

MINUTES OF THE MEETING OF THE WORKS AND GENERAL PURPOSES COMMITTEE
HELD ON TUESDAY 6TH SEPTEMBER, 2016 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Chairman – Cllr. D. Pritchard, Vice-Chairman – Cllr. T. Bartlett,
Cllr. J. Frosdick, Cllr. Y. Nolan, Cllr. C. Robb and Cllr. D. Russell.

Julie Chance MILCM – Town Clerk.

1. MINUTES OF THE MEETING HELD ON 26TH JULY 2016

The Minutes of the meeting held on 26th July 2016, having been **AGREED** by Full Council on 5th September 2016, were signed by the Chairman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None received.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Deputy Clerk Janet Warner MILCM.

4. PUBLIC PARTICIPATION

No members of the public were present at the meeting.

5. CEMETERY (No.2 SITE)

5.1 Delegated Powers:- None to report.

5.2 Cemetery Maintenance:- The Clerk reported that a check had been carried out on 28th July and one was due this Wednesday. All the maintenance seems to be in hand at the moment.

5.3 Shrubs:- The Clerk reported that Cromer and District will be drilling into the stumps that have been left behind and treating them. This will hopefully deal with the issue. There are still some shrubs which have sprouted in the older sections, mostly self-seeded. It was **AGREED** to look at adding the removal of shrubs to the Maintenance Contract when it is up for renewal.

5.4 Repair of Memorials:- The Clerk reported that the programme for repair of memorials in Cemetery No.2 has been completed. The Deputy Clerk reported that she will be carrying out a full inspection shortly to ascertain whether any memorials have been missed. The contractor will now be commencing work on Cemetery No.1 once the grass has been cut. The Clerk confirmed that she is liaising with the contractor to arrange for the grass to be cut before the work commences.

5.5 Sunken Graves:- The Clerk reported that now the repair of the memorials programme has been completed in Cemetery No.2, the Deputy Clerk will be

setting a date for the inspection of sunken graves. It is hoped that this will take place in the near future.

5.6 Chapel Tower:- The Clerk reported that the contractor who carried out the repairs in the chapel tower has expressed concern at the condition of the wooden steps. A quotation for the necessary work will be considered in part two of the meeting. The Clerk reported that the contractor has brought the badly rotten trap door to the tower into the office. This needs replacement with ventilation holes and mesh to stop the rotting of the steps and trap door happening again. The main door also needs to have ventilation holes and mesh for the same purpose. It was **AGREED** that the Clerk ask the contractor for a quotation for this work.

5.7 Burial Registers:- The Clerk reported that the burial registers have been repaired. These need to be placed on a fire proof cabinet for protection.

6. CEMETERY (No.1 SITE)

6.1 The Clerk reported that the contractor will be commencing the repair work to the memorials shortly.

7. GARDEN ALLOTMENT SITE

7.1 The Clerk reported that the area surrounding the allotments needs cutting and she will request the handyman to action this as a matter of urgency.

8. STREET LIGHTING

8.1 Replacement Street Lighting Programme:- The Clerk reported that she, the Chairman and Cllr. Robb had met with the contractor. The loan has been received from the Public Works Loan Board and the work will commence shortly. It is hoped that the replacement programme will be completed by February 2017. The dimmer percentage will be set at 50% before the lanterns are installed.

8.2 Letter – Member of the Public:- The Chairman read a letter received from a member of the public concerning a street light in Shipden Avenue being too bright. It was **AGREED** that the Clerk would write to Norfolk County Council and ask whether they have the ability to dim their lights. The Clerk will also request that they repair the street lights which are day burning as a matter of urgency. Cllr. Adams will supply the Clerk with the numbers on the lights which are day burning.

8.3 Church Floodlights:- The Clerk reported that Cromer Electrical are investigating brackets which will be suitable to secure the lights that are loose. The timing has gone awry again and a permanent solution needs to be found. The Clerk will liaise with Cromer Electrical and ask whether the timers need to be replaced.

9. STREET FURNITURE AND ASSETS

- 9.1 **Maintenance of Benches:-** It was **AGREED** that this matter be moved to part two of the meeting as the Clerk has received quotations for consideration.
- 9.2 **Cemetery Benches:-** The Clerk reported that Mongers of Hingham are happy to take the five benches away and are willing to pay between £50 to £75 each. The Clerk will confirm the arrangements for collection.
- 9.3 **Benches – North Lodge Garden:-** The Clerk reported that Cromer in Bloom are having difficulty with weeds under the three benches which are placed directly on the earth. They have requested that slabs be installed underneath the benches to stop them getting damaged and to make them more desirable to sit on. It was **AGREED** that the Clerk would obtain a cost for the installation of the requested slabs and this matter will be discussed again at the next meeting.
- 9.4 **Bus Shelters:-** The Clerk reported that there had been several replies received in favour of demolition and replacement of the Mill Road bus shelter. It was **AGREED** that the Clerk would make investigations into a replacement bus shelter. This matter will be placed on the next agenda for further discussion. The Clerk reported that the deep clean of the bus shelters will commence on Monday. The Clerk reported that the handyman has been asked to revert back to cleaning the bus shelters once a fortnight as agreed.

10. FLAGPOLES

- 10.1 It was reported that the Battle of Britain Day is included in the flag policy and the flag will be flown on the 15th September from the North Lodge flagpole.

11. WAR MEMORIAL

- 11.1 **Grant Applications:-** The Chairman reported that the War Memorial Trust will be visiting Cromer to look at the war memorial and the grant application in more detail. No date has been set at present. The next meeting for the War Memorial Working Group will be arranged shortly.

12. CREMATORIUM

- 12.1 The Chairman gave a brief update concerning the progress of the crematorium. He and the Clerk attend a monthly meeting with the builders and Westerleigh to be updated on progress. The Clerk reported that Westerleigh are planning to write to Cromer Town Council to ask whether they can change the planting of the hedges to Laurel to match what is already in place. The Clerk reported that the trenches for the utilities will be dug on Monday 19th September and the work will take approximately three weeks to complete. Users of the cemetery will have to use the Davey Hill entrance and a press release has been given to this effect.

13. CORRESPONDENCE AND OTHER MATTERS

13.1 Safe Storage of Documents:- The Clerk reported that a fire proof filing cabinet has been found at a cost of £999 plus VAT. Simon Purslow is happy with the weight of the filing cabinet. The cabinet will be used to store the burial records and other important documentation. It was **AGREED** to purchase the cabinet and the Clerk will action accordingly.

14. DATE OF NEXT MEETING

The date of the next meeting was noted as 18th October 2016.

15. TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC

AGREED.

16. QUOTATIONS

16.1 Windows – North Lodge:- It was **AGREED** to accept the quotation in the sum of £3,960.00 for the painting of the first floor internal windows and all the external windows.

16.2 Stairway – Cemetery Chapel:- The nosings of the steps need replacing. It was **AGREED** that the quotation in the sum £237 plus VAT be accepted.

16.3 Maintenance of Benches:- The Clerk reported that three quotations have been received. It was **AGREED** to ask one of the contractors whether the stripping of the benches is included in his price and this matter will be discussed again at the next meeting.

There being no other business the Chairman closed the meeting at 8.20 pm.

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Chairman

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Date