

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 29 MARCH 2016**

**PRESENT**

Committee Chair Cllr. D. Pritchard,  
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. J. Frostdick, Cllr. Y. Nolan, Cllr. C. Robb,  
Cllr. D. Russell

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

In attendance: District Cllr. N. Pearce

1. **MINUTES OF THE MEETING HELD ON 23 FEBRUARY 2016**

The minutes of the meeting held on 23 February 2016, which were **APPROVED** by Full Council on 29 February 2016 were signed by the Chair of the committee.

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

There were none.

3. **APOLOGIES FOR ABSENCE**

There were none.

4. **PUBLIC PARTICIPATION**

There was none.

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

5.1 Delegated Powers  
There were none.

5.2 Cemetery Maintenance  
Members were advised that Mr Amis is still poorly following a recent accident. Concern was raised that during a recent visit to the cemetery one of the grounds men was not wearing proper safety equipment and advised that he was working on a freelance basis. It was **AGREED** to meet with the contractor to make them aware of our concerns and to ask for evidence that all their employees/contractors are covered by their public liability insurance. This will be followed up in writing. It was suggested that a temporary contract also be set up with another contractor to assist the Town Council's contractor through this difficult period,

5.3 Unauthorised tributes

It was noted that the inspection is on-going and will continue over the coming weeks. Members were pleased to report that there is some improvement in respect of the number of unauthorized tributes being left on graves.

5.4 Signage

It was noted that the Cemetery Rules and Regulations have been updated and circulated to Funeral Directors and Memorial Masons together with a letter pointing out that vehicles must not be driven on to the grassed areas of the cemetery. Signage is being sourced.

5.5 Shrubs on graves

The Deputy Clerk advised that a note has been attached to the very overgrown shrub in section A, asking that any family members contact the Town Council Office. Notices had previously been placed at the cemetery advising that all shrubs on graves are to be removed.

5.6 Any other matters (for information only)

Concern was raised that the bins had not been emptied on Good Friday and that rubbish sacks were awaiting collection. It was noted that the bins were emptied on the Saturday instead.

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

6.1 Memorial Inspection

It was noted that during the recent memorial inspection 6 stone crosses were found to be unsafe and were laid.

6.2 Channel 4 TV Series

The Clerk reported that Channel 4 had advised that there were no appropriate programmes being developed at present.

6.3 Biodiversity Awards

The Clerk advised that she had arranged to meet with the contractor to discuss this.

6.4 Other Cemetery Matters (for information only)

There were no other matters to report.

7. **GARDEN ALLOTMENT SITE**

It was noted that an allotment fence had been knocked down by the driver of a white van. No other details were available. It was **AGREED** to monitor this.

8. **STREET LIGHTING**

8.1 Street Lighting Business Plan

The Clerk provided an update and advised that the tenders will be brought to the next meeting for consideration. It was suggested that a plaque be attached to one of the new street lights in the Churchyard to commemorate the 90<sup>th</sup> birthday of Queen Elizabeth.

8.2 Faulty Streetlight behind Corner Street

It was noted that the streetlight is no longer repairable and that the column is cracked underground. It was **AGREED** that it will be much more cost effective for this to be replaced within the first phase of the street lighting

project (refer above). The Clerk was instructed to write to the complainants and to Norman Lamb MP to advise that the light will be repaired as part of the Street Lighting project and that the first phase is likely to commence in July.

8.3 Any other Street lighting matters (for information only)

There were no other street lighting matters to report.

9. **STREET FURNITURE & ASSETS**

9.1 Grit Bins

It was noted that NCC are to continue to fill the grit bins.

10. **FLAGPOLES**

10.1 Repairs to Flagpoles

It was noted that the box has been installed and the frayed halyard replaced on the flagpole at North Lodge.

11. **WAR MEMORIAL**

11.1 Grant Funding Applications

It was noted that tenders have been advertised and that the Deputy Clerk is continuing to compile the supporting information.

11.2 War Memorial

It was noted that a Chocolate Raffle will be held at the Community Open Day. As there was very little to update, it was **AGREED** that the next meeting of the Working Group be postponed.

12. **CORRESPONDENCE**

12.1 Crematorium

It was noted that Westerleigh's presentation at the Annual Town Meeting was well received and that positive feedback has been received from members of the public.

12.2 Fireproof Cupboard

The Clerk advised that the load bearing test indicated that the office floor is not strong enough to support the weight of a fireproof cupboard. The costs of installing metal supports would be exorbitant. It was **AGREED** to continue to investigate other methods of secure storage.

12.3 Bus Shelter

Members were pleased to note that the construction of the new bus shelter at the bus station is well underway and should be complete this week. It was noted that due to safety concerns, the roof will be polycarbonate not glass.

12.4 Any other correspondence (for information only)

There was no other correspondence to report.

13. **DATE OF THE NEXT MEETING** – 7.00pm, 10 May 2016

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

*Cllr. Pearce left the meeting*

15. **QUOTATIONS**

Quotations for the following works were considered:

15.1 Chapel at Cemetery no 2 site

The specification was sent out to 9 builders and two quotations were received. It was **AGREED** to accept the quotation from Scott Massingham.

15.2 Repair/Re-erection of gravestones at Cemetery No 2 site

The specification was sent out to 7 memorial masons and 2 quotations were received. It was **AGREED** to accept the quotation from R. Wells. The Clerk and Committee Chairman will arrange to meet with Mr Wells to discuss arrangements.

15.3 Tree Works

The specification was sent out to 5 companies and 3 quotations were received. It was **AGREED** to accept the quotation from R. Bell.

15.4 Memorial Inspection (No 2 site)

One quotation was received. It was **AGREED** to accept the quotation from Abbey Memorials and arrange for the inspection to take place before the re-erection of previously laid memorials.

There being no further business, the Committee Chair closed the meeting at 8.26pm

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Signed

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Dated