

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 14 NOVEMBER 2017**

**PRESENT**

Committee Chair Cllr. D. Pritchard,  
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. J. Frosdick, Cllr. D. Russell.  
Cllr. M. Bossingham in attendance

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

1. **MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2017**  
The minutes of the meeting held on 14 November 2017 were **APPROVED** and 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. Nolan (holiday).
4. **PUBLIC PARTICIPATION**  
There was none.
5. **COMMITTEE BUDGET**  
Members considered the draft committee budget. It was **AGREED** to increase the budget for the replacement of grit bins.
6. **CEMETERY (No 2 Site)**
  - 6.1 Delegated Powers  
There were none to report.
  - 6.2 Unauthorised items on graves  
A date for the inspection is yet to be agreed. Notices will be posted at the cemetery once the date has been set.
  - 6.3 Hedge  
It was noted that the contractor has carried out the works.
  - 6.4 Disabled Parking  
It was noted that a letter is awaited from a resident asking for permission to drive on to the grass once a week subject to ground conditions being suitable.
  - 6.5 Cemetery Gates  
There was no update. This will be carried forward to the next meeting.

6.6 Cemetery Fees

It was **AGREED** to recommend to full council that memorial fees are based on the residence of the purchaser not the deceased. It was noted that the fees for the preparation of graves will need to be reviewed once the tender process for the grave digger is complete.

6.7 Memorial Benches

The foliage around the bench at the entrance to the cemetery has been cut back.

6.8 Bench Policy

Subject to some minor amendments, it was **AGREED** to adopt the bench policy presented by the Clerk.

6.9 Crematorium

It was noted that a Service of Remembrance is being held at the Crematorium on 05 December.

6.10 Australian Soldier

Cllr. Pritchard advised that he had met the family member of the Australian soldier. She was very grateful to the Town Council for their assistance.

6.11 Cemetery Management Training

A report from the Deputy Clerk was read out and the contents noted.

6.12 Molehills

An email from a visitor to the cemetery was read out and noted. A reply has been sent drawing her attention to the Town Council's Wildlife Policy.

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

There were no other matters to report.

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

7.1 Moth Trapping

It was noted that a date will be set in the spring.

7.2 Other Cemetery No 1 matters (for information only)

Concern was raised that branches are overhanging the footpath. The Clerk advised that the tree inspection is taking place on Saturday so this will be brought to the attention of the contractor.

8. **GARDEN ALLOTMENT SITE**

8.1 Clearance of Earth

It was noted that the only items of concern were three paint pots, two of which were empty. Following further consideration it was **AGREED** that the risk is negligible enough to warrant no further action. Cllr. Russell abstained from the vote.

8.2 Other allotment matters

There were no other matters to report.

9. **STREET LIGHTING**

9.1 Planning notices on columns

No further notices had appeared on the heritage columns thus it was **AGREED** to continue to monitor this and take photos if the need arises.

9.2 Request for new column on Beach Road

A quotation for a new column is awaited.

9.3 Any other Street lighting matters (for information only)

There were no other matters to report.

10. **FLOODLIGHTING**

10.1 Churchyard Floodlighting

It was noted that the brackets have been fitted and parts have been ordered for the uplighters. Concern was raised that the light is not reaching the top of the tower thus some of the lights may need to be adjusted.

10.2 Any other Floodlighting matters (for information only)

There were no other matters to report.

11. **STREET FURNITURE & ASSETS**

11.1 Annual Inspection

Inspection sheets were circulated. It was **AGREED** to recommend to Full Council that 5 grit bins are replaced (also refer agenda item 5). The Clerk will contact the supplier of the more expensive fibreglass bins for evidence of their durability. The Clerk will draft a tender specification for the maintenance works identified in the inspection. The handyman will be asked to remove the litter from the grit bins.

11.2 Any other street furniture matters

There were no other matters to report.

12. **FLAGPOLES**

12.1 Broken Halyard at North Lodge

Members were concerned to learn that the halyard had broken again and that tower scaffold would be needed to thread a new halyard through the pulley. It was noted that Cllr. Leeds had advised that a rope with a wired core may be more hardwearing. It was **AGREED** to continue to use the flagpole in the Churchyard and to review this again in the Spring.

12.2 Any other Flagpole Matters (for information only)

There were no matters to report.

13. **WAR MEMORIAL**

13.1 Restoration Works

Cllr. Pritchard was pleased to announced that the works to restore the memorial have commenced. Cllr. Frosdick voiced thanks to Cllr. Pritchard and the committee for all their hard work.

14. **CORRESPONDENCE AND OTHER MATTERS**

14.1 Parking at North Lodge

Members were in receipt of information in respect of a company which would monitor the parking at North Lodge. It was noted that the installation of the signage is usually enough to deter people from parking. It was **AGREED** to recommend to Full Council to enter a contract with Flashpark and to instruct officers to take no needless risk to safety when taking photographs of cars.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 16 January 2018

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

17. **GRAVE DIGGING CONTRACT**

It was noted that provided Full Council adopt the recommendation made at the last meeting, the new grave digger will commence work after Christmas.

There being no further business, the meeting was closed at 8.50pm.

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Signed

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Dated