

**MINUTES OF THE MEETING OF THE WORKS AND GENERAL PURPOSES COMMITTEE**  
**HELD ON TUESDAY 28<sup>TH</sup> MARCH, 2017 AT 7.00 PM**  
**IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER**

**Present:-**

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

Julie Chance MILCM – Town Clerk.

**1. MINUTES OF THE MEETINGS HELD ON 10<sup>TH</sup> JANUARY, 2017 AND 14<sup>TH</sup> FEBRUARY, 2017 WHICH WERE APPROVED BY FULL COUNCIL ON 20<sup>TH</sup> FEBRUARY, 2107.**

The Minutes of the meetings held on 10<sup>th</sup> January, 2017 and 14<sup>th</sup> February, 2017 which were **AGREED** at Full Council on 20<sup>th</sup> February 2017, were signed by the Chairman.

**2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**3. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**4. PUBLIC PARTICIPATION**

No members of the public were present at the meeting.

**5. CEMETERY NO. 2 SITE**

**5.1 Delegated Powers:-** Delegated powers were exercised for a the re-opening of a grave. The grave could only be dug to 4' instead of 4'6". The coffin is 13" deep thus surface of coffin to top of soil is 2'11" instead of 3'. Guidelines state that depth of 2'6" to top of coffin is permitted if soil conditions are suitable. Delegated decision given to proceed and ask grave digger to leave small mound to take depth up to 3'.

**5.2 Cemetery Maintenance:-** The Clerk reported that she has carried out the monthly inspection and the contractor has commenced cutting the grass as per specification.

**5.3 Unauthorised Items on Graves:-** The date of the inspection had to be postponed and a new date needs to be arranged after Easter. The Deputy Clerk has spoken to two newly bereaved people to point out the rules and regulations in respect of planting on graves and asked them to remove the plants at their earliest convenience. They were advised that plants in non-breakable containers at the head of the grave are permitted.

- 5.4 Infilling of Sunken Graves:-** It was reported that an urgent infill had to be added to the list of sunken graves. The grave suddenly sunk to knee height depth overnight. The Clerk has spoken to the contractor who has confirmed that all the work has been completed. He was approached by several members of the public whilst on site and asked to deal with sunken graves. The contractor has carried out the extra work free of charge. An inspection will need to take place to ensure that the contract has been completed to a good standard.
- 5.5 Driveway – 5mph Signs:-** It was **AGREED** to purchase two signs complete with post and fixings at a cost of £180 plus VAT each.
- 5.6 Directional Sign:-** The Clerk reported that residents of Davey Hill have asked whether a directional sign can be installed to direct traffic to the main entrance of the cemetery when leaving the Crematorium. The residents feel there is too much traffic using the Davey Hill entrance of the cemetery. It was **AGREED** that the Clerk would obtain a cost for a sign and this matter will be discussed with Westerleigh when the Chairman and Clerk next meet with them.
- 5.7 Cemetery Map:-** It was reported that the new cemetery map has been completed and a vote of thanks was noted for Cllr. Bartlett for his hard work on this project.
- 5.8 Cemetery Water Supply:-** The Clerk reported that Anglian Water recently carried out an inspection of the water supply at the cemetery. They issued an improvement notice to install a backflow prevention device suitable for fluid category 3 in the outside toilet. The installation of a suitable float operated valve that conforms to BS1212 such as a part 2,3 or 4 ball valve to provide the necessary air gap was also requested by the improvement notice. The Clerk reported that the work has been carried out as this was urgent.
- 5.9 Memorial Bench:-** The location of a memorial bench has been agreed with the family but they would like a recycled plastic bench. Examples of recycled benches were circulated to Members. It was **AGREED** that the request for a recycled bench would be declined. Cromer Town Council have a Bench and Tree Policy which should be followed. The Members felt strongly that wooden benches should be installed in all cases.
- 5.10** It was **AGREED** that the earth removed from recent graves could be used to fill the ruts on the carnival field caused during the fireworks event.

**6. CEMETERY NO.1 SITE**

Nothing to report.

