

**MINUTES OF THE MEETING OF WORKS AND GENERAL PURPOSES COMMITTEE**  
**HELD ON TUESDAY 11<sup>TH</sup> SEPTEMBER, 2018 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. R. Leeds, Cllr. Y. Nolan and Cllr. D. Russell.

Julie Chance PSLCC – Town Clerk.  
Janet Warner – PSLCC – Deputy Clerk.

**1. MINUTES OF THE MEETING HELD ON 31<sup>ST</sup> JULY, 2018**

The Minutes of the meeting held on 31<sup>st</sup> July 2018, having been **AGREED** in Full Council on 6<sup>th</sup> August 2018, were signed by the Chairman.

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

None received.

**3. APOLOGIES FOR ABSENCE**

None received.

**4. PUBLIC PARTICIPATION**

No members of the public were present at the meeting.

**5. CEMETERY (NO.2 SITE)**

**5.1 Delegated Powers:-** The Clerk reported that two delegated decisions had been made since the last meeting as follows:-

A vase to be added to the plinth next to a book style memorial.

To charge an administration fee but waive any increase in purchase cost for a transfer from one area of the Cemetery to another.

**5.2 Unauthorised Items on Grave:-** The Deputy Clerk reported that the next inspection has been booked on 26<sup>th</sup> September. The Chairman is unable to make this date and it was **AGREED** that the Deputy Clerk would re-arrange. This matter will be on the next agenda for an update.

**5.3 Cemetery Gates:-** It was reported that we are still waiting for Westerleigh to fit the new gates once the design has been agreed.

**Pillars:-** The Chairman forwarded previous emails to the office which states that a witness saw a lorry hit the second pillar. Westerleigh accepted responsibility for one of the pillars and has carried out repairs. It was **AGREED** that the Clerk would write to Westerleigh and inform them of the witness and

ask that the second pillar also be repaired. This matter will be placed on the next agenda for an update.

**5.4 Tree Inspection:-** The Clerk reported that the second tree report was carried out on 5<sup>th</sup> September. The Clerk will circulate the new report to Members once received. This matter will be placed on the next agenda for an update.

**5.5 Cemetery Fees:-** The Clerk reported that the grave digger will carry out weekend work at a cost of 20% above the weekday costs. It was **AGREED** to accept this fee.

**5.6 Vehicles on Grass:-** The Clerk read a letter received from a member of the public requesting permission to drive on the grassed area between the Crematorium hedge and the graves of section J. This request is from a disabled couple who wish to visit their daughter's grave. It was **AGREED** that permission would be granted on a six monthly basis as the land is due to be used for burials which will result in less space for vehicles to manoeuvre. It was **AGREED** that the Clerk would write to inform the member of public and request that they do not drive on the grass in inclement weather or if the ground conditions are not suitable. The Clerk will also write to the other members of the public who have previously been given permission and state that the situation will in future be reviewed on a six monthly basis. It was **AGREED** that no vehicles, apart from necessary vehicles connected with the maintenance of the Cemetery, would be allowed on any grassed areas as from 1<sup>st</sup> January 2020.

**5.7 Groundwater in Cemeteries:-** The Clerk reported that the law now stipulates that all Cemeteries need to carry out a groundwater survey to prevent groundwater pollution. The cost of this survey is £4,900 and this has been allowed in the 2019/20 budget.

## **6. CEMETERY (NO 1 SITE)**

**6.1** The Clerk reported that when the damaged tree was removed recently, North Norfolk District Council made a condition that a new tree must be planted to replace it in the Cemetery. The Chairman and Clerk met with the contractor looking after the Cemetery and the tree company to get advice on where the tree should be planted and what species. It was **AGREED** to accept the advice given that a Rowan (Mountain Ash) would be planted in an area chosen by the contractors. It was reported that the Cemetery has been very well managed over many years and now has very rare habitat which is diminishing in other parts of the country.

