

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 30 JUNE 2015**

PRESENT

Committee Chair Cllr. D. Pritchard, Committee Vice-Chair Cllr. T. Bartlett
Cllr. T. Adams, Cllr. J. Frosdick, Cllr. D. Russell

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

1. **MINUTES OF THE MEETING HELD ON 26 MAY 2015**

The minutes of the meeting held on 26 May 2015, were **APPROVED** and were signed by the Chair of the committee.

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

Cllr. Bartlett declared an interest in matters relating to Cromer Preservation Society.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllr. Nolan due to holiday.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **CEMETERY (No 2 Site)**

5.1 **Delegated Powers**

It was noted that delegated powers had been used to approve the following:

To give retrospective permission for an unauthorised cremation tablet.

5.2 **Unauthorised items on graves**

Two more sections have now been inspected and unauthorised items labelled and removed. A date is to be set for the next phase of work.

5.3 **Chapel**

It was **AGREED** to instruct Simon Purslow to carry out the inspection of the chapel tower. It was **AGREED** to draft a tender document for the maintenance works to the interior of the chapel and the pews.

5.4 **Fallen Tree**

There was no update.

5.5 **Driveway**

It was noted that the blocked gully has been repaired.

5.6 Molehills

It was noted that advice from a pest controller to another parish council was that only tunnel traps can be used in a public area and that there is no guarantee that another population will not move in to the vacated tunnels. It was therefore **AGREED** to continue to ask the contractors to clear the molehills and fill any collapsed runs and rabbit holes.

5.7 Bench

It was noted that a following receipt of a complaint, the contractors were instructed to prioritise the maintenance of one of the benches. The bench has since been removed without authorization of the council. It was **AGREED** that a letter be sent to the family concerned.

5.8 Maintenance

It was noted that complaints have been received about some maintenance issues and an inspection has identified areas needing improvement. It was **AGREED** that the tender document for the cemetery maintenance contract be reviewed to include an increased number of cuts and strims. It was also **AGREED** that fortnightly inspections take place to check that work is being carried out at the appropriate times.

5.9 Other Cemetery Matters (for information only)

There were no other matters to report.

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

6.1 Alexander plant

It was noted that The Wildlife Works have cleared the Alexander plant.

6.2 Memorial Inspection

It was **AGREED** to go out to tender for the memorial inspection which is due in 2016.

6.3 Other Cemetery No 1 matters

Cllr. Bartlett suggested that at some point in the future, the Town Council consider a feasibility study to turn the old chapel in to an artist's studio or similar.

7. **GARDEN ALLOTMENT SITE**

7.1 Dog Fouling

It was noted that a complaint has been received about dog fouling on the pathways between the allotments. The Clerk was instructed to contact NNDC for suitable signage.

8. **STREET LIGHTING**

8.1 Turning off lights after midnight

It was noted that the project is on hold whilst other options are being considered.

9. **STREET FURNITURE & ASSETS**

9.1 Grit Bins

Cllr. Bartlett is to stencil the bins and at the same time carry out the annual inspection.

10. **FLAGPOLES**

10.1 Repairs to Flagpoles

It was noted that the flagpole at North Lodge will be repaired in September and that the crosstrees will be removed to prevent future snagging. The churchyard flagpole will be repaired next week. It was requested that the flagstones be moved closer together and an extra flagstone added to make a safer footway when hoisting and lowering the flag.

11. **WAR MEMORIAL**

It was noted that two expressions of interest for grant funding have been submitted. A Section 137 grant has been agreed in principle but this is yet to be ratified by Full Council. An update was provided in respect of recent fundraising and thanks given to all those who had helped.

12. **NORTH LODGE**

The Clerk advised that a specification has been received to double-glaze the rest of the windows on the ground floor and the windows on the first floor. It was suggested that these works be phased over the next two financial years. It was **AGREED** to go out to tender using the specification provided.

13. **CONTRACTS**

It was noted that the handyman contract has been revised to remove the Cemetery Lodge Garden and **AGREED** to go out to tender.

14. **CORRESPONDENCE AND ANY OTHER MATTERS** (for information only)

Crematorium – There was no update.

15. **DATE OF THE NEXT MEETING** – 7pm on 11 August 2015.

There being no further business, the Committee Chair closed the meeting at 8.27pm

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Signed

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Dated