

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 16 SEPTEMBER 2014**

**PRESENT**

Committee Chair Cllr. D. Pritchard,  
Cllr. T. Bartlett, Cllr. A. Yiasimi  
Ms. J. Chance (Town Clerk)  
Mrs. J. Warner (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 29 JULY 2014**

The minutes of the meeting held on 29 July 2014, which were **APPROVED** by full council on 08 September 2014, were signed by the Chair of the committee.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllrs. Adams, Frosdick and Nolan due to holiday and from Cllrs. Harris and Sanders due to work commitments.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

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

5.1 Cemetery Lodge

It was noted that the Town Council have accepted an offer of £220,000. The Clerk was asked to find out whether the new owners will be able to park on the cemetery drive.

5.2 Surplus roof tiles

The tiles are yet to be advertised for sale.

5.3 Cemetery Chapel

Members were in receipt of the estimated heating costs. Due to the minimal costs involved, it was **AGREED** that no additional costs will be charged for heating. Thus the fees for the use of the chapel for funeral services will remain at £75 and £150 depending on whether the deceased was a parishioner.

It was felt that the chapel needs to be advertised more widely. It was **AGREED** to instruct the Deputy Clerk to work with the webmaster to update the website to promote the availability of the chapel for services.

5.4 Garden of Remembrance Planting Scheme & bins

The Clerk read a report from Cromer in Bloom which suggests suitable plants for the Garden of Remembrance. It was **AGREED** to instruct the

Clerk to contact About with Friends to ask whether their team of gardeners would be interested in quoting for the project.

Members were in receipt of photos of the bins and surrounds at Colney Wood Burial Ground. The contractor has advised that where there is a green bin, visitors are being more careful in separating the compostable and non-compostable waste. It was **AGREED** to instruct the Clerk to obtain quotations for 3 bin surrounds and 2 more green bins.

A complaint was received from the contractor that bagged dog waste is causing problems when emptying the bins. It was therefore **AGREED** to purchase a separate litter bin for bagged dog waste as long as the contractor can dispose of this.

5.5 Unauthorised items on graves

Members discussed the forthcoming removal of unauthorised items from graves. The Clerk will make enquiries of alternative secure storage facilities. An email from a member of the public was noted. Items will be removed as per the rules and regulations.

5.6 Cemetery Wall

The Clerk provided an update and costs for an inspection of the damage. Assurances have been received from one professional that the wall is in no immediate danger of falling. It was **AGREED** to instruct the Clerk to obtain quotations for the repair of the wall and to also inform the insurance company. It was noted that the pillar by the gates at the side of the cemetery needs to be inspected.

5.7 Layout of grave plots

It was **AGREED** to instruct the Deputy Clerk to write to the grave diggers to confirm that when starting to dig a new row, the size of plots should be 9' x 4'.

5.8 Cemetery Contract and Handyman Contract

It was noted that the contracts are due for review in December. It was **AGREED** that Cllr. Pritchard and the officers will meet to progress this.

5.9 Other Cemetery Matters (for information only)

Members were in receipt of photos of an alternative cremated remains area taken by the Deputy Clerk whilst on holiday. These will be kept on file for future reference.

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

6.1 Maintenance

It was noted that the September cut is due.

7. **GARDEN ALLOTMENT SITE**

The Clerk advised that letters have been sent to tenants reminding them that their tenancy expires on 29 September 2014. The tenants who are remaining have been contacted. Members received an update in respect of the continuing search for allotment land.

8. **STREET LIGHTING**

8.1 Turning off lights after midnight

It was noted that members have reported on the street lights included in the first phase of the project. The Clerk will be writing the risk assessment in due course.

8.2 Hall Road Light

It was noted that due to works to the footway, one of the lights may have to be moved.

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

10.1 Review of Assets

This is still on-going. The Clerk has received most of the inspection sheets which are to be collated.

11. **FLAGPOLES**

11.1. Repairs to flagpoles

It was noted that Mr Margaron is awaiting quotes for scaffolding.

11.2 Flag flying during Christmas Period

It was noted that as part of the review of the Flag Flying Policy, the Promotions & Development Committee have agreed that the flagpole at North Lodge can be used for the celebratory flying of flags whilst the flagpole at the Churchyard is unavailable.

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

12.1 SLCC Cemetery Legal Compliance

It was **AGREED** that the Deputy Clerk should attend this course which is on 3<sup>rd</sup> March 2015 in Norwich.

13. **DATE OF THE NEXT MEETING** – 7pm on 28 October 2014

14. **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.

15. **QUOTATIONS FOR REPAIRS OF GARDEN OF REMEMBRANCE WALL**

It was noted that a formal specification has been sent to the contractors in order that comparative quotations can be submitted.

*The Deputy Clerk left the meeting.*

16. **QUOTATIONS FOR FRONT DOOR AT NORTH LODGE**

The Clerk advised that one quotation has been received and others are awaited.

There being no further business, the Chair closed the meeting.

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Signed

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Dated