**6.2** The Chairman reported that as from 1<sup>st</sup> October 2018 authorities have a clear duty of care to keep any homeless person/people sleeping on our land safe. Cromer Town Council will need to liaise with North Norfolk District Council who will liaise with the people concerned and try to meet their needs. The Chairman will email the new legislation to the Clerk for circulation to all Members.

**6.3 Rubbish:-** Cllr. Adams has arranged with North Norfolk District Council to remove the rubbish which has accumulated in the Cemetery.

## **7. GARDEN ALLOTMENT SITE**

The Chairman reported that the allotment site is looking very well maintained.

## **8. STREET LIGHTING**

Cllr. Adams reported a street light which is not working. The office will report this to the contractor for action.

## **9. FLOODLIGHTING**

**9.1 Churchyard Floodlighting Timer:-** Cllr. Leeds has volunteered to change the timer for the churchyard floodlighting to fit in with the seasons. It was **AGREED** to accept this offer and all present thanked Cllr. Leeds for volunteering.

## **10. STREET FURNITURE AND TOWN COUNCIL ASSETS**

**10.1 Curved Benches:-** The Deputy Clerk reported that the contractor will be collecting the benches for repair on 24<sup>th</sup> September. This matter will be placed on the next agenda for an update.

**10.2 Bench – NNDC:-** It was reported that the bench on the corner of St Mary's Road and Norwich Road is in a very poor state of repair. It was **AGREED** that the Clerk would report this to North Norfolk District Council and request that it be repaired.

**10.3 Bus Timetables:-** Cllr. Adams reported that Norfolk County Council are no longer responsible for installing bus timetables. This is now carried out by the bus companies. Cllr. Adams has been in touch with the bus company to request a timetable for the brick shelter on the Runton Road. They are prepared to provide up to date timetables but are not prepared to pay for a holder. This bus shelter belongs to Cromer Town Council. It was **AGREED** that the Clerk would investigate the cost of a holder and this matter will be placed on the next agenda for an update.

## **11. FLAGPOLES**

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

## **12. NORTH LODGE**

**12.1 Parking:-** The Clerk reported that the West Norfolk parking contractors do not wish to meet with Cromer Town Council to discuss a solution for the area in front of North Lodge. It was **AGREED** that a laminated sign will be placed on

the boundary stating that the area is private property and there is no parking. It was **AGREED** that no further action would be taken in this matter at the present time.

**12.2 Telephone system:-** The Clerk reported that the new company have refused to reimburse the extra costs of setting up the new system. It was **AGREED** that no further action would be taken in this matter at the present time.

**12.3 Outside Walls:-** The Clerk reported that she is obtaining quotations for the repointing required. This matter will be placed on the next agenda for an update.

**12.4 Electrical Testing:-** The Clerk reported that one quotation has been received but further quotations have been requested. This matter will be placed on the next agenda for an update.

### **13. WAR MEMORIAL AND WW1 COMMEMORATIONS**

**13.1** The Chairman and Deputy Clerk reported that the work is almost complete with the shelter coat still outstanding. The shelter coat needs to be applied in colder weather. Some letters still need to be cut deeper and there is some snagging which will be discussed with the contractors before signing the work off. The details of the re-dedication will be circulated once the arrangements have been finalised.

**It was AGREED to suspend Standing Orders to continue with the meeting.**

**13.2 Battle's O'er Project:-** The Clerk briefly outlined the arrangements. More detail with timings will be circulated to all Members once confirmed.

### **14. CORRESPONDENCE AND OTHER MATTERS**

**14.1 Environment Policy:-** This matter will be placed on an agenda when Cllr. Harris is available to present it to the Members.

### **15. DATE OF NEXT MEETING**

The date of the next meeting was noted as 23<sup>rd</sup> October, 2018.

**There being no other business the Chairman closed the meeting at 9.10 pm.**

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**Chairman**

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**Date**