**7. GARDEN ALLOTMENT SITE**

- 7.1 Rules and Regulations:-** This matter will be placed on the next agenda for review. The Clerk will circulate a copy to all Members.

## 8. STREET LIGHTING

**8.1 Street Lighting Replacement Project:-** The Clerk reported that Cllr. Bartlett has carried out some of the snagging inspection and T.T. Jones have addressed all issues raised. The next stage is to inspect the lights at night to ensure that all the lanterns are working. The Clerk and Deputy Clerk feel it would be cheaper and less time consuming to number the new columns with the established system. A cost has been requested for this work. It was **AGREED** that the heritage lights in the Churchyard would not be numbered and the remainder of the heritage lights would be numbered sympathetically. The Clerk reported that a complaint had been received concerning one bracket light being too bright. It was **AGREED** that a shutter would be attached to the light to deal with this problem. Cllr. Bartlett will investigate this light as part of his inspection.

**8.2 Numbering of Columns:-** This matter is dealt with in 8.1 above and a quotation has been requested.

## 9. CHURCH FLOODLIGHTING

**9.1** The Clerk reported that she has still not received the quotations requested from the contractor. It was **AGREED** that the Clerk would speak to the contractor and ask him to attend the next meeting to explain why the quotations have taken over six months to obtain.

## 10. STREET FURNITURE AND ASSETS

Nothing to report.

## 11. FLAGPOLES

**11.1 Churchyard Flagpole:-** It was reported that the halyard is broken and arrangements are being made for a replacement. It was **AGREED** that T.T. Jones would be asked whether they can help with their cherry picker to save lowering the flagpole. It was reported that the box on the flagpole has rusted open and the lock is rusted. Cllr. Pritchard has applied WD40 to try and free the door and lock but a new box may be needed. This matter will be placed on the next agenda for an update.

## 12. WAR MEMORIAL

**12.1 Grant Applications – Fundraising:-** The Deputy Clerk has written to the War Memorial Trust as instructed at the last meeting. To date no reply has been received. There will be a fundraising stall at the Community Open Day on 29<sup>th</sup> April and donations of wine and chocolate are welcome.

**12.2 Passchendaele:-** It was **AGREED** that an overnight vigil will be held on 30<sup>th</sup>-31<sup>st</sup> July. Cllr. Pritchard has kindly offered to make the arrangements for this vigil.

**12.3 Lighting of Beacon – 2018:-** It was reported that Cllr. Pritchard, The Clerk and Deputy Clerk will be meeting with North Norfolk District Council to look at joint event on the Runton Road car park for the lighting of the beacon.

**13. CREMATORIUM**

**13.1** It was reported that, after a couple of teething problems liaising with the crematorium to book internments in the cemetery, all is going well and the feedback is favourable.

**14. CORRESPONDENCE AND OTHER MATTERS**

Nothing to report.

**15. DATE OF NEXT MEETING**

The date of the next meeting was noted as 9<sup>th</sup> May, 2017.

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

**AGREED.**

**17. QUOTATIONS**

**17.1 North Lodge Windows:-** It was **AGREED** to accept the quotation for the final stage of the double glazing and refurbishment of the North Lodge windows in the sum of £4,944.10 plus VAT.

**17.2 Fence Screening – Garden Allotment Site:-** It was **AGREED** to accept the quotation for the erection of a 4' high hazel fence between the garden allotment site and the crematorium in the sum of £3,200. The Clerk reported that specifications have been sent for the remainder of the work needed at the garden allotment site. This matter will be placed on the next agenda for agreement.

**17.3 War Memorial Restoration:-** It was **AGREED** to accept the quotation in the sum of £42,025 for this work. The Clerk reported that the Deputy Clerk had contacted the contractors and asked whether they would honour their original quotations to which they agreed.

**18. CEMETERY MAINTENANCE**

This matter will be placed on the next agenda for discussion.

**19. WOODLAND BURIAL**

It was **AGREED** to give delegated powers to Cllr. Pritchard, Cllr. Bartlett and the Clerk to continue the discussions and deliver a business plan.

**There being no other business the Chairman closed the meeting at 8.35 pm.**

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**Chairman**

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**Date**