

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD REMOTELY VIA ZOOM AT 19:00 ON 19 JANUARY 2021**

PRESENT

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

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

Prior to the start of the meeting, members held a one minute silence to respect the recent death of former Town Councillor Catherine Plewman.

1. **MINUTES OF THE MEETING HELD ON 01 DECEMBER 2020**

The minutes of the meeting held on 01 December 2020 which were approved by Full Council will be signed by the Committee Chairman at the next available opportunity.

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

Cllr. Pritchard – Local Poppy Appeal Organiser
Cllr. Bartlett – Cromer Community Centre

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllr. Adams (illness) and Cllr. D. Russell (prior engagement).
No other apologies were received.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **CEMETERY NO 2 SITE**

5.1 Delegated Powers

There was no use of delegated powers to report.

5.2 Ashes Interments

It was **AGREED** to accept the quotation for the new ashes interment area.
It was noted that the contractor had raised concern about the close proximity to the trees.

5.3 Cemetery Chapel

It was noted that the outside wall is still very damp. It was **AGREED** to continue to monitor this.

5.4 Grave Digging

It was **AGREED** to adopt the new grave digging specification.

5.5 Grave Tending Service

It was noted that a local company is advertising grave tending services. Whilst it was felt that many people who cannot attend their loved ones graves would appreciate such a service, concern was raised in respect of the cleaning of headstones and grass cutting services. It was **AGREED** that the Clerk would arrange a zoom meeting with the company concerned to obtain more information to bring back to the next committee meeting.

5.6 Memorial Safety Inspection

It was **AGREED** to go out to tender for the memorial safety inspection for both cemeteries. The inspections will take place later in the year when Covid permits.

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

It was noted that leaves on the shrubs lining the driveway have been eaten by wildlife. It is hoped that the shrubs will regrow in the spring.

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

6.1 Cemetery Wall

It was noted that there is a further issue with a tree at the back of the cemetery which has dislodged some bricks. The Clerk will ask the NNDC Tree Officer to visit and advise. The Tree Officer is yet to report back in respect of the other tree.

7. **STREET LIGHTING**

7.1 Howards Hill Streetlight

It was noted that the works are complete. Concern was raised that the 'No Alcohol' sign had not been reattached to the column. The Deputy Clerk will contact the contractor to find out if they still have the sign.

7.2 Churchyard Floodlighting

Cllr. Leeds has met with a contractor and established that there are now LED lights available which will light up the Church and tower. The Clerk will circulate the information to members. It was **AGREED** to start the tender process. It was also **AGREED** to contact the Church and check whether a Faculty will be required.

7.3 Cromer Community Centre Lighting

Concern was raised that the quotation is for 4 lights when it had only been agreed to pay for 2. It was **AGREED** to ask for an explanation as to why 4 lights are necessary and to consider this at the next meeting.

8. NORTH LODGE

8.1 Water Ingress

It was noted that a contractor had carried out repairs to the gutters on the tearoom in error. The Clerk will contact NNDC accordingly. The gutter above the Clerk's Office still needs to be repaired and it was noted that a further gutter on the south side of the building looks to be loose.

The Clerk and Cllr. Leeds have both made repeated efforts to contact Cliveden re the water ingress but with no response to date. It was **AGREED** that Cllr. Pritchard will pursue this. Cllr. Leeds advised that there is also water ingress in the upstairs office above the chamber and the plaster may need to be removed.

It was **AGREED** that the Clerk, Cllr. Leeds, the builder and Cliveden will meet to discuss these issues and obtain a quotation for the works.

8.2 Wall in Clerk's Office

It was noted that the works to seal the exposed flints should have been carried out in December but had to be postponed. A new date for the works is awaited.

8.3 Light wells

It was noted that the light wells have been cleaned out.

8.4 Chamber door

It was noted that the Clerk has asked a decorator to quote for painting the exterior of the chamber door and the main entrance door where the paint is flaking.

8.5 Confidential waste collection

It was noted that a solicitor's letter has been sent to the current contractor.

8.6 Other North Lodge matters (for information only)

There were no other matters to report.

9. WAR MEMORIAL

9.1 Poppy wreath display panels

It was noted that the smart water has been applied. It was suggested that it is also used on other Town Council property. It was **AGREED** to consider the removal of the poppy wreaths at the next meeting.

10. STREET FURNITURE

10.1 Station Road Bus Shelter

It was noted that the Clerk has asked the contractor to paint the shelter.

10.2 Runton Road Bus Shelter

It was **AGREED** to allow Cromer Art Space to display a 'Big Picture' on the side of the shelter. It was noted that the pictures are very light weight.

10.3 Bench outside No 2 cemetery

It was noted that footpath 08 may be extended and if so, a bench may be appreciated at this site. It was therefore **AGREED** to reconsider the siting of a bench at this location in the future if the need arises.

11. **WOODLAND BURIAL**

There was no update to report.

12. **CORRESPONDENCE**

There was no correspondence to report.

13. **DATE OF THE NEXT MEETING** – 7.00pm, 16 February 2021

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

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Signed

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Dated