

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 10 MAY 2016**

PRESENT

Committee Chair Cllr. D. Pritchard,
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. J. Frostdick, Cllr. Y. Nolan, Cllr. C. Robb,
Cllr. D. Russell

Mrs. J. Chance MILCM (Town Clerk)
Mrs. J. Warner MILCM (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 29 MARCH 2016**

The minutes of the meeting held on 29 March 2016, which were **APPROVED** by Full Council on 11 April 2016 were signed by the Chair of the committee.

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

There were none.

3. **APOLOGIES FOR ABSENCE**

There were none.

4. **PUBLIC PARTICIPATION**

There was none.

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

5.1 Delegated Powers

It was noted that delegated authority had been given for a casket of ashes to be interred at extra depth to allow for two further caskets in the future.

5.2 Cemetery Maintenance Inspection

It was noted that two inspections had been carried out since the last meeting and that all works are either complete or in hand.

5.3 Unauthorised tributes on graves

It was noted that a date for the continuation of the inspection is yet to be set.

5.4 Signage

It was noted that the signage is now in place.

5.5 Shrubs on graves

It was noted that the shrubs are to be removed this week.

5.6 Memorial Inspection

It was noted that the inspection had taken place and where necessary memorials had been laid.

5.7 Repair/reinstatement of memorials

The reinstatement of laid memorials has commenced and is on-going. The Clerk was instructed to contact the masons to ask that appropriate clothing is worn at all times.

It was noted that one family had asked whether the book style memorial on their family grave could be left flat. It was **AGREED** to contact the family to suggest the following options:

1. Family to arrange for the memorial to be professionally reinstated within 4 weeks.
2. The Family to submit an alternative proposal if they wish for it to be reinstated as a flat memorial.
3. If nothing done within 4 weeks, the Town Council will rearrange for it to be reinstated as part of the on-going programme of works.

5.8 Vehicles on grass

It was noted that a request has been received from a couple with mobility problems for permission to drive on the grass close to their son's grave. It was **AGREED** that each case should be treated on its merits and in this case a special dispensation will be made. The Clerk was instructed to write to the family concerned giving permission and stipulating that vehicles should not be driven on to the grass if the grass is wet.

5.9 Any other matters (for information only)

It was noted that one of the taps next to the driveway has been damaged and arrangements have been made for repair.

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

6.1 Biodiversity Awards

It was noted that the nomination is to be submitted this week.

6.2 Other Cemetery Matters (for information only)

There were no other matters to report.

7. **GARDEN ALLOTMENT SITE**

There were no matters to report.

8. **STREET LIGHTING**

8.1 Faulty light behind Corner Street

It was noted that the Clerk had written to Norman Lamb MP. Nothing further has been heard from the complainant.

8.2 Any other Street lighting matters (for information only)

There were no other street lighting matters to report.

9. **STREET FURNITURE & ASSETS**

9.1 Street furniture

It was noted that concern has been raised in respect of the cleanliness of some of the bus shelters especially the one at the top of Mill Road and that the Police are monitoring reports of anti-social behavior. It was **AGREED** to instruct the Clerk to arrange for a one-off deep clean of the shelter at Mill Road. It was also **AGREED** that the maintenance contract needs to be varied so that the shelters are swept on a fortnightly basis from 01 May to 30 Sept.

Concern was also raised that it appears that the lead on the roof of the shelter has also been damaged. The annual inspection of assets is now due and a list of items for inspection will be circulated to members.

10. **FLAGPOLES**

There were no matters to report.

11. **WAR MEMORIAL**

11.1 Grant Funding Applications

Quotations for the works to the memorial and for appointment of a conservation accredited professional to oversee the project were opened and noted. These will be forwarded to the War Memorial Trust as part of the grant application.

11.2 War Memorial

Somme 100 – It was noted that a press release has been issued in respect of the plans to hold a vigil and service to mark Somme 100.
Crab & Lobster Festival – It was noted that a pitch has been booked at the Crab and Lobster Festival to further raise awareness of the project. Cllr. Pritchard asked for assistance on the Saturday to erect the gazebo and on Sunday to dismantle it.

12. **CORRESPONDENCE**

12.1 Crematorium

It was noted that the first phase of monies had been received and that work has started to widen the main entrance to the cemetery. A suggestion has been made that subject to the land owner's consent, surplus soil could be deposited on neighbouring land thus reducing vehicle movements. The works are expected to take 32 weeks with the handover to take place in December. Members were asked to consider what to do with the old gates and masonry from the main entrance.

12.2 Safe storage of documents

As no immediate solution has been found it was **AGREED** to obtain professional advice.

12.3 Bus Shelter

It was noted that the shelter has been installed and gardens landscaped.

12.4 Any other correspondence (for information only)

13. **DATE OF THE NEXT MEETING** – 7.00pm, 14 June 2016

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

15. **QUOTATIONS**

Quotations for the following works were considered:

15.1 Street Lighting tenders

A summary sheet of the quotations was circulated. It was noted that costs were higher than originally estimated due to the need to replace 93 columns and for the 22 heritage columns and lanterns. It was **AGREED** to recommend that the Town Council accept the quotation from T T Jones Electrical and that the £20,000 saved on bollards is transferred towards the cost. It was also **AGREED** to ask for evidence of satisfactory trade indemnity.

15.2 Church Floodlights

It was noted that the cost of replacement wicker panels would be £1200 thus it was **AGREED** to not replace the surrounds.
It was noted that that the angle of some of the Church Floodlights needs to be adjusted and that the timers need to be changed to allow for the lighter evenings.

There being no further business, the Committee Chair closed the meeting at 8.35pm

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Signed

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Dated