

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD REMOTELY VIA ZOOM AT 19:00 ON 16 FEBRUARY 2021**

PRESENT

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

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

1. **MINUTES OF THE MEETING HELD ON 19 JANUARY 2021**

The minutes of the meeting held on 19 January 2021 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**

There were no declarations of interest.

3. **APOLOGIES FOR ABSENCE**

No other apologies were received. Cllr. Adams contacted the Clerk after the meeting to advise that he had been called out on an emergency.

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 **Goldfinch Grave Tending**

It was **AGREED** to allow Goldfinch Grave Tending to operate in the cemetery subject to satisfactory evidence of £5m public liability cover. It was stressed that consent must be given by the owner of the burial rights and that the company keep in close contact so that the Town Council know which graves they are tending. The Town Council will not advertise or recommend this company.

5.3 **Memorial Inspection**

It was noted that the advertisement for expressions of interest has gone to the EDP and that local memorial masons will be invited to tender.

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

New Tablet Area – Following a recent visit to the cemetery the Chairman asked that members consider siting the proposed new section in front of the current row along the Davey Hill. This was **AGREED**.

Cemetery WC – It was noted that emergency works had been carried out to a burst water pipe and that the lock on the door needs to be replaced.

Sunken Graves – It was noted that further graves have been identified as needing to be infilled.

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

6.1 Cemetery Wall

Cllr. Bartlett will contact the NNDC Tree Officer for an update.

6.2 Litter-pick

It was noted that the Deputy Clerk had litter-picked the area along the Holt Road boundary and filled another large bag with discarded plastic drink bottles..

7. **STREET LIGHTING**

7.1 Howards Hill Streetlight

It was noted that the street light contactor does not have the missing sign.

7.2 Churchyard Floodlighting

Cllr. Leeds was thanked for all his hard work on this. List B consent has been received from the DAC and the PCC have given their approval for the replacement of the floodlights with LEDs. Cllr. Leeds and the Clerk will draft the specification of works and an advertisement will be placed in the EDP inviting expressions of interest in the works.

7.3 Other Street Lighting Matters (for information only)

There were no other street lighting matters to report.

8. **NORTH LODGE**

8.1 Water Ingress

It was noted that Cllr. Leeds had met with Cliveden and a local builder on site. The wall in the chamber is now completely dry and needs to be made good before the next wedding and then investigated in more depth next winter. The roof has been inspected and looks OK except for one joist which had signs of wet rot but is now dry. The main drainage pipe across the roof has been cleaned out. Some hairline cracks were identified in the band of concrete which could possibly have caused the water ingress. The Clerk will arrange for the builder to skim over these cracks. Cllr. Leeds will ask Cliveden for a written report on their findings.

8.2 Wall in Clerk's Office

It was noted that the works to the wall are complete.

8.3 Chamber door

It was noted that the Clerk has asked a decorator to paint the exterior of the chamber door and the main entrance door. This will be carried out once the weather is better.

8.4 Confidential waste collection

It was noted that the contract has now been cancelled with no extra costs and the cabinet has been collected.

8.5 Other North Lodge matters (for information only)

There were no other matters to report.

9. **WAR MEMORIAL**

9.1 War Memorial Lighting

It was noted that the bracket is still in a reasonable condition. Cllr. Leeds is to find out whether the electrical cable is still connected to the supply.

9.2 Poppy Wreaths

It was noted that the poppy wreaths are still in a good condition. It was **AGREED** to recommend to full council that the wreaths remain in place for now and that this is reviewed at Easter.

10. **STREET FURNITURE**

10.1 Bus Shelter Solar Lighting

It was noted that Westcotec have launched a project to install solar powered lighting and information boards in rural bus shelters.

11. **WOODLAND BURIAL**

There was no update to report.

12. **ENVIRONMENTAL ACTION PLAN**

It was **AGREED** that Cllrs. Bartlett and Bossingham will monitor any projects undertaken by this committee to ensure that progress is gradually made to meet the aims of the Environmental Policy.

13. **NEW BURIAL LAND**

The Clerk provided an update in respect of the purchase of a plot of land to be used as a new burial site in the future. Until the land is required for burials, it will be used for temporary garden plots. A meeting is to be arranged with the landowner at the earliest opportunity after lockdown. It was noted that ground water tests, planning consents etc. would be required before any purchase could be progressed.

14. CORRESPONDENCE

There was no correspondence to report.

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

There being no further business, the Chairman closed the meeting at 20:33.

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Signed

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Dated