

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 09 MAY 2017**

PRESENT

Committee Chair Cllr. D. Pritchard,
Cllr. T. Bartlett, Cllr. J. Frosdick, Cllr. Y. Nolan, Cllr. C. Robb,
Cllr. D. Roberts, Cllr. D. Russell

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

1. **MINUTES OF THE MEETING HELD ON 28 MARCH 2017**

The minutes of the meeting held on 28 March 2017, which were approved by Full Council on 03 April 2017, were signed by the Chair of the committee.

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

There were no declarations of interest.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. Adams due to attendance at an induction meeting at NCC.

4. **PUBLIC PARTICIPATION**

There was none.

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

5.1 Delegated Powers

It was noted that a delegated decision had been made to permit Westerleigh to erect two directional signs in the Cemetery.

5.2 Cemetery Maintenance Inspection

It was noted that inspection has taken place and all is in hand. Concern was raised that a cemetery operative was not wearing protecting clothing whilst strimming the grass. The Deputy Clerk has brought this to the attention of the contractor. It was **AGREED** that this should be followed up in writing.

5.3 Unauthorised items on graves

It was noted that sections H & J were inspected earlier in the day and numerous glass/ceramic items labelled, removed and put into secure storage to await collection by the families concerned. A date will be set to inspect the rest of the plots. The Chairman thanked all involved in the inspection.

5.4 Memorial Bench

Further to the decision at the last meeting to decline the request for a recycled plastic bench, it was suggested that members consider permitting granite benches in the cemetery. Further details will be obtained and circulated to members to consider at the next meeting.

5.5 Child Burial Fees

The Deputy Clerk advised that currently full fees are charged for the Exclusive Rights of Burial for full sized graves when being used for child burials. There are no interment fees charged for children up to the age of 10. It was suggested that members consider a reduced fee for the Exclusive Rights of Burial and that the age limit be increased to 16. Following discussion, it was **AGREED** to charge a reduced fee of £25 for the Purchase of Exclusive Rights of Burial for grave plots for children up to the age of 16. If at any point in the future the grave is to be used for an adult burial, then the balance of the fee for exclusive rights for adults will have to be paid. There will be no interment fee for babies or children up to the age of 16.

5.6 Groundwater in Cemeteries

It was noted that in view of the recent changes in legislation re Groundwater Protection in Cemeteries, the ICCM are holding a course on 16 June near Birmingham for all cemetery operators. The Deputy Clerk advised that she was making enquiries as to whether other courses will be held closer to Norfolk. It was **AGREED** that the Deputy Clerk should attend a course either in Birmingham or locally.

5.7 Cemetery Maintenance Contract

The Clerk provided an update in respect of the Cemetery Maintenance Contract and information in respect of the benefits of mulching. It was **AGREED** to add mulching to the contract and to go out to tender. It was further **AGREED** to take £6000 from the income from the Crematorium to increase the budget for the maintenance of the cemetery.

5.8 Tree Inspection

It was noted that quotations have been requested for the inspection of the trees at both cemeteries.

5.9 Any other Cemetery No 2 matters (for information only)

Sunken Graves

It was noted that one member of the public had complained that the infilling and seeding of a grave was not satisfactory and had purchased turf which had been placed on the grave. Concern was raised that this is raised compared to the surrounding grass and could affect mowing. All of the infilled graves had been inspected after completion of the works and no issues found.

It was noted that further graves in section J have sunk and **AGREED** to ask the contractor who did the recent infilling to deal.

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

The Clerk advised that the contractor is very pleased with the quality and diversity of plants in the cemetery and feels that this should be publicised. It was **AGREED** to invite Mr Hart to the next meeting to discuss this further.

7. **GARDEN ALLOTMENT SITE**

7.1 Rules & Regulations

Members reviewed the rules and regulations for the site.

7.2 Other allotment matters

It was noted that the willow screening along the boundary with the crematorium had been erected.

8. **STREET LIGHTING**

8.1 Replacement Street Lighting

It was noted that the project is complete.

8.2 Numbering of street lighting columns

It was **AGREED** to accept the quotation from T T Jones of £605 to number the new columns.

8.3 Any other Street lighting matters (for information only)

There were no other matters to report.

9. **FLOODLIGHTING**

9.1 Churchyard Floodlighting

It was **AGREED** to arrange to meet with Cromer Electrical immediately following the Annual Town Council meeting in order that they can demonstrate the new lights.

9.2 Any other Flagpole matters (for information only)

There were no other matters to report.

10. **STREET FURNITURE & ASSETS**

10.1 Mill Road Bus Shelter

It was noted that the works are in hand.

10.2 Any other street furniture matters

There were no other matters to report.

11. **FLAGPOLES**

11.1 Churchyard Flagpole

It was noted that Freewheel were to have replaced the halyard last week but this had not been done. It was **AGREED** to contact Freewheel to ask that this is done asap.

11.2 Any other Flagpole Matters

There were no other matters to report.

12. **WAR MEMORIAL**

12.1 **Grant Funding**

A letter from the War Memorial Trust was read out and noted. Members were pleased to learn that £208.60 had been raised at the Community Open Day and that fundraising will continue at the Crab & Lobster Festival and on Lifeboat Day. Thanks were given to all those who are knitting Teeny Crabs which will be available to purchase at the Crab and Lobster Festival.

12.2 **Passchendaele**

Arrangements are in hand for an overnight vigil and service of remembrance to commemorate 100 years since the start of the Battle of Passchendaele. The Chairman will be issuing a press release in June and inviting members of the public to participate in the vigil.

12.3 **'Battle's Over – A Nation's Tribute'**

It was noted that the Chairman, Clerk and Deputy Clerk had met with Steve Blatch and Russell Tanner at NNDC to discuss working together on this project. It was felt that the best place for the Beacon of Light is on Runton Road car park which is accessible to all. The Cromer Beacon has been registered with Pageant Master Bruno Peek and arrangements will be further discussed in the new year.

12.4 **WW1 War Memorial**

The Clerk provided an update on total fundraising to date. The Deputy Clerk advised that Diocesan Registrar will be forwarding the Faculty Petition form for completion and public notices for display. Cllr. Roberts asked for confirmation as to what will happen to the plaque at the entrance to Cabbell Park.

13. **CORRESPONDENCE AND OTHER MATTERS**

13.1 **Handyman Contract**

It was **AGREED** to go out to tender

14. **DATE OF THE NEXT MEETING** – 7.00pm, 27 June 2017

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

16. **TO RECEIVE QUOTATIONS**

17.1 **Works at allotment site**

It was **AGREED** to accept the quotation of £460 to mow the pathways and clear the rubbish from the site.

There being no further business, the meeting was closed at 8.40pm.

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Signed

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Dated