

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 18 OCTOBER 2016**

PRESENT

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

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

Mr D. White (Cromer Electrical)

1. **MINUTES OF THE MEETING HELD ON 06 SEPTEMBER 2016**

The minutes of the meeting held on 06 September 2016, which were **APPROVED** by Full Council on 17 October 2016 were signed by the Chair of the committee.

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

There were no declarations of interest.

3. **APOLOGIES FOR ABSENCE**

It was **AGREED** to accept apologies from Cllr. Robb due to holiday. Apologies from Cllr. Nolan were noted as no reason for absence was given.

4. **PUBLIC PARTICIPATION**

There was none.

5. **CHURCH FLOODLIGHTS**

Mr White had been invited to the meeting to discuss the issues concerning the floodlighting in Cromer Churchyard. It was noted that there is now a new lock on the meter box and no one other than CTC or Cromer Electrical have access. Some of the screws are missing from the uplighters which has resulted in water ingress tripping the lights. Replacement screws have to be custom made. It was **AGREED** to ask Cromer Electrical to provide a quotation for replacement screws and for a bracket to support the tower floodlight.

Mr White left the meeting

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

6.1 **Delegated Powers**

Single depth grave - It **AGREED** that due to the extra width of a coffin, a new grave could be dug to single depth rather than the usual double depth.

6.2 Cemetery Maintenance Inspection

It was noted that two inspections have been carried out since the last meeting and that the overgrown area behind the RBL section has now been cleared. The weed killing has not yet been carried out and no notification of the type of weed killer to be used has been received. It was noted that the current maintenance contract has expired and **AGREED** to continue the contract on a monthly rolling basis. A meeting is to be held with Westerleigh to consider joint working arrangements.

6.3 Repair of memorials

It was noted that works to reinstate memorials at Cemetery No 2 are complete at a total cost of £17,860. Works at Cemetery No 1 are yet to be done. There are areas of ground which now need to be infilled and turfed. It was suggested this is taken into account when arranging future memorial testing and repair of memorials.

6.4 Sunken Graves

Thanks were given to members who were involved in identifying all the graves which need to be infilled. It was **AGREED** to get quotations for costs and to issue a press release in respect of the maintenance required following re-erection of memorials and the levelling of graves.

6.5 Social Media

It was **AGREED** to use the existing Town Council facebook page to provide information about the cemetery and chapel.

6.6 Chapel Tower

During recent repair works it was noticed that the arches at the top of the tower are eroding due to water ingress. Whilst it was not thought that there is any immediate danger, there is a need for maintenance works. It was **AGREED** to instruct the Clerk to draft a specification and obtain quotations for the works.

6.7 Grave Digging

It was noted that an issue had arisen where the soil heap from a new grave was placed on the grave of a recent interment causing distress to the family concerned. A letter had been sent to the contractor asking that more sensitivity is used in future and that soil heaps are not placed on recent graves.

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

There were no other matters to report.

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

7.1 Cemetery Chapel and Open Day

It was noted that a suggestion had been received from a member of the public to set up a working party to clean the inside of the chapel and to hold an open day. It was **AGREED** to inspect the inside and outside of the chapel in April 2017 before any decision is made and to send photos to the member of the public.

7.2 Other Cemetery No 1 Matters (for information only)

There were no other matters to report.

8. **GARDEN ALLOTMENT SITE**

The Clerk advised that the tenancy renewals have been issued and some plots are to be reallocated. The allotment inspection is due and will be carried out when time permits. The suggestion of a plot of land for allotment use was not considered to be suitable as in the long term any land purchased will be considered for use for burials. It was **AGREED** to wait to hear from NNDC re future sports provision to see if we can work together to obtain a plot of land.

9. **STREET LIGHTING**

9.1 Replacement Street Lighting

It was noted that a member of the public has complained about the length of time it is taking to reinstate the light on Corner Street. It was **AGREED** to issue a press release to update residents about the project.

9.2 Any other Street lighting matters (for information only)

There were no other matters to report.

10. **STREET FURNITURE & ASSETS**

10.1 Benches

It was **AGREED** to relocate the bench on Cliff Avenue away from the tree.

10.2 Cemetery Benches

It was noted that the old metal benches had been sold for £310.

10.3 Maintenance of Bus Shelters

It was noted that there are no secondhand shelters available at present but the Clerk will check with other authorities and will also check whether there are any planning restrictions. Members were asked to look at the new shelters available on the Queensbury Shelters website.

10.4 Slabs under benches at North Lodge

It was **AGREED** to accept a quotation of £245 from Scott Massingham to lay slabs under three of the benches in the garden at North Lodge.

10.5 No smoking signs at bus station

Following receipt of complaints that the signs were too large, these have been checked and found to be standard size.

11. **FLAGPOLES**

It was noted that another halyard has snapped. The remaining halyard is tied to a cleat outside the office window.

12. **WAR MEMORIAL**

12.1 Grant Funding Applications

A representative from the War Memorial Trust made a site visit and met with Cllr. Pritchard, the Clerk and Deputy Clerk. The application will now be passed back to the panel to consider further at the end of January. It was noted that some aspects of the works are not usually funded by WMT.

*It was **AGREED** to suspend Standing Orders to continue the meeting past 9pm.*

12.2 War Memorial

It was noted that the poppy wreaths have been ordered for Remembrance Sunday. It was also noted that wreaths and crosses will be laid at the cemetery.

13. **CREMATORIUM**

It was noted that the driveway is to be closed for 5 days from 28 November for resurfacing and that Davey Hill will be closed on 07 & 08 November.

A report has been received following the inspection of the chestnut tree near the main gates to the cemetery. It was **AGREED** that this tree should be saved if possible.

14. **CORRESPONDENCE**

14.1 Safe storage of documents

The filing cabinet has been ordered.

14.2 Any other correspondence (for information only)

There were no other matters to report.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 15 November 2016 (Budget)

16. **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. It was **AGREED** to allow Cllr. Roberts to stay for the remainder of the meeting but he would not have voting rights.

17. **QUOTATIONS**

17.1 Maintenance of benches

Members received details of three quotations for the maintenance works to the benches. It was **AGREED** to accept the quotation of £1503 from Scott Massingham.

17.2 Storage Shed

It was **AGREED** to accept the quotation of £495 from Scott Massingham for the re-roofing of the storage shed

There being no further business, the meeting was closed at 9.15 pm.

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Signed

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Dated