

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 26 JUNE 2018**

**PRESENT**

Committee Chair Cllr. D. Pritchard, Vice Chairman Cllr. T Bartlett  
Cllr. T. Adams, Cllr. R. Leeds, Cllr. Y. Nolan, Cllr. D. Russell.

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

1. **ELECTION OF VICE CHAIR**

It was **AGREED** to elect Cllr. Bartlett as committee Vice Chairman.

2. **MINUTES OF THE MEETING HELD ON 15 MAY 2018**

The minutes of the meeting held on 15 May 2018 which were **APPROVED** by Full Council on 21 May 2018 were signed by the Chair of the committee.

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

There were no declarations of interest.

4. **APOLOGIES FOR ABSENCE**

Apologies were noted from the Town Clerk.

5. **PUBLIC PARTICIPATION**

There were no members of the public present.

6. **CEMETERY NO 2 SITE**

6.1 Delegated Powers

It was **AGREED** to permit the replacement of a wooden cross on a previously purchased grave as long as it is like for like.

It was **AGREED** to permit the relocation of a small plaque on a double width grave in order that a desk tablet can be installed to the right of the existing memorial.

6.2 Unauthorised items on graves

There was no further update. A date is yet to be set for the completion of the inspection.

6.3 Cemetery gates and posts

The crematorium manager is pursuing the installation of gates at the main entrance.

Quotations are awaited for repairs to the pillar at the Davey Hill entrance.

6.4 Driveway Gullies

The crematorium manager is liaising with the tarmac company in respect of the blocked gullies.

6.5 Memorial Benches

It was noted that a refund has been received for the previously ordered benches and a new supplier has been contacted. It was **AGREED** that the most appropriate location for engraving would be on the side of the upright supports but each application will be considered on a case by case basis.

6.6 Tree Inspection

Quotations for the tree works are awaited. Concern was raised that any urgent works identified in the inspection report may need to be progressed as soon as possible.

6.7 ICCM Course

It was noted that there had been very little take up in attending a course in Cromer. Thus, it is not viable to proceed.

6.8 Rabbit Burrows

It was noted that the situation is still being monitored but looks to have improved.

6.9 Cemetery Maintenance

It was noted that further complaints have been received in respect of grass clippings sticking to headstones. It was **AGREED** to continue to monitor the situation and ask for an update from the contractor in respect of the use of smaller mowers. The contractor will be thanked for his efforts in brushing down the headstones and asked to continue to sweep the worst affected. This will be left to his discretion. It was **AGREED** to instruct the Clerk to write to the complainant advising him of the situation.

6.10 Cemetery Fees

It was noted that the office has been approached on two occasions recently for interments on Saturdays. Research has indicated that most cemeteries have a separate fee for weekend and out of hours interments and some do not permit weekend interments. The Deputy Clerk advised that the paperwork would still be done during normal office hours but the grave digging fee and any officer time needs to be considered. It was **AGREED** to consult with the grave digger and bring this back to the next meeting for further consideration.

The Deputy Clerk advised that in some situations it may not be appropriate to charge an increased fee.

6.11 Tablet Area

It was noted that works to install the new tablet area have commenced. The new area will be a continuation of the area in front of Section H.

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

It was noted that a complaint has been received that corteges were recently seen to arrive and leave the crematorium whilst a burial was taking place. The Deputy Clerk advised that she had explained to the complainant that cremations take place on the hour and interments in the cemetery at quarter past the hour. Occasionally corteges are delayed at

the church or mourners arrive early at the crematorium which is out of the control of the Council.

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

7.1 Homeless people at Cemetery

It was noted that there is no current evidence of anyone sleeping in the cemetery. It was **AGREED** to obtain advice from Housing Services as to how best to deal if it happens again. The Deputy Clerk was asked to recirculate the advice from the insurers.

8. **GARDEN ALLOTMENT SITE**

There were no matters to report.

9. **STREET LIGHTING**

There were no matters to report.

10. **FLOODLIGHTING**

10.1 Churchyard Floodlighting

This item was carried forward to the next meeting to allow further time for Cllrs. Pritchard and Russell to prepare a report.

10.2 Any other Floodlighting matters (for information only)

There were no other matters to report.

11. **STREET FURNITURE & ASSETS**

11.1 Curved Benches at North Lodge Park

Members were in receipt of two quotations for the restoration of the benches. Clarification is required as to whether one of the quotations is for one or both benches.

It was noted that NNDC have installed standard benches at the entrance to North Lodge Park. It was **AGREED** that before proceeding with any works to the curved benches we need assurances from NNDC that once restored the benches can be reinstated in their original position and that CTC will continue with the on-going maintenance of the benches. It was suggested that the new benches could be installed in the empty recesses behind the 'sunflower' wall.

11.2 Grit Bins

Cllr. Adams is yet to produce a report.

11.3 Asset Valuation

It was noted that the asset inspection and valuation is due in August. It was suggested that this should be the responsibility of the Policy & Resources Committee.

12. **FLAGPOLES**

12.1 Broken Halyards at North Lodge

It was noted that Cllr. Pritchard is yet to prepare a report.

12.2 Any other Flagpole Matters (for information only)

There were no other matters to report.

13. **NORTH LODGE**

13.1 Parking

It was noted that at present we do not have consent from NNDC to erect the necessary signage. It was suggested that Martin Chisholm is contacted to ask whether an off street parking order can be placed on the parking area at the front of the building and enforced. It was **AGREED** to investigate this and see whether it would be viable.

13.2 Basement Fire Exit

It was **AGREED** to accept a quotation from Perfect Structures Ltd for repairs to the basement door and installation of a push pad panic latch.

13.3 Phone and broadband System

It was noted that clarification of the invoices is awaited as they were considerably more than expected. It was **AGREED** to instruct the Clerk to reread the contract to see how much it would be to break the contract. It was further **AGREED** to deduct £200 from the next bills to compensate for the extra costs incurred in employing our IT consultant to complete the installation of the equipment.

14. **WAR MEMORIAL**

14.1 Restoration Works

The Committee Chairman provided an update in respect of the restoration works. It was noted that a meeting of the War Memorial group is to be called to progress arrangements for the Rededication Service on 10 Nov 2018.

14.2 Battle's O'er Commemoration

Arrangements will be discussed at the next meeting of the War Memorial Group. This will include the need to talk to the church re bell ringing and to arrange a meeting with the SAG team to discuss an Event Management Plan.

15. **CORRESPONDENCE AND OTHER MATTERS**

There were no matters to report.

16. **DATE OF THE NEXT MEETING** – 7.00pm, 31 July 2018

17. **RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC**

It was **AGREED** that in view of the nature of the matters to be discussed that the public and press be excluded from the meeting.

18. **CREMATORIUM**

It was noted that an issue has arisen in respect of the Crematorium lease and advice is being sought from the Town Council's legal advisors. If necessary, it will be added to the next Town Council agenda as an urgent item.

19. **WOODLAND BURIAL**

A brief update was noted.

*It was agreed to suspend standing orders to continue the meeting beyond 9pm.*

20. **INTERIOR DECORATION AT NORTH LODGE**

It was **AGREED** to carry this item forward to the next meeting.

There being no further business, the Chairman closed the meeting at 9.01pm

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Signed

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Dated