

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 24 OCTOBER 2017**

PRESENT

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

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

1. **MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2017**
The minutes of the meeting held on 12 September 2017, which were approved by Full Council on 16 October 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. Bartlett (holiday).
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 an engraved vase on a kerbed grave.
 - 5.2 **Unauthorised items on graves**
It was **AGREED** to set a date during the second week in November.
 - 5.3 **Hedge**
It was noted that the contractor will be attending to the hedge behind the garage.
 - 5.4 **Disabled Parking**
It was noted that details of the vehicle have now been received. Contact is to be made with the person previously given permission to check whether this is still required.
 - 5.5 **Grass Cutting**
It was noted that several compliments have been received in respect of the condition of the cemetery. The previous contractor has advised that he no longer wishes to maintain any of the graves.
Cllr. Pritchard advised that he had been contacted by a relative of the Australian Soldier buried in the older section of the cemetery who wishes to visit his grave on 11 November. It was **AGREED** to ensure that the area is tidy and the grave accessible for the visit.

5.6 Cemetery Gates

A member of the public has asked whether the old gates could be rehung even if for historic and decorative purposes only. It was suggested that Cllr. Pritchard contact Westerleigh to ask when the new/extended gates will be fitted but **AGREED** that committee members will visit the cemetery and have a look at the old gates first.

5.7 Cemetery Fees

It was noted that following receipt of a query, a delegated decision was made to charge full fees for the purchase of exclusive rights of burial when the purchaser is a non-parishioner. Following discussion, it was **AGREED** to recommend to Full Council that the fees for Purchase of Exclusive Rights of Burial be at a standard rate for all. The fee to be used will be the mean between the current parishioner and non-parishioner rate. In the mean-time the delegated decision will stand. If full council do not adopt the recommendation, any overpayment will be refunded. Any purchases quoted prior to the delegated decision will be at the previous rate.

5.8 Memorial Benches

It was **AGREED** to recommend to Full Council to purchase a further 6 granite benches at a price quoted by R Wells Memorials.

5.9 Bench Policy

It was **AGREED** that the Bench Policy needs to be updated to reflect a change to granite benches in the future. The policy will be updated and brought to the next meeting for consideration.

5.10 Crematorium

It was noted that the dedication service has been held and was attended by representatives from CTC. Westerleigh are being pursued to sort out the snagging.

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

Cemetery Management - The Deputy Clerk advised that earlier in the day, she and the Administration Assistant had attended a very good training event. A report will be produced for the next meeting.

Exit on to Davey Hill / Holt Road – A member of the public has raised concern in respect of the safety of the exit from the cemetery and has requested that a Give Way sign be erected. The Clerk advised that NCC Highways have confirmed that all the necessary road linings are in place and no extra signage is required.

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

6.1 Moth Trapping

The Clerk advised that Rory Hart is yet to advise dates.

6.2 Other Cemetery No 1 matters (for information only)

There were no other matters to report

7. **GARDEN ALLOTMENT SITE**

7.1 Clearance of Earth

The Clerk advised that the works to clear the earth have been carried out and that Cllr. Bartlett has litter picked much of the area. It was suggested that the soil is checked for any contamination.

7.2 Other allotment matters

There were no other matters to report.

8. **STREET LIGHTING**

8.1 Planning notices on columns

Members were asked to photograph any instances of notices being posted on the new heritage columns.

8.2 Request for new column on Beach Road

It was **AGREED** to ask the street lighting contractor for a quotation for a new column to be installed on Beach Road between the junctions with Bernard Road and Central Road.

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 noted that Cromer Electrical now have the brackets and have advised that they will be fitted within the next two weeks. The Clerk was instructed to ask Cromer Electrical to check the timings of the lights especially as the clocks change at the weekend. It was noted that one of the lights still doesn't work. It was **AGREED** to invite Darren to the next meeting to provide an update.

9.2 Any other Floodlighting matters (for information only)

There were no other matters to report.

10. **STREET FURNITURE & ASSETS**

10.1 Annual Inspection

It was **AGREED** that inspection sheets will be circulated to members. Concern was raised in respect of possible budget cuts in the future which could affect the filling of grit bins by NCC. The Clerk advised that there is funding in this year's budget to replace 4 damaged grit bins and asked that members prioritise which are to be replaced.

10.2 Any other street furniture matters

There were no other matters to report.

11. **FLAGPOLES**

11.1 Any Flagpole Matters (for information only)
There were no matters to report.

12. **WAR MEMORIAL**

12.1 Restoration Works
An update was received in respect of the forthcoming works.

13. **CORRESPONDENCE AND OTHER MATTERS**

13.1 Parking at North Lodge
The Clerk advised that she is continuing to make enquiries in respect of parking enforcement.

14. **DATE OF THE NEXT MEETING** – 7.00pm, 14 November 2017 (Budget)

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

16. **GRAVE DIGGING CONTRACT**

Tenders from two grave diggers were presented and considered. Following discussion, it was **AGREED** to recommend to Full Council to accept the tender from Clive Ridgway subject to the receipt of satisfactory references, assurance of continuity of service and evidence of public liability. The Clerk will also ask for confirmation that two people will always be present whilst digging graves.

There being no further business, the meeting was closed at 8.55pm.

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Signed

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Dated