

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 18 MARCH 2014**

PRESENT

Chairman Cllr. D. Pritchard,
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. J. Frosdick, Cllr. Y. Nolan, Cllr. A. Yiasimi
Ms. J. Chance (Town Clerk)
Mrs. J. Warner (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 28 JANUARY 2014**

The minutes of the meeting held on 28 January 2014, which were **APPROVED** by full council on 03 March 2014, were signed by the Chairman of the committee.

2. **DECLARATIONS OF INTEREST**

Cllr. Bartlett declared an interest in respect of his membership of Cromer Preservation Society.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were considered and accepted from Cllr. Airs (deputising for Mayor at Twinning AGM), Cllr. Harris (holiday), Cllr. Plewman (incapacitated), Cllr. Saunders (work commitments).

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **CEMETERY (No 2 Site)**

5.1 **Cemetery Lodge**

Cllr. Bond is continuing to progress the paperwork for the planning application.

5.2 **Surplus roof tiles**

These will be placed on eBay when there is a free listing event.

5.3 **Unauthorised Items on Graves**

It was **AGREED** to suspend standing orders to reconsider matters relating to tributes on cremation plaques.

Members were in receipt of an email from a member of the public and were advised of a meeting attended by the Mayor, Deputy Clerk and the gentleman concerned to discuss his concerns in respect of the rules and regulations relating to tributes in the cremation tablet area.

The Deputy Clerk provided detail of the history of the setting up of the cremation tablet area in 2004/5 and the rules and regulations in place at the time. Members were also advised of the correspondence between the Town Council and memorial mason relating to the application for the tablet concerned where the monumental mason was advised that he should

inform his customer that he would be unable to leave flowers. Professional advice has been sought and circulated to members. It was noted that the majority of people wish that the cemetery is well maintained. The rules and regulations are in place for this reason. Following discussion, it was **AGREED** to write to the complainant to explain why the rules and regulations are in place, to advise that the memorial mason was reminded of the need for an inset vase at the time of the application for the plaque and to suggest that the complainant contact the memorial mason. It was further **AGREED** that full copies of the rules and regulations are sent to every family at the time of interment and upon receipt of an application for permission to lay/erect a memorial. It was noted that in 2009 permission was given for an extra vase to be installed at the head of a cremation plot. Following discussion it was **AGREED** to rescind the permission given in 2009 as it is not within the rules and regulations. It was further **AGREED** to offer to pay any reasonable out of pocket expenses to the applicant. The Deputy Clerk advised that a letter had been drafted to be sent to families in respect of the baby grave area to remind them of the rules and regulations relating to this area. The letter is yet to be approved by the Chairman and the Clerk.

Standing Orders were no longer suspended.

5.4 Rules & Regulations

The Deputy Clerk reported on several issues which have arisen and require clarification in the rules and regulations:

Large caskets/coffins – It was noted that the grave digger will charge extra for graves above the standard size and this needs to be reflected in the list of cemetery fees. Concern was also raised in respect of how to charge for graves which overspill into the next grave space. It was **AGREED** to seek professional advice in respect of large caskets/coffins.

Metal coffins/caskets – It was **AGREED** to seek professional advice in respect of the use of metal coffins/caskets.

Brick lined graves – It was **AGREED** to seek professional advice in respect of brick lined graves.

Tributes on graves with no headstone – It was **AGREED** to add the wording 'Tributes in this area must be approved by Cromer Town Council'.

Vehicles parked at cemetery – It was **AGREED** to add a rule stating that 'No vehicles are to be parked at the cemetery overnight'.

Cremation plots – It was **AGREED** to add a rule stating that all holders containing cremated remains must fit within the area of the cremation plaque.

Removal of unauthorised tributes on graves – It was **AGREED** to add the wording 'Unauthorised items will be removed without payment or consideration of compensation'.

5.5 Baby Grave Section

It was **AGREED** to set an administration fee of £25 for the purchase of exclusive rights of burial in the baby grave section.

5.6 Delegated powers

In view of the need for urgent decisions to sometimes be made in respect of interment applications, it was **AGREED** to delegate authority to the officers in consultation with the committee chair or vice chair and that any such decisions are reported at the next meeting of the committee under a special agenda heading.

5.7 Wildlife in Cemetery

It was **AGREED** to adopt a wildlife policy (refer attached).

5.8 Garden of Remembrance

It was noted that Cllr. Bond and Cromer in Bloom are progressing plans for the redesign of the walled Garden of Remembrance area.

5.9 Other Cemetery Matters (for information only)

There were no other matters to report.

6. **CEMETERY (No 1 site)**

6.1 Cemetery Chapel

Paperwork from Mr. Margaron was circulated together with projected costs to bring the chapel up to the standard required to rent it out as a studio. It was noted that there is not enough money in the budget to cover the costs involved. Following discussion, it was **AGREED** that as the building is secure and watertight, to recommend that the earmarked reserve be carried forward for a further year and then the project reviewed. It was agreed that the clerk write expressing our gratitude to Mr. Margaron and Mr. Claxton for their time and effort.

