

TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 18th July 2018 in the Cemetery, Market Deeping. Cllr Stephenson presided over Cllr Mrs Sked, Cllr Miss Moran, Cllr Mrs Redshaw and Cllr Shelton. The park keeper, deputy park keeper, clerk and deputy clerk were also in attendance.

16. Chairman's Welcome

Cllr Stephenson welcomed the members to the meeting.

17. Apologies for absence

No apologies were received.

18. To receive declarations of interest under the Localism Act 2011

There were no declarations of interest made.

19. Minutes from meeting held on Wednesday 23rd May 2018

It was proposed by Cllr Miss Moran, seconded by Cllr Mrs Redshaw and **RESOLVED** unanimously that the minutes be signed as a true and accurate record and they were duly signed by Cllr Stephenson.

20. Clerks report on matters arising

Agenda item 11 – The cemetery policy has been updated to include the new wording on plinth height.

Agenda item 14 – The TV has now been installed in the Chambers.

21. Update on work activity taking place in the cemeteries (Old & New), and to review progress to date of works planner (via a verbal update from the park keeper) and agree next steps if required

The park keeper informed the members that most items on the planner were up to date.

The lawn mowing has slowed down due to the hot weather and this had allowed them time to paint furniture in the Market Place.

Number	Location	Activity	Priority	Time-scales
			1. H & S 2. Assist Productivity (Staff) 3. Part of project work (Where Consultation / Engagement has taken place)	
			Cemetery	
1	Old Cemetery	1 and 2	Weekly.	For Park Keepers to ensure that grass is cut in the Old Cemetery and that border areas are maintained neat and tidy, gravel paths topped up (as required) and raked weekly. If more than two

				<p>weeks lapse due to poor weather conditions to cut the grass Park Keepers to escalate to the Town Clerk where an action plan will be discussed.</p> <p>For Park Keepers to ensure that the grave spaces are regularly weeded, by hand, or by spray (as required) in order to keep the area neat and tidy.</p> <p>For Park Keepers to ensure that trees and bushes are pruned/trimmed as required, in order to keep the area neat and tidy.</p> <p>Cemetery Driveway</p> <p>A set of actions to include:</p> <ol style="list-style-type: none"> 1. Weed driveway 2. Rake over as required 3. Remove weeds from around kissing gate <p>Regular activity for on going maintenance</p>
2	Old Cemetery	1 and 2	<p>Work will resume after bird nesting season.</p> <p>Ongoing</p>	<ol style="list-style-type: none"> 1. Strip earth back to below ground level to bottom rungs 2. Complete the coat of painting 3. Laurel tree to be pollarded by Park Keepers 4. Park Keepers to apply weed killer inside closed in grave spaces and surrounding areas 5. Park Keepers to tidy up path edging

3	Old Cemetery /New Cemetery	1 and 2	End of August for completion of next scheduled topple testing	For the Park Keepers to ensure that all headstones in both Cemeteries are stable and forward results to the Clerks. Cemetery Keeper & Clerks and Park Keeper all worked together to conduct 'topple testing' and record results. Where possible next of kin to be contacted.
4	Old Cemetery	1 and 2	By end of September	Topiary of trees located in the Old Cemetery
5	Old Cemetery	1 and 2	On going	To weed kill and top up gravel pathways
6	New Cemetery	1 and 2	To be moved to Winter planner	Fully enclose fencing around skip
7	New Cemetery	1 and 2	To be moved to Winter planner	Repair shed large double doors

22. Correspondence

None received. The clerk advised that Cllr Stephenson, on behalf of the Council, had entered the Cemetery into the Cemetery of the Year awards 2018. The Cemetery has received an initial assessment and we will find out after 31st July if we have progressed to the next stage.

23. Omega reports: Review of budget/expenditure/income

The Deputy Clerk had provided members with the income and expenditure forms prior to the meeting. Members were asked if they had any questions. There were none.

Town Hall

24. Update on the lease

No update received.

25. Update on the purchase of a cabinet to store the refreshments (Cllr Mrs Redshaw)

Cllr Mrs Redshaw is still looking for a suitable cabinet.

Cemetery

26. Chairman's Cemetery Report

As this was an on site meeting, Cllr Stephenson advised that he would guide the attendees around the cemetery and paddock to discuss various items and this inspection would form the basis of his report. An application had been received from Set In Stone for a memorial headstone that was felt to be inappropriate for the cemetery. Members considered other previous headstone applications from the same company and felt the rules of the cemetery

had been exceeded on previous occasions and should be adhered to in future. Therefore this particular application should be sent back for modification. As Set in Stone did not wish to discuss this with the family, it was agreed that the clerk would write a letter of explanation.

The park keeper pointed out an area of fencing to the north side of the cemetery where the hedge was of poor quality and it was agreed to budget for replacement hedging for next year.

Cllr Stephenson pointed out that whilst planting is not encouraged in the cemetery, many grave owners had done so, and this makes maintenance of the grave yard more challenging. It was felt there was approximately 10yrs of burial and cremation space remaining.

The memorial bench for Danielle Beaver was noted to be in poor repair and it was agreed the deputy clerk would write to the family to ask them to repair it.

Cllrs noted that there had been several instances of dogs off leads in the cemetery despite the signs asking for them to be kept on a lead.

27. For members to receive a report on the quotes for CCTV in the Cemetery.

The deputy clerk had presented a report prior to the meeting with quotes from 3 companies: JC Security, GBSG and Pro Storm. Most members felt that there was a need for CCTV in the cemetery. However, due to the price of the equipment and installation, and due to the fact that the quotes also included provision for the John Eve field, which would come under the AOS committee, it was agreed to discuss this at the next Full Council meeting in September.

28. For members to consider purchasing an outdoor cage for the protection of cemetery equipment

The park keeper explained that they had had issues with young people moving or climbing on equipment after they had left for the day, and this was wasting time in rectifying the situation before they could commence work the following day. There was not enough space in the shed for this equipment and thus a solution was needed. The clerk had received 2 quotes for metal cages, both in the region of £2500 and it was felt that as this was more costly than expected, the deputy clerk should request a quote for a brick built extension to the shed on the existing hard base. Cllr Stephenson pointed out that the equipment is for the cemetery and the John Eve and Glebe fields, and therefore, as cemetery land was limited, it would be appropriate to consider land elsewhere to store equipment in future. Funding could also be shared with the AOS budget.

29. For members to consider the request for a memorial bench in the cemetery

Members agreed that the request could be accepted, and the deputy clerk will contact the family and ask what they would like and where they would like it sited.

30. For members to consider the purchasing of seeds and plants for the Spinney and Paddock

Cllr Stephenson explained that the volunteers had been planting yellow rattle as it lowers the height of the grass and allows the wild meadow to flourish. They would like to purchase a new bag of seeds at approximately £300. Some councilors felt that there should more variety in the planting and Cllr Stephenson advised that last year there had been planting of mixed seeds. After some discussion it was proposed by Cllr Mrs Sked, seconded by Cllr Shelton and **RESOLVED** with three for and two abstentions, to purchase a further bag of yellow rattle. It was agreed the money would come from the Spinney project budget.

31. Annual inspection of the Cemetery and Spinney

This is covered under agenda item 26 above.

There being no other business Cllr Stephenson thanked all for attending and the meeting was closed at 8.35pm.

The next meeting is scheduled for Wednesday 19th September 2018 at 8.00pm at the Town Hall, Market Deeping.

Chairman's signature.....

Date.....