

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD REMOTELY VIA ZOOM AT 19:00 ON 08 SEPTEMBER 2020**

PRESENT

Committee Chairman Cllr. D. Pritchard,
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. P. Bennett, Cllr. M. Bossingham,
Cllr. R. Leeds, Cllr. D. Roberts, Cllr. D. Russell Cllr. E. Spagnola

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

1. **MINUTES OF THE MEETING HELD ON 10 MARCH 2020**

The minutes of the meeting held on 10 March 2020 were approved and will be signed by the Committee Chairman at the next available opportunity.

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

Cllrs. Bossingham & Russell declared interests as members of the Royal British Legion.

3. **APOLOGIES FOR ABSENCE** - There were no apologies for absence.

4. **PUBLIC PARTICIPATION** - There were no members of the public present.

5. **CEMETERY NO 2 SITE**

5.1 **Delegated Powers**

It was noted that the following matters had been decided under delegated power:

- Cemetery closure and subsequent reopening due to COVID-19
- Removal and subsequent reinstatement of bins due to COVID-19
- Sunday interment
- Urgent infilling of sunken graves
- Repair to tap
- Purchase of hosepipe for watering new plants and trees
- Purchase of chairs

5.2 **Cemetery Update**

Cllr. Pritchard provided an update in respect of cemetery matters. It was noted that there had been no increase in the numbers of interments during COVID-19 but following the relaxation of the rules in respect of travel and gatherings, several ashes interments have now been booked in the diary. Due to the impact of COVID-19 on people's finances, Cllr. Pritchard stressed that he would like to see no increase in cemetery fees in the forthcoming budget setting.

It was noted that a burial had recently taken place on a Sunday which had incurred extra grave digging fees which had been passed on to the family

concerned. It was suggested that the list of fees and rules and regulations make it clear that extra charges for grave digging and officer time for out of hours interments are passed on to those arranging the funeral.

5.3 New cremation area

It was **AGREED** to continue the cremation sections along by the Davey Hill boundary.

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

Watering – Thanks were given to the Deputy Clerk and her husband for their visits to the cemetery to water the new plants and trees. Thanks were also given to the members who had taken over the watering since the Deputy Clerk had been incapacitated due to medical reasons.

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

6.1 Cemetery Chapel

It was noted that NNDC are not pushing for repairs to the chapel but there is a need to look for grants to refurbish the chapel. The Green Spaces group may like to meet with Norfolk Wildlife Works to chat about the management of the site and the possible gathering of wild-flower seeds.

6.2 Cemetery Wall

Cllr. Pritchard has taken photographs of cracks alongside the pillar at the entrance to the track to the signal box. Cllr. Leeds is to meet with a representative from the Signal Box Group to look at the crack in the wall on the signal box side.

7. **STREET LIGHTING**

7.1 Numbering of street lights

Cllr. Bartlett provided an update and advised that he hopes to complete the renumbering by the end of September.

7.2 Annual Street Lighting Inspection & Street Light Repairs

Members were in receipt of the defect list and quotation for repairs. It was **AGREED** that the Clerk will prioritise the necessary works.

It was noted that a street light damaged by a vehicle is being repaired and an insurance claim made. The column will be relocated to the back of the pavement where it will be less vulnerable to being hit by vehicles.

A member of the public has raised concern that some old columns are being replaced on The Gangway. Cllr. Adams advised that NNDC have placed the old columns in storage. They are too badly corroded to be reinstated and would be unlikely to meet current safety standards. They will be replaced with heritage style lights.

7.3 West Cliff Footpath

It was noted that the hole which had appeared due to water ingress next to a CTC owned column on the West Cliff footpath has now been infilled.

Cllr. Adams advised that the whole footpath will need to be resurfaced at some point but that is the responsibility of NNDC.

8. **NORTH LODGE**

Cllr. Pritchard provided an update in respect of the maintenance works to the west side of the building. It was noted that a reply had been sent to a complainant and a press release sent to local media. Members were in receipt of a video taken of the crumbling mortar. Cllr. Roberts has photographs of the wall taken before the works commenced which will be kept on file.

It was noted that a member of the public has contacted the Town Council raising concern in respect of the speed of vehicles along the driveway. It was noted that members of the public can report anti-social driving to the police. It was suggested that NNDC are asked to replace the 10mph speed bumps with 5mph bumps. Cllr. Spagnola will contact NNDC to ask for a letter to share with members, officers and the tenants and residents at North Lodge and also ask NNDC to check whether the signage can be improved.

9. **COMMEMORATIVE EVENTS**

9.1 VJ Day

It was noted that due to COVID-19 the event was kept to a minimum but concern raised that a crowd still gathered near the War Memorial. It was **AGREED** to make a donation of £50 to the piper as thanks for once again attending at 6am to Pipe for Peace.

9.2 Battle of Britain Day

It was noted that a press release has been issued and the press have also received a copy of the leaflet. Thanks were given to Cllrs. Bartlett & D. Russell and Jack Broughton for their work on the leaflet. As there has been no change in national guidance, there will be a low key flying of the RAF Ensign as previously agreed.

10. **CORRESPONDENCE & ANY OTHER MATTERS** (for information only)

10.1 Victorian Post Box

There was no update to report. Cllr. Adams will contact Mr Ridgeway to ask for an update for the next meeting.

11. **DATE OF THE NEXT MEETING** – 7.00pm, 27 October 2020

There being no further business, the Chairman closed the meeting at 20:13.

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Signed

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Dated