6.2 Maintenance of Railings

It was **AGREED** to obtain quotations for the repainting of the railings on the front boundary of the old cemetery.

7. **GARDEN ALLOTMENT SITE**

7.1 Garden Allotment Site

It was noted that a permanent site for the allotments is still being sought.

8. **STREET LIGHTING**

There were no street lighting matters to report.

9. **BUS SHELTERS, BENCHES & BINS**

9.1 Benches

It was noted that all the benches have been inspected by members and most of the plaques have been damaged by wood stain. It was **AGREED** to instruct the Clerk to advise the contractor that the contract is terminated

and that members are disappointed with the work carried out. It was further **AGREED** to advise the contractor that if any families ask that the damaged plaques are replaced, he will be asked to reimburse the costs. The Clerk advised that the missing bench has been reported to the police.

9.2 Grit Bins

It was noted that the proposal for a reduction in the number of refills of grit bins is not yet in place.

10. **FLAGPOLES**

10.1. Old Flagpole

The Clerk advised that she and Cllr. Bartlett are to meet with the artist.

10.2 Churchyard Flagpole

It was **AGREED** to permit Fox's Funeral Directors to place a plaque on the flagpole.

It was noted that the Christmas Committee will not be using the old base point for the traditional Christmas tree. It was **AGREED** that there would be no decision made in respect of the 2014 alternative tree until the design has been seen.

11. **CORRESPONDENCE AND ANY OTHER MATTERS** (for information only)

11.1 War Memorial

It was noted that the Chair, Clerk and Deputy Clerk had met with representatives from English Heritage and NNDC. A report is awaited but initial feedback indicated that the figures will need to be replaced and that some repair work to the top of the memorial is required. A meeting of the working group is to be arranged as soon as the report is received.

11.2 Cromer in Bloom

The Clerk read a list of requests from Cromer in Bloom each of which were considered in turn. It was **AGREED** to permit Cromer in Bloom to erect screening in front of the compost bins in the garden at North Lodge. It was **AGREED** that if CTC take on North Lodge Park, mesh will be installed on the windows of the shelter by the bowling green. It was **AGREED** to check the lease in respect of usage of the garden by the Hoyl group for their summer barbecue and a letter be sent to them in respect of the complaint received.

It was **AGREED** to permit Cromer in Bloom to use the garden and/or Council Chamber for their presentation day on 07 August 2014 at no charge.

It was noted that Cromer in Bloom wish to plant memorial trees in Suffield Park in memory of Vera Woodcock MBE. This is subject to a licence being granted by NNDC.

11.3 Office furniture

It was noted that one quotation has been received for the reception counter. The Clerk was instructed to obtain two further quotations.

12. **DATE OF THE NEXT MEETING** – 7pm on 29 April 2014

13. **RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC**

It was **AGREED** that in view of the nature of the matters to be discussed, the public and press be excluded from the meeting.

14. **Quotations for various works**

Quotations for the following works were considered:

Lockable Box on Churchyard Flagpole – It was **AGREED** to accept the quotation of £155 from Freewheel UK.

Boundary Fence at Cemetery No 2 Site – Three quotations were presented to members. It was **AGREED** to accept the quotation of £1842 from PBL. These costs will be split 50:50 with the adjoining landowner, Mr. Oliver.

Replacement Noticeboard at Cemetery No 2 Site – It was **AGREED** to accept the quotation of £182 from Janakken.

Dogs on Leads signs – It was **AGREED** to accept the quotation of £110 for two signs from Structureflex.

Garage Doors at Cemetery No 2 Site – The works have been carried out as a matter of urgency.

Lectern style noticeboards – It was **AGREED** to pass this to the Promotions and Development Committee to progress.

There being no further business, the Chairman closed the meeting at 9.25pm.

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Signed

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Dated

CROMER TOWN COUNCIL

POLICY FOR DEALING WITH WILDLIFE IN CEMETERY

Cromer Cemetery is on the edge of the town surrounded by woodland and fields. Rabbits and moles are among the regular visitors to the cemetery.

Rabbits

Problems caused: Rabbits eating flowers on graves.

The rabbits live in warrens in the surrounding woodland and come into the cemetery to feed on the floral tributes left on graves. In the past Cromer Town Council considered installation of a rabbit proof fence but due to the size of the land this was prohibitively expensive and CTC were advised that no fence is 100% rabbit proof. If the rabbits got into the cemetery and then couldn't get out they would be likely to burrow within the cemetery grounds.

To protect floral tributes, small cages/fences are permitted as long as they fit snugly to the plinth of the headstone.

Moles

Problems caused: Unsightly molehills
Mole runs
Concern from relatives of disturbance of graves
Damage to mower blades by dislodged stones

In the past pest controllers were employed but due to the nature of the surroundings this was found to be ineffective. CTC has consulted with other authorities to find out how they manage this issue. The current procedure at Cromer Cemetery is as follows:

The Cemetery Maintenance contractor is asked to regularly clear/flatten the molehills and is therefore aware of any stones.

No shallow graves are permitted thus no remains should be disturbed.

Regular inspections are carried out to check the stability of memorials.