

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 31 JULY 2018**

PRESENT

Committee Chair Cllr. D. Pritchard, Vice Chairman Cllr. T Bartlett
Cllr. T. Adams, Cllr. Y. Nolan, Cllr. D. Russell.

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

1. **MINUTES OF THE MEETING HELD ON 26 JUNE 2018**
The minutes of the meeting held on 26 June 2018 which were **APPROVED** by Full Council on 02 July 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 were accepted from Cllr. Leeds (RNLI meeting)
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 replacement of a tablet at additional fee rate as the inscription will not fit on the original.
 - 5.2 Unauthorised items on graves
It was **AGREED** to set the date of the next inspection for late September.
 - 5.3 Cemetery gates and posts
It was **AGREED** to ask Westerleigh to repair the other gate post at Davey Hill as their contractor's vehicles were seen to hit both posts. The design for the extended gates for the main entrance has been received by Westerleigh.
 - 5.4 Driveway Gullies
The gullies have been uncovered and cleared.
 - 5.5 Memorial Benches
The benches are on order, one of which has been earmarked as a memorial to former Town Councillor and Mayor of Cromer Tony Nash. This will be unveiled during the weekend of 10/11 November. Representatives from Cromer's twin towns will also be attending.

5.6 Tree Inspection

Due to inconsistencies in the previous report, it was **AGREED** to arrange a further inspection and request a refund from the previous tree inspector. It was noted that one tree in the old cemetery was recently removed as a matter of urgency as it was rotten and in danger of falling. Cllr. Adams suggested that the Town Council consider planting some more trees in the old cemetery to replace the two which have been removed in recent years.

5.7 Cemetery Maintenance

It was noted that a resident has raised further concerns in respect of the grass sticking to the headstones and has suggested that a cemetery user's group is set up to liaise with the burial authority when decisions are made.

It was noted that the contractor is sourcing a small mower to cut closer to the headstones and is sweeping the stones as necessary. It was reported that similar problems are arising in other cemeteries even where clippings are collected. It was noted that the Commonwealth War Graves Commission recommend mulching. It was **AGREED** that mulching is still the preferred method and is better for preserving the nutrients and protects the grass in dry weather.

It was felt that a user group is not necessarily representative of everyone's needs and that the burial authority have to act within the necessary legislation. All matters are decided at meetings, thus members of the public do have the opportunity to attend and make comment. It was **AGREED** to not set up a user group at present.

5.8 Cemetery Fees

The contractor will be asked again for his fee for weekend working.

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

There were no other matters to report.

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

6.1 Homeless people at Cemetery

It was noted that there are currently 3 people at the back of the cemetery. This has been referred to the police and NNDC housing who will monitor and provide support as necessary. An update will be requested.

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

It was noted that Cromer Electrical are sourcing a different sealant for the uplighters at the back of the church. Cllrs. Pritchard and Russell are yet to meet to discuss the timers.

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 NNDC have confirmed that the curved benches, once restored, can be reinstated at the entrance to North Lodge Park. Works to restore the benches will be carried out in September.

10.2 Grit Bins

Cllr. Adams provided a very comprehensive report (attached). It was **AGREED** to take the following actions:

Replace the Compit Hills grit bin this year.

Adopt the grit bin from Meadow Close previously owned by Victory Housing.

Ensure that the locations of the bins on the map are correct.

Use social media to increase public awareness of where the bins are and how to use the grit.

Ask people to donate ice cream tubs to use as a scoop.

Carry out the annual inspection prior to the refilling of the bins.

Cllr. Adams was thanked for his report.

11. **FLAGPOLES**

11.1 Broken Halyards at North Lodge

The Clerk read a report from Cllr. Leeds. The report from Cllr. Pritchard is awaited. It was **AGREED** to carry this forward to the next meeting in order that the reports can be considered together.

11.2 Any other Flagpole Matters (for information only)

There were no other matters to report.

12. **NORTH LODGE**

12.1 Parking

It was noted that the planning application for the signage was withdrawn as it was to be refused by NNDC. It was **AGREED** that the Chairman, Cllr. Adams and the Clerk will meet with Martin Chisholm to discuss the possibility of an off-street parking order and enforcement.

12.2 Phone and broadband System

It was noted that the Clerk is yet to deal.

12.3 Repointing and sealing of outside walls

It was noted that the Clerk is obtaining quotations for necessary maintenance works. It was suggested that the works be carried out in phases over 3 financial years with the works to the north facing wall taking place in this financial year. The Clerk was also asked to make enquiries as to whether there are any grants available. This will be considered at the next meeting.

13. **WAR MEMORIAL**

13.1 WW1 War Memorial

It was noted that a report is to be circulated for consideration at the next Town Council meeting.

13.2 Battle's O'er Commemoration

It was noted that a meeting will be held with the church to discuss arrangements and that a separate meeting with NNDC has been scheduled for 04 September 2018.

14. **CORRESPONDENCE AND OTHER MATTERS**

There were no matters to report.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 11 September 2018

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

The Deputy Clerk left the meeting.

17. **INTERIOR DECORATION AT NORTH LODGE**

The Clerk presented quotations for interior decoration. It was **AGREED** to award the contract for the works to Mr M Harmer.

There being no further business, the Chairman closed the meeting at 8.40pm

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Signed

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Dated