

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD REMOTELY VIA ZOOM AT 19:00 ON 27 OCTOBER 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

Cllr. Harris was in attendance for item 5 to item 9

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

1. **MINUTES OF THE MEETING HELD ON 08 SEPTEMBER 2020**

The minutes of the meeting held on 08 September 2020 were approved and will be signed by the Committee Chairman at the next available opportunity.

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

There were none.

3. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **COMMITTEE BUDGET**

Members were in receipt of the draft committee budget which was amended to include increased funding for the Pocket Park. It was **AGREED** to recommend the amended committee budget to Full Council.

6. **CEMETERY NO 2 SITE**

6.1 **Delegated Powers**

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

- A headstone could be erected before death with the dates of death left blank. There will be no fee due for the additional inscriptions.
- Exclusive Rights of Burial will not have to be purchased for a plot where the memorial is being removed to be cleaned and the lettering repainted.

6.2 Ashes Interments

Members considered a suggestion that instead of extending the cremation plots along the Davey Hill boundary where the tree roots could be damaged, further rows could instead be installed in the unused area between the current row and the single row of section Y graves. Following discussion, it was **AGREED** to continue the cremation plots along the Davey Hill boundary.

6.3 Woodland Burial

It was noted that the outline planning application has been submitted to NNDC. Once planning permission is granted, the legal process will commence.

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

Trees at cemetery – It was noted that the fallen debris has been removed by persons unknown. Advice has been received that the tree near the Davey Hill gates needs urgent attention to reduce infection where the branches have broken off. It was **AGREED** to accept a quotation of £300 for this work.

Cemetery Inspection – It was noted that a visual inspection had been carried out and some issues identified which need attention. It was also noted that litter is gathering at the old cemetery and needs to be removed. A copy of the report will be circulated to members.

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

7.1 Cemetery Wall

Concern was raised that the root system of a tree is causing the wall to crack and it could collapse onto the pavement. Cliveden have been asked to inspect the wall. Simon Case at NNDC will be asked for advice about the tree.

8. **STREET LIGHTING**

8.1 Numbering of street lights

Cllr. Bartlett advised that the work to renumber the streetlights is complete.

8.2 Lighting of alleyway near Community Hall

Cllr. Harris asked members to consider whether some down lighting could be installed along this alley way. If the Town Council would pay for the lights, the Community Centre Association would pay for the electricity. It was **AGREED** to support the installation of two dusk to dawn lights providing that the Community Centre supply and pay for the power. It was **AGREED** to take the neighbouring properties into consideration when positioning the lights.

8.3 Any other lighting matters (for information only)

Howards Hill – The Deputy Clerk will ask for an update in respect of the damage street lighting column on Howards Hill.

Church Floodlighting – As LED technology has improved, the possibility of LED floodlights will be reviewed.

9. **NORTH LODGE**

9.1 Maintenance works

It was noted that the maintenance work is complete and the scaffolding will be removed by the end of the week.

9.2 Basement Flat

It was noted that a request to advertise the flat on Airbnb has been received which has been considered by the Town Council's insurers. The Clerk is checking whether this is permitted within the terms of the lease.

10. **WAR MEMORIAL**

10.1 Poppy wreath display panels

It was noted that the panels will be installed this week. Security of the panels is being researched and will be reported back to CTC.

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

There was no correspondence to report.

12. **DATE OF THE NEXT MEETING** – 7.00pm, 01 December 2020

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

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Signed

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Dated