



Howden Town Council

Minutes of the meeting of the Amenities Committee held on Tuesday 14 July 2020 at 7:15pm via Zoom video conference call

Present: Councillors H Chiswell, R Drury (Chair), R Hart, D Howard, A Morris, H Roberts, C Thackray, A Wilson.

Clerk: H Roberts Acting Clerk

Min 41 Apologies for absence

41.1 No apologies received

Min 42 Declaration of interest

42.1 Cllr Roberts declared non pecuniary interest in item 10 on the agenda

42.2 No dispensations were requested/granted.

Min 43 Election of Chair

43.1 Cllr Drury accepted the chair

Min 44 Election of Vice Chair

44.1 It was agreed to vote in a Vice Chair when required

Min 45 Minutes of the last meeting

45.1 The minutes of the meeting of 11 February 2020 were approved as a true record.

Min 46 To accept site safety inspection reports and procedure as required by 4.14 of the Internal Audit Action Plan 2018/19

46.1 The Acting Clerk had sent out copies of the site safety check sheets along with a procedure document. It was stressed that these need to be completed on a regular basis to ensure that the Town Council can maintain the sites in a safe condition and could quickly action any works required.

46.2 It was agreed that the Burial Clerk would be asked to complete the Knedlington Road Cemetery one, Cllr Drury would do Shelford Avenue and Howden Marsh, Cllr Thackray would check Derwent Play Park and Cllr Howard would do the Minster Grounds under the guidance of Cllr Roberts.

46.3 Cllr Chiswell suggested adding in the procedure sheet that photos should be taken to help show and monitor items.

46.4 The Acting Clerk was asked to draw up a sheet for the Parson Lane site.

Min 47 Christmas Late Night Opening; to consider cancelling this year's event due to Coronavirus restrictions

47.1 The Acting Clerk had contacted the Shire Hall and in principle it was agreed to cancel the late night event this year as it was still uncertain when and how the Shire Hall would open and if a mass gathering of people in December would be allowed.

47.2 It was suggest that if circumstances changed an event could be arranged at short notice.

47.3 The cancellation is to be advertised on the website and Council's Facebook page.

Min 48 Derwent Park – to receive a verbal report from the Acting Clerk and to agree short- and long-term actions

48.1 The Acting Clerk informed members that the play area could now be opened up. Signs need to be erected to advice users of social distancing and personal hygiene in line with Government guidelines.

48.2 The Acting Clerk informed members that the astro turf was now down but still needed sanding.

Min 49 Howden Marsh LNR – to receive verbal report from the Acting Clerk and agree any short term and annual actions

49.1 Cllr Drury informed the committee that he had cut the sides of the path and the boardwalk.

49.2 The Acting Clerk informed members that he had arranged for a volunteer to spray the Himalayan Balsam as it was starting to get established. Under Schedule 9 by The Wildlife and Countryside Act 1981 (Variation of Schedule 9) (England and Wales) Order 2010 the Council has a duty to control and eradicate the plant.

49.3 Due to the vigorous nature of its growth the Acting Clerk suggested that a contractor should be asked for a price to undertake a spray in May/June each year for at least 3 years to control its spread.

49.4 The Acting Clerk informed members that a program of tree felling should start in September/October with the removal of the fallen willow in the pond.

49.5 The Council had been approached by a forest school leader asking permission to use the Marsh over August to run a number of sessions for local children. The Acting Clerk had agreed in principle subject to Council approval and appropriate risk assessments and insurance being produced.

Min 50 Project Loo – To agree expenditure of £500 for the architect to draw up a room data specification and £500 for a structural engineer to design the footings and supports for the hoist to assist the Council to request 3 tenders. To consider funding the construction of the building from funds available to the Council.

50.1 As the estimated price for the construction of the building alone is in the region of £35,000 the Council needs to obtain 3 quotes for the work ref Financial Regs 2020 section 11.1.b. To aid with this a pack needs to be pulled together so that builders can quote on a like for like basis.

50.2 The prices from the architect, Briar Property Design for 500 who did the original drawings and the structural engineer, Tillet Consulting Engineer for 500 were agreed.

50.3 It was suggested that the building should be paid for by the Town Council and that grants could be applied for the specialist fitting out of the interior. The new Clerk is to be asked to look into a PWL for the build.

Min 51 Health and Safety – to review H&S documents and agree a plan for the drawing up of required procedures and documents in line with RAM Committee, Internal Audit Action Plan and comments from our Insurance Brokers

51.1 The Acting Clerk emphasized the need for an up to date Health and Safety Policy and generic risk assessments for all activities for the council.

51.2 The Council are to be asked to request that RAM committee review the H&S Policy and put in place generic risk assessments.

Min 52 Date of next meeting

8 September 2020

The meeting closed at 8:05 pm.