

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 09 DECEMBER 2014**

PRESENT

Committee Chair Cllr. D. Pritchard,
Cllr. T. Bartlett, Cllr. J. Frosdick, Cllr. M. Saunders, Cllr. A. Yiasimi
Cllr Bond was in attendance
Ms. J. Chance (Town Clerk)
Mrs. J. Warner (Deputy Town Clerk)
Mr. Giles Margaron (to item 5 incl)
2 members of the public

1. **MINUTES OF THE MEETING HELD ON 21 OCTOBER 2014**

The minutes of the meeting held on 21 October 2014, which were **APPROVED** by full council on 01 December 2014, were signed by the Chair of the committee.

2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

There were none.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllr. Adams due to representing Council elsewhere, Cllr. Nolan due to illness, Cllr. Harris due to work commitments

4. **PUBLIC PARTICIPATION**

No members of the public wished to speak.

5. **FLAGPOLES**

Mr. Margaron provided an update in respect to the repairs to the two flagpoles. It was noted that the central halyard has also now broken. It was **AGREED** to proceed to ask Mr. Margaron to obtain quotations for the work and then make a decision.

It was noted that there needs to be a decision made in respect of what is to be done with the remainder of the wood from the old flagpole. The Clerk was instructed to ask members for suggestions.

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

6.1 **Cemetery Lodge**

It was noted that The Lodge is now back on the market but a member of the public has asked whether it would be possible to rent the dwelling from the Town Council. It was **AGREED** to decline the request and to continue to advertise the property for sale.

6.2 Garden of Remembrance

The Clerk advised that she is continuing to pursue this project with several gardeners.

6.3 Unauthorised items on graves

It was noted that due to illness and inclement weather no items have yet been removed from graves. Fresh notices have been posted at the cemetery advising that unauthorised items will be removed in the New Year. It is hoped, that as many people visit the cemetery over the Christmas period, it will raise awareness and families will make contact with the office.

6.4 Maintenance Contract

It was noted that the contractor is happy to continue on a rolling 3 month contract.

6.5 Chapel Tower

It was noted that no works were done at the time of the last inspection. It was recommended that a bat survey is carried out and the tower inspected. The Clerk was instructed to obtain quotations.

6.6 Crematorium

It was noted that the appeal is progressing. If successful, Westerleigh hope to start work early in 2015.

6.7 Garage Door

The Clerk advised that the door is broken again and one quotation has been received for repair/replacement. The Clerk was instructed to obtain further quotations.

6.8 Cemetery Inspection

It was noted that several issues had been identified. Concern was raised that the driveway needs urgent attention and there is no money in the budget for this. If the Crematorium progresses Westerleigh will be replacing the driveway.

The Deputy Clerk reported that the contractor has raised concern that the moles are now over running the cemetery, mole runs are collapsing and it appears that several headstones are now leaning where there has been persistent mole activity. The Deputy Clerk suggested that the headstones need to be professionally inspected and action needs to be taken to prevent injury to staff or visitors from the collapsing mole runs. Following discussion it was **AGREED** to defer any decision in respect of the molehills until the end of March or as such time when the appeal decision is made as it was felt that the building works would deter the moles. A visual inspect of the headstones will be carried out.

6.9 Other Cemetery Matters (for information only)

There were no other matters to discuss.

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

There was nothing to report.

8. **GARDEN ALLOTMENT SITE**

8.1 Land for new allotment site

The Clerk was in receipt of professional advice in respect of the two pieces of land which was circulated to members. It was **AGREED** that the land on Holt Road does not meet requirements and the Clerk was instructed to contact the owner of the land to advise her of this.

It was noted that the 42 people on the allotment waiting list had been contacted to ask how much they would be prepared to pay for an allotment. 25 replies have been received of which some no longer need an allotment and only 4 would be prepared to pay £100p.a. or more.

It was **AGREED** to wait for the outcome of the crematorium appeal before progressing any further.

8.2 Other allotment matters

There were no other matters to report.

9. **STREET LIGHTING**

9.1 Turning off lights after midnight

Once the last inspection sheet has been received, the Clerk will prepare the risk assessments.

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

10.1 Review of Assets

The inspection sheets have been returned and works listed. The Clerk will meet with Cllr. Saunders to go through the list of bench repairs in relation to the maintenance policy.

The backing sheet on the Suffield Park and Town noticeboards needs to be replaced. Quotes will be obtained and the Clerk will also contact the Chamber of Trade in respect of the noticeboard near the museum.

It was **AGREED** to order an A5 sized stencil for use when marking council property.

11. **WAR MEMORIAL**

11.1 War Memorial Restoration Fund

An updated income and expenditure sheet was circulated. Further donations have been pledged. Thanks were given to everyone who has participated in the fundraising and other committee events. Grant funding applications will be submitted in the New Year.

12. **NORTH LDOGE**

12.1 **Outdoor Electrical Socket**

The Clerk circulated information in respect of an offer to install an electrical socket on the North side of the building for use at a wedding in 2015. It was felt that this would also be of use to Cromer in Bloom. It was **AGREED** to approve this subject to there also being an on/off master switch inside the building and satisfactory receipt of the electrician's registration certificate and public liability cover.

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

There was no correspondence to report.

14. **DATE OF THE NEXT MEETING** – 7pm on 20 January 2015.

15. **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.

The members of the public left the meeting.

16. **QUOTATIONS FOR WORKS**

Quotations were considered for the following works:

- **Front Door at North Lodge** – The Clerk presented three quotations. It was **AGREED** to accept the quotation of £2325 from Sash Window Preservation.
- **Cemetery Wall** – The Clerk presented three quotations. It was noted that all those quoting had confirmed that the wall is in no immediate danger of collapse and thus no works will proceed until the outcome of the crematorium appeal is known. It was **AGREED** that if the repairs do become necessary then the quotation of £522 from Scott Massingham will be accepted.
- **Bin Stores** – The Clerk presented three quotations. It was **AGREED** to accept the quotation from Cromer & District Funeral Services at £146 each without a base or £181 each with a base.
- **Soakaways at Cemetery Chapel** – It was noted that the gutters and pipes are now clear by two soakaways are blocked with tree roots. The Clerk was asked to obtain further quotations.

The Chair left the meeting as he was due to represent council elsewhere.

The Deputy Clerk left the meeting.

The Vice Chair took the Chair.

- Garden of Remembrance Wall – The Clerk presented three quotations. It was **AGREED** to accept the quotation from Scott Massingham at £327 +vat for phase 1 and £365 +vat for phase 2.

There being no further business, the Vice Chair closed the meeting at 8.25pm

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Signed

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Dated