

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 27 JUNE 2017**

PRESENT

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

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

Mr Rory Hart (Norfolk Wildlife Works)

1. **ELECTION OF COMMITTEE VICE CHAIRMAN**

It was **AGREED** to appoint Cllr. Tim Bartlett as Committee Vice Chairman.

2. **MINUTES OF THE MEETING HELD ON 09 MAY 2017**

The minutes of the meeting held on 09 May 2017, which were approved by Full Council on 15 May 2017, 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 received and accepted from Cllr. Adams (work commitments) and Cllr. Russell (holiday),

5. **PUBLIC PARTICIPATION**

There was none.

It was **AGREED** to reorder the agenda to bring forward the following item.

6. **MAINTENANCE OF CEMETERY No 1 SITE**

The contractor for Cemetery No 1 site, Mr Rory Hart (Norfolk Wildlife Works), was welcomed to the meeting. Mr Hart advised that the maintenance regime at the site has increased the number and variety of species. He feels that the site is a valuable opportunity for schools and organisations to see a habitat which is rapidly decreasing elsewhere. The site is fragile and if left unmanaged would rapidly revert to woodland. Mr Hart would be prepared to run a moth lamp for an evening and show people around the site.

Mr Hart was thanked for his presentation and left the meeting.

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

7.1 **Delegated Powers**

It was noted that a delegated decision had been made to waive the fee for a vase to be inset into a tablet.

7.2 Cemetery Maintenance Inspection

It was noted that two inspections have taken place and several items found to be overdue. The Chapel had not been cleaned for several weeks.

7.3 Unauthorised items on graves

It was noted that a date is to be set to continue the inspection.

7.4 Memorial Benches

Details of granite benches are being source. A report will be prepared for the next meeting.

7.5 Henry Blogg Grave

A member of the public had recently complained to the press about the condition of Henry Blogg's grave. Members felt that this is a private matter for the family concerned. However, it was noted that the scheduled weedkilling of the kerbed graves in this area was overdue and had since been carried out by the contractor.

7.6 Groundwater in Cemeteries

It was noted that the ICCM are hoping to hold a conference in the autumn in North Norfolk.

7.7 Molehills

The Clerk advised that a request has been received for permission to place a mole repellent stick on a grave. It was felt that before a decision can be made, more information is required from the enquirer in respect of what type of product is proposed.

7.8 Contractor

It was noted that a letter has been sent to the contractor asking that the appropriate protective clothing is worn by cemetery operatives.

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

Parking – Concern was raised that even though the car park was not full, visitors to the crematorium had been seen to be parking on the lawned area beside the cemetery driveway. Photographic evidence was circulated. It was suggested that large stones/rocks be laid on the edge of the grass to deter parking. It was **AGREED** to instruct the Clerk to arrange to meet with the Crematorium Manager to discuss members concerns and find a solution.

Gullies – It was noted that the gullies along the driveway have been tarmaced over. Westerleigh are arranging to get them cleared.

Cemetery Management Course – It was **AGREED** that Cllr. Pritchard, the Deputy Clerk and the Administration Assistant should attend the course in October.

Davey Hill Entrance – The Clerk was asked to contact Westerleigh to ask that the pillars be repaired as a matter of urgency.

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

8.1 Maintenance

Refer item 6 above

8.2 Norfolk Wildlife Trust

It was noted that NWT have surveyed the site and provided a report.

8.3 Other Cemetery No 1 matters (for information only)

There were no other matters to report

9. **GARDEN ALLOTMENT SITE**

9.1 Allotment site

The Clerk advised that the works within the handyman contract had not been carried out as instructed. Instead of spreading the spoil from the graves a new spoil heap has appeared near the gates. The contractor has removed it at his own expense but in doing so it has revealed a considerable amount of rubbish. It was **AGREED** to ask members to help litter pick the site.

Two unkempt plots are to be cleared and one is to be reallocated.

9.2 Other allotment matters

There were no other matters to report.

10. **STREET LIGHTING**

10.1 Numbering of columns

It was noted that the transfers are being printed.

10.2 Any other Street lighting matters (for information only)

It was noted that one old column is being removed, one was missed off the list and a quotation for conversion to LED will be requested. Several streetlighting issues raised by Cllr. Adams will be passed to the office to pursue.

Concern was raised that the cable ties used to attach planning notices to columns is damaging the paintwork of the new heritage columns. The Clerk was asked to contact NNDC accordingly

11. **FLOODLIGHTING**

11.1 Churchyard Floodlighting

It was noted that current LED floodlights are not suitable and hoped that as technology progresses the lights will be converted to LED. This will be reviewed as and when the current lights fail.

There has been a problem with the timer for the floodlights. The timer has been adjusted and sealed to ensure that it is not being tampered with.

It was **AGREED** to ask Cromer Electrical to install brackets to support the floodlights.

It was noted that Eon will be replacing the Church Clock Light meter with a new smartmeter.

11.2 Any other Floodlighting matters (for information only)

There were no other matters to report.

12. **STREET FURNITURE & ASSETS**

12.1 Mill Road Bus Shelter

It was noted that the works are complete.

12.2 Any other street furniture matters

There were no other matters to report.

13. **FLAGPOLES**

13.1 Churchyard Flagpole

It was noted that the halyard has been replaced and that the ground anchor points are badly corroded. It was **AGREED** to accept a quotation from Freewheel UK to replace these and whilst the flagpole is lowered to repaint it.

13.2 Any other Flagpole Matters

There were no other matters to report.

14. **WAR MEMORIAL**

14.1 Fundraising and Faculty

It was noted that the current net fundraising balance is £23,677. The Faculty Petition is being advertised. Once the Faculty has been granted, a meeting will be arranged with the contractor to draw up the timescale for the works.

The War Memorial stand will be at Ambulance Open Day, RNLI Day and Carnival events. Cllr. Pritchard will let members know when help will be required to erect and dismantle the gazebo.

14.2 Passchendaele

Cllr. Pritchard is drafting a press release. It was **AGREED** to purchase a wreath to be laid by the Mayor.

14.3 Cabbell Park Memorial Stone

NNDC have confirmed that the stone will remain in place for now. Once the column is removed the stone will be stored by NNDC. The lettering will be engraved before it is resited.

15. **CORRESPONDENCE AND OTHER MATTERS**

15.1 North Lodge

It was noted that the windows in Suite 3 are being replaced. The Clerk advised that the budget for 2018/19 will need to include interior redecoration.

16. **DATE OF THE NEXT MEETING** – 7.00pm, 01 August 2017

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

18. **TO RECEIVE QUOTATIONS**

Quotations were considered and it was **AGREED** to recommend to Full Council to award the following contracts:

18.1 Maintenance Contract - Cemetery No 2 Site

It was **AGREED** to accept the quotation of £17,561 from Norse.

18.2 Grave Digging Contract

It was **AGREED** to accept the quotation from Cromer and District Funeral Services.

It was **AGREED** to suspend Standing Orders to continue the meeting beyond 9pm.

18.3 Handyman Contract

It was **AGREED** to accept the quotation from LDM Home and Garden. It was noted that the cleaning of the cemetery chapel may change during the contract.

18.4 Tree Inspection

It was **AGREED** to accept the quotation from R Bell UK Ltd.

18.5 Maintenance Contract – Churchyard Floodlighting

It was **AGREED** to Accept the quotation of £409 pa from Cromer Electrical.

There being no further business, the meeting was closed at 9.10pm.

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Signed

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Dated