

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 09 APRIL 2019**

**PRESENT**

Committee Chairman Cllr. D. Pritchard,  
Cllr. T. Adams, 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 12 FEBRUARY 2019**  
The minutes of the meeting held on 12 February 2019 which were **APPROVED** by Full Council on 04 March 2019 were signed by the Committee Chairman.
2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**  
There were no declarations of interest.
3. **APOLOGIES FOR ABSENCE**  
Apologies were accepted from Cllr. Bartlett & 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  
A delegated decision had been made to permit renovation of a kerbset. No fee would be applicable or any need to purchase exclusive rights of burial as long as there were no changes to the kerbset.
  - 5.2 Unauthorised items on graves  
A date will be set for the next inspection for early to mid-May.
  - 5.3 Cemetery gates and posts  
It was noted Cliveden Conservation are yet to remove the old metal work from the pillars.  
  
It was noted that there has been further fly tipping behind the gates. The Clerk will ask the handyman to remove this. This will be monitored and if fly tipping continues, a trail cam may be installed.
  - 5.4 Tree Inspection  
A climbing inspection has now been carried out and further works identified. It was **AGREED** to ask the tree surgeon to carry out these works.
  - 5.5 Parking at Cemetery  
It was noted that Cllrs. Pritchard, Bartlett, Leeds and the Clerk have met with representatives from Westerleigh. It was **AGREED** to obtain quotations for raised flower beds to be placed along the driveway.

5.6 Press Release

It was noted that the press release was put on hold due to purdah but as the elections for the Town Council were uncontested the press release can now be circulated.

5.7 Loose cover on driveway

Cllr. Adams will check this again.

5.8 Letter from Resident

A letter in respect of the woodpile was read out and noted.

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

Ground Water Assessment – It was noted that the assessors have visited the cemetery and the report awaited.

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

There were no matters to report.

7. **GARDEN ALLOTMENT SITE**

7.1 Pesticides

It was noted that concern has been raised in respect of the use of pesticides. It was **AGREED** to consider this as part of a review of allotment rules and regulations.

7.2 Other Allotment Matters (For information only)

There were no other matters to report.

8. **STREET LIGHTING**

8.1 West Cliff Streetlights

The Clerk provided an update and read out the draft letter to NNDC. It was **AGREED** to instruct the Clerk to issue the letter.

8.2 Requests for Street Lights

A request for additional street lights near Cadogan Road car park was noted.

8.3 Other Street Lighting matters (for information only)

An update was received in respect of street light repairs.

9. **FLOODLIGHTING**

There were no matters to report.

10. **STREET FURNITURE & ASSETS**

10.1 Curved Benches at North Lodge Park

It was noted that NNDC are preparing the brackets for the benches.

It was noted that the work carried out by the craftsman to restore the benches was in excess of the amount actually charged. It was **AGREED** that once installed, the benches will be officially unveiled and the craftsman given full credit for his work.

10.2 Annual Inspection

It was noted that the inspection is now complete. The Clerk will prepare the specification for the required works.

10.3 Grit bins

It was noted that the Chairman has drilled holes in the Sandy Lane grit bin in order that the water will drain away.

10.4 Benches

It was noted that the bench at the junction of Norwich Road and St. Mary's Road belongs to the Town Council and needs repair. This will be added to the specification of works.

10.5 Other Street Furniture Matters (for information only)

There were no other matters to report.

11. **FLAGPOLES**

11.1 Any Flagpole Matters (for information only)

It was noted that works to the flagpoles will take place when the weather is calmer.

12. **NORTH LODGE**

12.1 Signage re Parking

There was no update. This item was carried forward to the next meeting.

12.2 Electrical Inspection

It was **AGREED** to ask Kings & Barnham to carry out the necessary works identified in the inspection.

13. **WAR MEMORIAL**

13.1 War Memorial

It was noted Cliveden are yet to inspect the shelter coat.

13.2 Poppy Wreaths

It was noted that the wreaths have been removed. Methods of displaying the wreaths after Remembrance Sunday will continue to be investigated. The Chairman and Clerk will arrange to meet representatives from the Church in due course.

13.3 Commemorations

It was noted that there is to be no national commemoration for the Treaty of Versailles and was therefore **AGREED** to hold no local commemorations.

Information is awaited in respect of the national commemorations for VJ Day. The Clerk is to arrange to meet with representatives from the Church to further discuss the installation of a weeping window and also a horse to represent the loss of animals during the war.

14. **CORRESPONDENCE AND OTHER MATTERS**

There were no matters to report.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 21 May 2019

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

17. **Woodland Burial**

The Clerk provided a brief update.

18. **Business Plan** – This item is commercially sensitive.

The Clerk advised that a meeting has been held with the landowners and that she is continuing to work on the business plan.

There being no further business, the Chairman thanked everyone for their hard work over the last four years and then closed the meeting at 8.20pm

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Signed

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Dated