

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 15 MAY 2018**

PRESENT

Committee Chair Cllr. D. Pritchard,
Cllr. T. Adams (from item 5.2), Cllr. T. Bartlett, Cllr. Y. Nolan, Cllr. D. Russell.

Mrs. J. Warner PSLCC AICCM (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 03 APRIL 2018**
The minutes of the meeting held on 03 April 2018 which were **APPROVED** by Full Council on 09 April 2018 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**
Apologies for absence were accepted from Cllr. Frosdick (illness) and were noted from the Town Clerk.
4. **PUBLIC PARTICIPATION**
There were no members of the public present.
5. **CEMETERY NO 2 SITE**
 - 5.1 **Delegated Powers**
It was **AGREED** to permit the repainting of the lettering of a memorial on an unpurchased grave.
 - 5.2 **Unauthorised items on graves**
The inspection of most of the cemetery has been completed and members were pleased to note high compliance of the cemetery rules and regulations. Compared to previous inspections the number of unauthorised tributes had greatly decreased. Concern was raised at the number of broken pots the majority of which were Christmas tributes in containers which were not frost proof. A date is to be set for the completion of the inspection. Some of the items have been collected by the families concerned. Any which reappear on graves will be removed at the next inspection.
It was noted that one visitor to the cemetery had voiced their concern at items being removed.
 - 5.3 **Cemetery gates and posts**
There was no update in respect of the gates.
The need for repairs to the gatepost at the Davey Hill entrance will be put on the next agenda.
 - 5.4 **Driveway Gullies**
There was no further update in respect of the blocked gullies.

5.5 Memorial Benches

It was **AGREED** that the granite benches can be engraved on site, the cost of sponsorship will be £850 plus the cost of the engraving, Cromer Town Council will retain ownership of the benches. It was **AGREED** to discuss the positioning of the engraving of the benches in more detail at the next meeting.

5.6 Tree Inspection

It was **AGREED** to obtain a quotation for the tree works identified in the inspection report. In the meantime, the Committee Chairman and the Deputy Clerk will visit Cemetery No 1 site to check the inspection report.

5.7 ICCM Course

It was **AGREED** to contact other Town & Parish Councils to assess whether it would be viable to host an ICCM Course at North Lodge.

5.8 Garden of Remembrance

It was **AGREED** to permit the planting of a rosebush in the Garden of Remembrance but it must be stressed to the family concerned that the Town Council will take no responsibility for the plant.

5.9 Cremation Plots

It was **AGREED** to instruct the grave digger to set up a new tablet area next to Tablet Area E. The row of cremation plots will continue in front of grave sections H & J.

5.10 Rabbit Burrows

Concern was raised that rabbit burrows have appeared in the cemetery and crematorium. It was **AGREED** to ask the Grounds Maintenance Contractor to report any further instances to the Council.

5.11 Cemetery Inspection

It was noted that Cllr. Stibbons, the Deputy Clerk and the Admin. Assistant had inspected the cemetery. The Grave Digging Contractor will be asked to deal with any works which are not already in hand.

5.12 Grave Digging Contract

It was **AGREED** to review the contract at the end of the year and if appropriate consider extending it to a 5 year contract.

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

There were no other matters to report.

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

There were no matters to report.

7. **GARDEN ALLOTMENT SITE**

There were no matters to report.

8. **STREET LIGHTING**

There were no matters to report.

9. **FLOODLIGHTING**

9.1 Churchyard Floodlighting

Currently the timers for the floodlights are set for 9pm – 10pm from April to Sept and 5pm – 10pm Oct to March. It was suggested that members and officers take on the responsibility of changing the timings of the floodlights in time with the changing hours of daylight. It was **AGREED** to ask Cromer Electrical for advice on replacing the solar dial timers with a time clock.

9.2 Any other Floodlighting matters (for information only)

There were no other matters to report.

10. **STREET FURNITURE & ASSETS**

10.1 Curved Benches at North Lodge Park

It was noted that one quotation for refurbishment has been received and another is awaited.

10.2 Grit Bins

Cllr. Adams is to produce a report.

10.3 Any other matters (for information only)

There were no other matters to report.

11. **FLAGPOLES**

11.1 Broken Halyards at North Lodge

It was noted that Cllr. Pritchard is to prepare a report for the next meeting.

11.2 Any other Flagpole Matters (for information only)

The Deputy Clerk was asked to contact the Mayor and Committee Chairs for consent for the flying of flags in the Churchyard on the following dates:
Thurs 17 May 2018 – Cromer Flag for Blue Flag Awards
Sat 19 May 2018 – Union Flag for Royal Wedding
Thurs 24 May 2018 – Cromer Flag for Antiques Roadshow

12. **NORTH LODGE**

12.1 Parking

It was noted that NNDC Planning are recommending that only one sign be installed. The Deputy Clerk has contacted the parking enforcement company but is yet to receive a reply. It was suggested that the Planning Officer and Conservation Officer be invited to meet at North Lodge to explain the issue. In the meantime, the enforcement company will be contacted again for a reply.

12.2 Basement Fire Exit

It was **AGREED** to obtain a quotation for a push bar to be installed on the basement exit door. It was noted that if the door has to be changed, Listed Building Consent may be required.

12.3 Intruder Alarm and Phone System

It was noted that there has been a fault on the phone line to the intruder alarm which has now been repaired. The Deputy Clerk advised that the Town Council's IT Consultant has advised that other businesses with similar alarm systems are often called out due to poling errors caused by low phone signals. He suggested that the alarm company report these by email instead of by telephone call outs.

13. **WAR MEMORIAL**

13.1 Restoration Works

The Committee Chairman provided an update in respect of the restoration works. It was noted that a meeting of the War Memorial group is to be called as soon as arrangements for the rededication service on 10 Nov 2018 are more advanced.

13.2 Battle's O'er Commemoration

Arrangements will be discussed at the next meeting of the War Memorial Group.

14. **CORRESPONDENCE AND OTHER MATTERS**

There were no matters to report.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 24 June 2018

There being no further business, the Chairman closed the meeting at 8.30pm

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Signed

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Dated