

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 15 JANUARY 2019**

PRESENT

Committee Chairman Cllr. D. Pritchard,
Cllr. T. Adams (from item 5.2), Cllr. T. Bartlett, Cllr. R. Leeds, Cllr. D. Russell.

Mrs J. Chance PSLCC (Town Clerk)
Mrs. J. Warner PSLCC AICCM (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2018**
The minutes of the meeting held on 28 November 2018 which were **APPROVED** by Full Council on 10 December 2018 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 were accepted from Cllr. Nolan due to family matters and from Cllr. Adams who will be late arriving at the meeting.
4. **PUBLIC PARTICIPATION**
There were no members of the public present.
5. **CEMETERY NO 2 SITE**
 - 5.1 Delegated Powers
There were no delegated powers to report.
 - 5.2 Unauthorised items on graves
The next inspection is scheduled to take place on 27 and / or 28 February 2019 (weather permitting).
 - 5.3 Cemetery gates and posts
The Clerk will contact Westerleigh for an update re the gates.
Refer to item 18.1 re pillars at Davey Hill entrance.
 - 5.4 Tree Inspection
It was noted that the Chairman and Clerk have met to consider the tree inspection report. This has gone out to tender for quotations for the necessary tree works.
 - 5.5 Maintenance
The Clerk provided an update and it was noted that the hedges have been cut. It was **AGREED** to source lockable fixtures for the WC. It was noted that office staff had to visit the cemetery over the Christmas break to replace items and empty the overflowing waste bins.

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

Woodpile – It was noted that the felled wood has been left in a pile for wildlife.

Visitors – It was noted that visitors to the cemetery have provided good feedback about the appearance of the cemetery.

Parking – Concern was raised that visitors to the crematorium have been parking on the grass alongside the driveway. It was suggested that oak bollards or boulders could line the edge of the grass. It was **AGREED** that the Chairman and Clerk will arrange to meet with Westerleigh to discuss appropriate methods to prevent cars parking on the grass and to ask Westerleigh to pay for this.

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

It was noted that Cllr. Adams has recently litter picked the old cemetery. No other issues have been reported.

7. **GARDEN ALLOTMENT SITE**

7.1 Overgrown plot - It was noted that the handyman is clearing a plot which is overgrown and heavily fly-tipped.

8. **STREET LIGHTING**

8.1 West Cliff Streetlights – Members were in receipt of a letter from NNDC asking for a contribution towards the maintenance of the path which surrounds the Town Council owned street lighting columns. It was **AGREED** that Cllr. Adams and the Clerk will meet to discuss a response to the letter.

9. **FLOODLIGHTING**

There were no matters to report.

10. **STREET FURNITURE & ASSETS**

10.1 Curved Benches at North Lodge Park

It was noted that the joiner has been asked to provide an update.

10.2 Annual Inspection

It was noted that the inspection is almost complete. The Chairman will inspect the remaining items in order that the complete inspection report can be considered at the next meeting. In the meantime the grit bin on Sandy Lane will be drilled in order that the water can drain away. It was **AGREED** that the grit bin at Burnt Hills needs to be replaced in the autumn.

It was noted that the paint is starting to flake on the heritage columns. It was **AGREED** to ask T. T. Jones to inspect and advise.

10.3 Other Street Furniture Matters (for information only)

Benches – It was noted NCC have surplus benches for disposal. These were previously used at the park and ride sites.

11. **FLAGPOLES**

11.1 Churchyard Halyard

It was noted that the halyard will be replaced once the weather is calmer.

11.2 Any other Flagpole Matters (for information only)

There were no other matters to report.

12. **NORTH LODGE**

12.1 Parking

It was **AGREED** that the wording on the sign should be ' Private Land – No unauthorised vehicles'. Cllr. Bartlett will take another look at the wheeled sign at Merchants' Place and provide costs.

13. **WAR MEMORIAL**

13.1 War Memorial

It was noted that there has been no further correspondence from the complainant.

It was noted that there is an article in Church & Heritage Building magazine about the restoration of the War Memorial.

13.2 Poppy Wreaths

Members considered various methods of displaying poppy wreaths including free standing fences. It was **AGREED** to make further investigations and contact the Church in order that this can be considered in more detail at the next meeting.

13.3 Commemorations

It was noted that the Church is booked for 15 August 2020 to commemorate the 100th anniversary of VJ Day and it is hoped to work with the incoming Church Wardens to install a display in the churchyard.

It was noted that once details of any national commemorations are made available, we also need to consider the 100th anniversary of the Treaty of Versailles on 28 June 2019.

14. **CORRESPONDENCE AND OTHER MATTERS**

There were no matters to report.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 12 February 2019

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

17. **Woodland Burial** – The Clerk provided an update.

18. **Quotations**

18.1 **Pillar at Davey Hill Entrance to Cemetery**

The Clerk advised that after contacting numerous contractors only one quotation had been submitted. It was **AGREED** to accept the quotation of £3502.84 from Cliveden Conservation.

18.2 **North Lodge**

The Clerk presented three quotations for the urgent repointing and replacement of weathered bricks on the seaward walls of North Lodge. Following discussion, it was **AGREED** to accept the quotation of £43,355 from Cliveden Conservation.

It was noted that NNDC will be contacted for any necessary permissions and wedding couples affected by the works will be made aware.

18.3 **Bus Shelters**

It was noted that requests have been received for bus shelters on Beach Road (near Morrisons) and opposite Clifton Park on Runton Road. Some guideline prices have been sourced but there is no budget for new shelters. It was **AGREED** to instruct the Clerk to contact NCC to see whether there are any secondhand shelters available and also whether bus shelters can be included in a future Parish Partnership Scheme. It was also suggested that Morrisons be asked whether they would contribute to the installation of a bus shelter on their land.

19. **Scattering of ashes**

It was noted that guidance had been sourced from the ICCM in respect of a recent scattering of ashes and it was **AGREED** to follow their advice.

20. **Business Plan**

It was **AGREED** to arrange a meeting to discuss a possible business proposition.

There being no further business, the Chairman closed the meeting at 8.57pm

.....

.....

W&GP Minutes
15 January 2019

Signed:

Dated: