

## TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 19<sup>th</sup> September 2018 in the Town Hall, Market Deeping. Cllr Stephenson presided over Cllr Mrs Sked, Cllr Miss Moran and Cllr Shelton. The park keeper, deputy park keeper, and Clerk were also in attendance.

### **32. Chairman's Welcome**

Cllr Stephenson welcomed the members to the meeting.

### **33. Apologies for absence**

No apologies were received.

### **34. To receive declarations of interest under the Localism Act 2011**

There were no declarations of interest made.

### **35. Minutes from meeting held on Wednesday 18<sup>th</sup> July 2018**

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

### **36. Clerks report on matters arising**

Agenda item 26 – After a meeting between Cllr Stephenson and the resident, the headstone has now been approved and installed.

**Cllr Stephenson explained that he had visited the resident and after much discussion with them and the stone mason (who had made the headstone), there did not seem to be a problem with the height. He read out an email he had sent to the Clerk's explaining the situation.**

Replacement hedging to the north side of the cemetery will be discussed later in the meeting

Agenda item 27 – Following the Full Council meeting of 12<sup>th</sup> September, CCTV provision for the cemetery had been deferred pending further investigation

Agenda item 29 – The Deputy Clerk contacted Scholes, who are enquiring where the family would like the bench to be sited

Agenda item 30 – the yellow rattle seeds have been purchased as requested.

### **37. 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)**

The park keeper informed the members that the weed killing inside the graves in the old cemetery would be done soon and everything else was up to date. A number of plants in the Spinney had died over the summer so they had been to Insideout Store who were ordering the plants on the Council list up to a value of £200. Cllr Stephenson informed the members that this had been passed at Council last year but never spent. Cllr Miss Moran asked who was responsible for the weed killing outside the Town Hall. Although this is the responsibility of LCC it was agreed that the park keepers would make sure they did not get too overgrown. Cllr Stephenson asked if there were any questions for the park keepers. There were none.

| Number | Location     | Activity | Priority<br>1. H & S<br>2. Assist Productivity (Staff)<br>3. Part of project work (Where Consultation / Engagement has taken place) | Time-scales  |
|--------|--------------|----------|---|--|
|        |              |          | Cemetery  |  |
| 1      | Old Cemetery | 1 and 2  | Weekly.   | <p>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 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><b>Cemetery Driveway</b></p> <p>A set of actions to include:</p> <ol style="list-style-type: none"> <li>1. Weed driveway</li> <li>2. Rake over as required</li> <li>3. Remove weeds from around kissing gate</li> </ol> <p>Regular activity for ongoing maintenance</p> |
| 2      | Old          | 1 and 2  | Work will resume after bird   |  |

|   |                            |         |   |   |
|---|----------------------------|---------|---|---|
|   | Cemetery                   |         | nesting season.<br>Ongoing                                    | <ol style="list-style-type: none"> <li>1. Strip earth back to below ground level to bottom rungs</li> <li>2. Complete the coat of painting</li> <li>3. Laurel tree to be pollarded by Park Keepers</li> <li>4. Park Keepers to apply weed killer inside closed in grave spaces and surrounding areas</li> <li>5. Park Keepers to tidy up path edging</li> </ol> |
| 3 | Old Cemetery /New Cemetery | 1 and 2 | End of August for completion of next scheduled topple testing | <p>For the Park Keepers to ensure that all headstones in both Cemeteries are stable and forward results to the Clerks.</p> <p>Cemetery Keeper &amp; Clerks and Park Keeper all worked together to conduct 'topple testing' and record results.</p> <p>Where possible next of kin to be contacted.</p>   |
| 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  |

### 38. Correspondence

| Correspondence – Town Hall & Cemetery – September 2018 |               |                |                            |  |
|--|---------------|----------------|----------------------------|--|
| No.  | Received from | Date Received  | Subject                    | Committee Response   |
| 1  | Philip Potts  | 15 August 2018 | Cemetery of the Year Award | Members were informed that the Council had received a report which Cllr Stephenson had looked through. |

|   |                       |                   |  |   |
|---|-----------------------|-------------------|--|---|
| 2 | Resident              | 20 August 2018    | Potential drug dealing on John Eve Field/Cemetery  | Members were informed that the Clerk had replied to the resident stating that this was a police matter and should be reported to them when seen |
| 3 | Graveside Maintenance | 18 September 2018 | Offer to provide memorial maintenance for families who were unable to visit their graves | It was agreed to put the company card on the cemetery noticeboard.  |

### 39. a) Omega reports: Review of budget/expenditure/income

The 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.

#### b) For members to consider items for inclusion in the five year plan

Members discussed items required and it was agreed that currently they did not think anything was required. They would consider this and discuss at the next meeting.

#### c) For members to consider items for inclusion for the 2019/20 budget

The park keepers mentioned that they require a hedge cutter at a cost of £320. It was proposed by Cllr Mrs Sked, seconded by Cllr Miss Moran and **RESOLVED** unanimously that the park keepers could purchase the required hedge cutter.

Cllr Stephenson mentioned that 2 x pitch forks @ £21.59 each were required for the paddock. It was proposed by Cllr Miss Moran, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to purchase the two pitch forks.

After a discussion on the budget it was agreed that there were no additional costs to the cemetery or Town Hall budgets. These would be considered and finalized at the next meeting.

Cllr Miss Moran mentioned that the entrance to the Town Hall could do with tidying up. It was agreed that she would discuss this with Cllr Stephenson.

### 40. For members to review the risk assessments relating to the Town Hall and Cemetery

It was proposed by Cllr Shelton, seconded by Cllr Miss Moran and **RESOLVED** unanimously to accept the risk assessments produced by the Clerk

#### Town Hall

#### 41. Update on the lease

No update received.

#### 42. Town Hall Maintenance

Members were informed that the curtain rail above the door in the chambers was damaging the wall. It was agreed to remove the curtain and rail. The Clerk informed the members that a recent health and safety survey had mentioned that there was no smoke detector on the first floor. It was agreed that the park keepers would install one.

#### Cemetery

#### 43. Chairman's Cemetery Report

Cllr Stephenson informed the members that at the last meeting they had discussed the need for yellow rattle seeds. He informed them that the ground had been scarified and the seeds planted along with wildflower seeds that had been taken from the Deepings Lakes

**44. Update on the purchase of an outdoor cage or brick built extension to the shed for protection of cemetery equipment**

Members had received prior to the meeting a quote for a brick built extension to the park keepers shed. The park keeper mentioned that there was a different type of cage which may be cheaper. After a discussion it was agreed that the park keeper would get another quote for the next meeting

8.52pm the Park keeper and Deputy Park keeper left the meeting

**45. Policies: for members to review policies for**

- a) Memorial Rose and**
- b) Spinney – scattering of ashes**

It was proposed by Cllr Miss Moran, seconded by Cllr Shelton and RESOLVED unanimously to accept these policies with no amendments

There being no other business Cllr Stephenson thanked all for attending and the meeting was closed at 8.55pm.

The next meeting is scheduled for Wednesday 21<sup>st</sup> November 2018 at 8.00pm at the Town Hall, Market Deeping.

**Chairman's signature.....**

**Date.....**