

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 12 FEBRUARY 2019**

**PRESENT**

Committee Chairman Cllr. D. Pritchard,  
Cllr. T. Adams, 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 15 JANUARY 2019**  
The minutes of the meeting held on 15 January 2019 which were **APPROVED** by Full Council on 21 January 2019 were signed by the Chair of the committee.
2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**  
The Chairman declared an interest in item 13.2 Poppy Wreaths.
3. **APOLOGIES FOR ABSENCE**  
Apologies were accepted from Cllr. Nolan due to family matters.
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). A press release will be issued to make members of the public and visitors to the cemetery aware.
  - 5.3 Cemetery gates and posts  
It was noted that the gates at the main entrance have been installed and that works to the pillar at the Davey Hill entrance will commence shortly. It was **AGREED** to appoint Cliveden Conservation to remove the old metal work from the pillars.

Cllr. Adams advised that a resident has raised concern re spending of public money at the cemetery including the new gates which were in fact installed by Westerleigh as part of the crematorium works. It was suggested that public perception needs to be improved and **AGREED** that a press release will be prepared to make residents aware of the success of the crematorium for the town and the benefits to the cemetery. The availability of memorial benches and sponsorship of new stained-glass panels in the chapel will also be promoted. It was stressed that the press release should be issued before the council enters purdah.

The Clerk will seek professional advice re the section of hedge which appears to be dying.

5.4 Tree Inspection

It was noted that only one quotation was received for the tree works which was **APPROVED**. Any necessary consents will be obtained from NNDC before the tree works commence.

5.5 Maintenance

The Clerk advised that Norse had prematurely removed all the Christmas wreaths including artificial ones and 3 families have contacted the office to raise concern. It was **AGREED** to send a letter of apology to the families concerned and reimburse the cost of the artificial wreaths up to a maximum value of £25.

5.6 Parking at Cemetery

It was noted that the Chairman, Vice-Chairman and Clerk are to meet with representatives from Westerleigh.

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

Cemetery Garage – It was **AGREED** that the gravedigger can store shuttering in the garage and that 28days notice will be given should the Town Council need to use the garage for other purposes.

Woodpile – It was noted that a resident has raised concern re the woodpile near the boundary of the cemetery. It was **AGREED** to retain the woodpile and write to the complainant to advise that it is a valuable resource for wildlife and the ecology of the cemetery.

Groundwater Inspection – It was noted that the groundwater inspection is to be carried out on 08 April 2019.

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

There were no matters to report.

7. **GARDEN ALLOTMENT SITE**

7.1 Shed on allotment

It was noted that evidence of costs has been received and the former tenant will be reimbursed accordingly.

7.2 Rubbish near entrance to allotment site

It was **AGREED** to instruct the handyman to remove the accumulated rubbish and the old noticeboard.

8. **STREET LIGHTING**

8.1 West Cliff Streetlights

The street lighting contractor has confirmed that the surface was level when the columns were installed and any sinking is due to erosion. He will forward photographs. The Clerk will write to NNDC once the photos have been received.

8.2 Heritage Columns

The Clerk presented a quotation for the maintenance of the heritage columns which was **APPROVED**.

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 restoration of the benches should be complete by the end of February.

10.2 Annual Inspection

It was noted that the inspection is almost complete and will be reported at the next meeting.

10.3 Grit bins

It was noted that the Chairman is yet to drill drainage holes in the Sandy Lane grit bin.

Following a recent incident outside North Lodge, members reviewed whether to install a grit bin outside the building. Following lengthy discussion, it was **AGREED** to not provide a grit bin at present.

10.4 Bus shelters on Beach Road and Runton Road

It was **AGREED** to consider the provision of bus shelters in the next round of Parish Partnership funding in the autumn. In the meantime the Clerk will contact Morrisons re the provision of a bus shelter on their land on Beach Road.

10.5 Other Street Furniture Matters (for information only)

There were no other matters to report.

11. **FLAGPOLES**

11.1 Churchyard Halyard

It was noted that the halyard is yet to be replaced.

11.2 Any other Flagpole Matters (for information only)

There were no other matters to report.

12. **NORTH LODGE**

12.1 Signage re Parking

This item was carried forward to the next meeting.

12.2 Booking for Chamber

It was noted that a booking has been received for an event on Sunday 31 March and members were asked whether anyone is available to open and

close the building. Members will confirm their availability to the Clerk as soon as possible.

13. **WAR MEMORIAL**

13.1 War Memorial

It was noted that one complainant is now satisfied with the engraving and that the Chairman, Clerk, Deputy Clerk and a representative from Cliveden Conservation had met with another family who were concerned about the positioning and spacing of some of the names. Cliveden Conservation will look into this but it is felt that no changes can be made.

13.2 Poppy Wreaths

It was noted that the wreaths will be removed at the end of February. Alternative methods of displaying the wreaths after Remembrance Sunday will continue to be investigated and the Chairman and Clerk will arrange to meet representatives from the Church in May.

13.3 Commemorations

It was noted that the Chairman and Clerk are to meet with representatives from the Church in May. The Chairman will look into whether there are to be any national commemorations for the Treaty of Versailles.

14. **CORRESPONDENCE AND OTHER MATTERS**

There were no matters to report.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 19 March 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. **Business Plan** – This item is commercially sensitive  
The Clerk advised that a meeting date is yet to be set.

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

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Signed

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Dated