of Groundcare left the meeting after this agenda item at 7.48 p.m.

The Chairman continued with the meeting out of Private Session as per the agenda.

23/060

To receive a written monthly report from the Deputy Clerk.

Members received in their agenda pack a detailed report from the Town Clerk designate listing income received, unscheduled outgoing expense, works that have been completed since the last meeting, scheduled works for the month ahead and general updates such as;

- 1) Earl Shilton in Bloom have arranged for a contractor to mow the wild meadow in October 23 as part of the upkeep of the area.
- 2) Dog waste bags being dumped within the Oaklands Drive pocket park area will be monitored by the Ground care team.
- 3) John Barker Funfair will not be attending in October
- 4) The application for the tree works to be carried out on the 27 lime trees at Hall Field Park has been submitted. Works have been booked in for 20 Nov 23 if no objections are presented by HBBC. The LPCOS will also consider the idea of having a tree sculpturer to design one or two trunks from the felled trees.
- 5) Scheduled tree works are to take place at Bosworth Green on 05 Oct 23.
- 6) Scheduled tree works are to take place at Hall Field park on the 40 lime trees on 09 Oct 23.
- 7) Quotes are being gained for possible surface repairs to play areas at Wood St & Hall Field Park.

Noted & Received.

23/061

Correspondence received:

- a. Late correspondence received since this agenda was set.
None.

23/062 To review options to make a storm drain secure which is located at Maple Way Park.

Members reviewed the bespoke quotes to have the drain professional replaced with a heavy duty cover and have the surrounding area landscaped to be level with the cover.

Resolved: Members agreed for the ESTC trusted ground maintenance contractor, ~~DEACTED~~ to carry out the job at a cost of £280.00, the Deputy Clerk with arrange this.

23/063 To update Members on the recent BMX works at Wood Street Park.

The Chairman made Members aware that a site visit was scheduled for Wed 04 Oct 23 with the company to review the works, so an update will be provided in due course.

Noted & Received.

23/064 To confirm the location for the new 'letters to loved ones' post box at Mill Lane Cemetery.

Members discussed in detail all the suggested areas for the post box to be installed and also the wording to be mounted on the front of the post box.

Resolved: It was decided that the post box is to be installed next to the notice board at the entrance of the cemetery and the wording presented to Members is to be used. The Groundcare team will install the post box.

23/065 To confirm the location to have the new defibrillator fitted within the Town.

All business were contacted around the High Street area of the Town to ask if they would be willing to have the unit installed on the outside of their building and have it connected to their electric supply.

Resolved: The Chairman is going to contact the Minister at the local Church Hall to see if they would be willing to house the unit. This will be discussed at next month's meeting.

Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the agenda items below by reason of the confidential nature of the business to be discussed and will be requested to withdraw. Members will decide as necessary to resolve to go into Private Session. So resolved.

23/066 To review quotes to replace the Waterloo Memorial trees which were planted at Wood Street Park in the wild meadow area but damaged through ASB, and consider a new location for the trees.

Quotes were provided to replace the 6 trees that were originally planted within the wild meadow in memory of the soldiers involved in the Battle of Waterloo. Members also discussed the best location to replant the trees, taking into account anti-social behaviour in areas within the Town.



Resolved: Members agreed to purchase the trees from ~~REDACTED~~ ~~REDACTED~~ at a cost of £923.00+vat. This spend will be taken from the budget code of 4495. The trees are to be ordered in time to be planted around March 2024. Mill Lane Cemetery was decided as the preferred location for the trees. This will be confirmed at next month's meeting after a site visit by the Deputy Chairman and Deputy Clerk to ensure the trees will not encroach on the allocated grave plot area.

23/067 To consider quotes to have new metal fencing installed to replace a gate that surrounds the toddler play area at Wood Street Park.

Quotes were provided to have a new fence installed to replace the double gate.

Resolved: Members discussed in detail the requirements and decided that they would like to have a further quote with some amendments to the original quotes. The Deputy Clerk will report back at next month's meeting.

23/068 To examine the budget spend to date and 2024-2025 precept discussions.

The Town Clerk designate covered the figures with Members, as per the account documents provided to them. The account documents presented are to enable Cttee Members to consider the precept figures at a subsequent meeting.

Resolved: Members reviewed the figures and agreed that the recommendations to Full Council for the financial year 2024-2025 would be

- 1) to increase the budget code 4490 for Bedding plants to £3400k, this increase will ensure the ESTC can cover the cost of both Spring and winter planting within the Town**
- 2) increase code 4410 Dog Waste Bin Contract to £7500k to ensure this covers the cost**
- 3) increase code 4475 Vehicle Insurance to £3500k to ensure that the budget covers the cost if a current Ground staff member passes their driving test**
- 4) increase code 4500 Vandalism Repairs to £2000k as ASB is proving to be an issue of late**
- 5) increase code 4520 Road Vehicle Maintenance to £1200k to cover general repairs**
- 6) increase code 4525 Road Vehicle Replacement Fund to £4500k**
- 7) code 4530 Machine Replacement Fund to £6000k to build up a healthy reserve for future purchases, taking into account the current vehicle depreciation**
- 8) increase 4535 Plant and Machinery Maintenance to £5000k which will enable the team to keep on top of servicing of equipment and replacing if needed.**

23/069 To examine the fees and charges for the financial year 2024-2025.



The Town Clerk designate provided the relevant documents for Members to review the current ESTC fees and charges for Mill Lane Cemetery, the Mill Lane Cemetery extension land, hire of Wood St Park for the Funfair operating days and Weaver Springs Park football pitch hire.

Resolved: Members reviewed all of the current fees and charges and decided that for the financial year 2024-2025 there will be no increase for any of the fees or charges.

23/070

To discuss the ESTC plant machinery requirements following on from a site visit with Ground staff and Cllrs to review all equipment.

Following on from a site visit with Cllrs and Staff members on Tuesday 26 Sep 23 to review all ESTC machinery and equipment, the new Deputy Clerk and Head of Groundcare put together a list of requirements.

Resolved: After a lengthy and detailed discussion regarding the equipment needed for the Groundcare team, Members decided that it would be beneficial to carry out an audit on all ESTC plant, machinery equipment and hand tools before they consider purchasing further equipment. It was decided that the Head of Groundcare, Deputy Clerk and Cllr M Tebbett would meet on 12 Oct 23 to carry out the audit.

The Head of Groundcare also mentioned that it would be beneficial to have a second Mobile Vehicle Activation Sign within the Town and spare batteries for the units, which would eliminate the team from having to move the current MVAS unit between the 2 specified locations, preventing heavy lifting whilst working at height. Training on working at heights will be considered for the team. The Deputy Clerk will liaise with Cllr R Allen, as with Cllr Allen being the ESTC County Councillor he may have access to funding for this project. The Deputy Clerk will report back to Members at next month's meeting.

23/071

To review the quote from the manufacturer to replace a piece of play equipment which was vandalised at Wood Street Park.

A quote was provided from the play equipment manufacturer to replace the damaged equipment.

Resolved: Members discussed and decided that due to the cost of the equipment, that would use a considerable amount up of the budget, this would be put on hold until the new year and then reviewed. The Deputy Clerk will, as directed by Members, post on social media the damage caused and the cost incurred to replace such equipment to explain to residents why the equipment cannot be replaced without further consideration and being budgeted for.

The meeting closed at 9.05 pm with the Chairman thanking members for their attendance and contributions.



