

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 26 JULY 2016**

PRESENT

Committee Chair Cllr. D. Pritchard, Committee Vice-Chair Cllr. T. Bartlett,
Cllr. J. Frosdick, Cllr. Y. Nolan, Cllr. C. Robb, Cllr. D. Russell

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

1. **MINUTES OF THE MEETING HELD ON 14 JUNE 2016**

The minutes of the meeting held on 14 June 2016, which were **APPROVED** by Full Council on 18 July 2016 were signed by the Chair of the committee.

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

Members declared a corporate interest in matters relating to the crematorium.

3. **APOLOGIES FOR ABSENCE**

It was **AGREED** to accept apologies from Cllr. Adams due to his being elsewhere carrying out Mayoral duties.

4. **PUBLIC PARTICIPATION**

There was none.

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

5.1 **Delegated Powers**

Replacement memorials - It **AGREED** that exclusive rights of burial needed to be purchased for the replacement of a memorial (also refer item 5.6).

Ashes in baby grave - It was agreed that an interment of ashes could take place in a baby grave and permission also given for the interment of ashes of the baby's other parent when the time arises. It was stressed that any changes to the headstone should be within the rules and regulations of the baby grave section.

5.2 **Cemetery Maintenance Inspection**

It was noted that two inspections have been carried out since the last meeting and that all works are either complete or in hand.

5.3 **Unauthorised tributes on graves**

It was noted that the whole cemetery had been inspected and a very small number of items were removed or notes left requesting removal.

- 5.4 Shrubs on graves
It was noted that the contractor has cut down the shrubs but many of the roots remain. The Clerk will obtain a further update from the contractor. It was agreed that the Deputy Clerk will cut the roots on the ivy which is covering a large memorial. The ivy will be removed once it has died off.
- 5.5 Repair of memorials
It was noted that the works to reinstate laid memorials is well underway. Works will be required to reinstate the turf where the memorials have been laid.
- 5.6 Exclusive Rights of Burial
It was **AGREED** that the Exclusive Rights of Burial have to be purchased before permission can be granted for the repair/reinstatement/replacement of memorials on common graves. If the licence for the memorial has expired then it will have to be renewed before works commence. The fee for renewal of a licence will be £25/£50 for 20 years. The rules and regulations will be amended accordingly.
- 5.7 Sunken Graves
It was noted that the Deputy Clerk had met with the contractor to identify graves which need to be infilled. Due to the number of graves involved, it was **AGREED** that members of the committee will meet with the Deputy Clerk to identify and prioritise the works.
- 5.8 Wildlife
It was noted that rabbits are starting to burrow in the cemetery. The contractor is aware and will monitor the situation. It was also noted that since the commencement of the building works for the crematorium, the number of molehills has significantly declined.
- 5.9 Temporary wooden markers and Remembrance Wreaths and Crosses
It was noted that grave markers are only permitted for 12 months after burial and this is reflected in the rules and regulations.
It was **AGREED** to adopt a ruling that Remembrance wreaths and crosses will be removed when in the opinion of the burial authority they are seen to be weather worn or faded. The rules and regulations will be updated accordingly.
- 5.10 Burial Registers
It was **AGREED** to arrange for the burial registers to be rebound.
- 5.11 Any other matters (for information only)
It was noted that the works to the interior of the chapel are on-going. It was **AGREED** that use of the chapel needs to be promoted. This will be placed on the next agenda of the Promotions and Development Committee for consideration.

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

6.1 Tree works

It was noted that the tree works will recommence after the nesting season.

6.2 Other Cemetery Matters (for information only)

There were no other matters to report

7. **GARDEN ALLOTMENT SITE**

The Clerk advised that two plots are to be reallocated.

8. **STREET LIGHTING**

8.1 Replacement Street Lighting

It was noted that the loan application has been approved. Cllr. Pritchard and the Clerk are to meet with the contractor. Advice has been sought in respect of the reclaiming of the VAT. The Clerk has requested written confirmation that it can all be claimed back.

The Deputy Clerk asked that the failed light on Corner Street be prioritised within the first phase of works.

8.2 Street Lights on Overstrand Road

Members were in receipt of a consultation paper from NCC in respect of turning off some of the street lights on Overstrand Road. NCC are planning to hold a 12 month trial.

It was **AGREED** to raise concern that the lights on this main coastal road are turned off. This is also a main route to the surgery and hospital. It was further **AGREED** that this be referred to Planning Transportation & Environment Committee to consider at their special meeting on 02 August and also referred to full council. The Clerk was instructed to contact NCC to ask for the deadline date for responses.

8.3 Churchyard Floodlighting

It was noted that a meeting had been held with Cromer Electrical to discuss photocells but due to the setup of the floodlights this is not feasible. All of the floodlights are controlled by chronological timers and it is thought that someone may be accessing the meter box and adjusting them. A new lock is to be fitted and keys will only be held by CTC and Cromer Electrical.

Concern was raised that yet again one of the floodlights is lying flat to the ground. It was **AGREED** to ask Cromer Electrical for further advice as the lock washers have clearly not worked.

8.4 Any other Street lighting matters (for information only)

There were no other matters to report.

9. **STREET FURNITURE & ASSETS**

9.1 Benches

It was noted that NCC Highways have been asked to remove the bench at the entrance of Court Drive.

A specification for the repairs of the CTC owned benches has been sent to 11 contractors and quotations are awaited.

It was **AGREED** that the 5 old benches at the cemetery are beyond repair and the Clerk was instructed to obtain scrap value for the metal ends.

9.2 Bus Shelters (also refer item 16)

It was noted that the bus shelter near Cabbell Park will be replaced like for like when the new surgery is built.

9.3 Grit Bins

It was noted that all the grit bins on Hillside belong to CTC. The Clerk advised that there is funding for 4 replacement grit bins within the budget. These will be prioritised and ordered in October.

10. **FLAGPOLES**

There were no matters to report.

11. **WAR MEMORIAL**

11.1 Grant Funding Applications

The decision from the War Memorial Trust is awaited.

11.2 War Memorial

There were no other matters to report.

12. **CREMATORIUM**

12.1 Crematorium

It was noted that Cllr. Pritchard and the Clerk attended a site meeting last week. Members will be invited to a site visit in September.

13. **CORRESPONDENCE**

13.1 Safe storage of documents

The Deputy Clerk is still trying to source suitable storage.

13.2 Any other correspondence (for information only)

There were no other matters to report.

14. **DATE OF THE NEXT MEETING** – 7.00pm, 06 September 2016

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

It was **AGREED** that in view of the nature of the matters to be discussed that the public and press be excluded from the meeting.

16. **QUOTATIONS**

16.1 Deep Clean of Bus Shelters

Members received details of two quotations for the deep clean of the bus shelters. It was **AGREED** to accept the quotation from Colin's Cleaning Services.

There being no further business, the meeting was closed at 8.45 pm

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Signed

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Dated