

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 26 MAY 2015**

PRESENT

Committee Chair Cllr. D. Pritchard,
Cllr. J. Frostdick, Cllr. Y. Nolan.

Mrs. J. Warner (Deputy Town Clerk)

1. **ELECTION OF COMMITTEE VICE CHAIRMAN**

It was **AGREED** that Cllr. Bartlett be elected Vice Chairman.

2. **MINUTES OF THE MEETING HELD ON 14 APRIL 2015**

The minutes of the meeting held on 14 April 2015, which were **APPROVED** by full council on 05 May 2015, were signed by the Chair of the committee.

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

There were no declarations of interest.

4. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllr. Adams and Cllr. Bartlett due to holiday. Cllr. Russell was absent. It was noted that the Town Clerk is ill and thus unable to attend the meeting.

5. **PUBLIC PARTICIPATION**

There were no members of the public present.

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

6.1 **Delegated Powers**

It was noted that delegated powers had been used to approve the following:

3 small plaques in Garden of Remembrance replaced with one larger plaque.

Teddy bear shaped memorial in section V approved subject to the removal of the coloured paint.

Permission for two adjoining headstones to be anchored to one long plinth.

It was noted that a teddy bear shaped memorial in the baby section is yet to be approved. Full specification is awaited from the mason before a decision is made.

6.2 **Cemetery Lodge**

It was noted that the sale of Cemetery Lodge has been completed. This item will be removed from future agendas.

6.3 Garden of Remembrance

It was noted that the Garden of Remembrance has been planted up. The Deputy Clerk advised that whenever visiting the cemetery she has checked whether the plants needed to be watered.

6.4 Unauthorised items on graves

Work has commenced in removing the unauthorised items from graves. A date is to be set for the next phase. Members welcomed Marion Saunders' offer to continue to help with this project which was **APPROVED**.

6.5 Molehills

The Deputy Clerk advised that a resident had raised concern in respect of the molehills. This was noted. Members felt that it was inappropriate to use gas in the cemetery to kill the moles. It was **AGREED** to continue to monitor the situation and ensure that the contractor removes the molehills and fills in any collapsed mole runs. It is hoped that if the crematorium is built the ground works will deter the moles.

6.6 Chapel

Members were in receipt of the bat survey. It was **AGREED** that this item be carried forward to the next agenda for a full update.

6.7 Fallen Tree

It was noted that the memorial inspection report had been forwarded to David Oliver. Cllr. Pritchard queried whether permission would be needed from the owners of the headstones before any remedial works could take place.

6.8 Driveway

It was **AGREED** to accept a quotation of £145+vat to clear the blocked road gully.

6.9 Other Cemetery Matters (for information only)

There were no other matters to report.

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

It was noted that The Wildlife Works will be advising on how best to deal with the overgrowth of Alexander plants near the cemetery wall.

It was noted that the gate can be difficult to open and close but no repairs are necessary at present.

8. **GARDEN ALLOTMENT SITE**

It was noted that the site has been cleared.

9. **STREET LIGHTING**

10.

9.1 Turning off lights after midnight

Cllr. Pritchard provided an update and advised that together with the Mayor and the Clerk, he will be attending the CPRE Light Pollution Conference at the UEA on 10 June 2015.

10. **STREET FURNITURE & ASSETS**

10.1 **Grit Bins**

An update is still awaited from Cllr. Bartlett in respect of the search for a suitable paint to mark the grit bins.

10.2 **'Welcome to Cromer' Sign**

The letter from a resident presented at the last Town Council meeting was noted. It was **AGREED** that the current sign serves its purpose and there is no need to replace it. It was requested that any stickers on the back of the sign be removed.

11. **FLAGPOLES**

11.1 **Repairs to Flagpoles**

It was noted that Cllr. Pritchard and the Clerk had met with Mr. Margaron and Alan from Freewheel UK. It was suggested that Cromer Town Council pay for the scaffolding and the painting of the flagpole and that Freewheel UK will carry out the works to lower the crosstrees, sheer off the bolts and replace the halyards at no cost to the Town Council. It was **AGREED** that this course of action be **APPROVED**.

12. **WAR MEMORIAL**

Cllr. Pritchard reported on the Crab and Lobster Festival at which the new Town Council gazebo was in use. This will be used again at other events for fundraising and to raise awareness of the project. It was noted that the bid writer has been ill and thus the first deadline was missed. She will let us know if there is a likelihood of the next deadline being missed in order that alternative arrangements can be made.

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

It was noted that one of the small windows upstairs needs to be replaced. It was **AGREED** to make tentative enquiries for a guideline quotation to double glaze the remainder of the windows at North Lodge with a view to consider going out to formal tender at some point in the future.

Cllr. Pritchard asked that the Policy and Resources Committee Budget for the maintenance of North Lodge be transferred to Works & General Purposes Committee.

It was requested that an item in respect of Memorial Inspection at the Old Cemetery be added to the next agenda.

14. **DATE OF THE NEXT MEETING** – 7pm on 30 June 2015.

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

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Signed

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Dated