

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD REMOTELY VIA ZOOM AT 19:00 ON 01 DECEMBER 2020**

PRESENT

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

Mr R. Oliver was present until item 5 incl.

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

1. **MINUTES OF THE MEETING HELD ON 27 OCTOBER 2020**

The minutes of the meeting held on 27 October 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**

Apologies for absence were accepted from Cllr. Adams (illness).
No other apologies were received.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **WOODLAND BURIAL**

Landowner Rhodri Oliver was welcomed to the meeting and provided an update in respect of the progress of the outline planning application. It was noted that there has been a request from NNDC for more information in respect of the trees by the parking area and at the entrance to the site. The Clerk advised that the NNDC Tree Officer had confirmed that it would be ok to lift the trees near the parking area to provide more space and light. A separate meeting is to be arranged with the Westerleigh representative who had been expected to join this evening's meeting.

6. **CEMETERY NO 2 SITE**

6.1 **Delegated Powers**

There was no use of delegated powers to report,

6.2 Ashes Interments

It was **AGREED** to ask the contractor to start preparing the new tablet area as soon as possible.

6.3 Cemetery Chapel

It was noted that the gutters are to be cleared and the damp then reassessed.

6.4 Grave Digging

The Deputy Clerk presented two versions of grave digging specifications. It was **AGREED** to contact Old Catton PC to ask for a copy of their policy to adapt for Cromer and then present to the next meeting.

6.5 Sunken Graves

It was noted that several graves have suddenly collapsed presumably due to the spells of extremely wet weather this year. The contractor is infilling and making them safe. Members were asked to keep an eye out for future soil settlement and report it to the officers.

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

There were no other matters to report.

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

7.1 Cemetery Wall

A quotation is awaited from Cliveden for the repairs to the wall. The NNDC Tree Officer has visited the site to inspect the tree and his advice is awaited.

8. **STREET LIGHTING**

8.1 Howards Hill Streetlight

The Deputy Clerk will obtain an update.

8.2 Churchyard Floodlighting

Cllr. Leeds has arranged a meeting with a contractor.

8.3 Cliff Drive Light

The street lighting contractor is to fit a shield to the light to stop the light intruding into nearby windows.

9. **NORTH LODGE**

9.1 Water Ingress

Cllr. Leeds met with Cliveden but they need to arrange for access to inspect the upstairs office. The problem could be caused by the gutter, a displaced tile or water between the inner and outer walls.

9.2 Wall in Clerk's Office

The exposed wall is crumbling. The Clerk has contacted Cliveden to meet to arrange for the work to be carried out asap.

9.3 Other North Lodge matters (for information only)

It was noted that arrangements are in place for the lightwells to be cleaned out and the exterior chamber door painted. A fallen gutter needs to be put back up but will need scaffolding or a scissor lift to carry out the works.

10. **WAR MEMORIAL**

10.1 Poppy wreath display panels

Members were pleased with the new panels and thanks were given to Cllr. Leeds for his help in attaching the poppy wreaths. It was noted that due to the flimsy quality of the wreaths, they have had to be attached to the panels using cable ties.

11. **STREET FURNITURE**

11.1 Station Road Bus Shelter

It was noted that the Clerk has asked the contractor to deal with the graffiti.

11.2 Bench outside Cemetery No. 2 site

It was noted that this bench was removed due to being in a very poor condition and not replaced. This will be put on the next agenda for members to consider whether there is a need for a bench at this site.

12. **CORRESPONDENCE**

12.1 Commemorative Events

It was **AGREED** that the postponed events from 2020 (VE Day, VJ Day & Battle of Britain Day) would be combined into one event to be held over the bank holiday weekend in August 2021. This will be progressed by the Commemorative Events Sub-Committee when they meet in the new year.

13. **DATE OF THE NEXT MEETING** – 7.00pm, 19 January 2021

There being no further business, the Chairman closed the meeting at 19:50.

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Signed

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Dated