

TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 20th September 2017 at the Town Hall, Market Deeping. Cllr Stephenson presided over Cllr Lester, Cllr Miss Moran, Cllr Shelton, Cllr Mrs Redshaw and Cllr Mrs Sked. The park keeper, deputy park keeper, the Clerk and the Deputy Clerk were also in attendance.

34. Chairman's Welcome

Cllr Stephenson welcomed the members to the meeting

35. Apologies for absence

Apologies for absence were accepted from Cllr Broughton

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

There were no declarations of interest made

37. Minutes from meeting held on Wednesday 19th July 2017

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

38. Clerks report on matters arising

The Clerk had issued the members with a report prior to the meeting:

- Topple testing would be discussed later in the meeting
- CCTV signs had been installed
- The mayoral chains would be discussed later in the meeting

39. 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 the grass had been cut in the old and new cemetery. The flowers in the planters were beginning to look tired and would need removing soon. They would be replaced with winter flowering plants. The back of the shed had been cleared and the skip had arrived in the Paddock for the removal of the grass. Cllr Stephenson asked the members if they had any questions. Cllr Lester asked if the gravel had been put down in the cemetery and was informed that this would be done in the winter months

		Town Hall & 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 weeks lapses 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>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	<p>April 2017 (end) for next scheduled topple testing – on going</p>	<p>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.</p>

			Park keepers have passed information onto Clerk to contact families	<p>Where possible next of kin are being contacted.</p> <p>A number of wobbly bottom of headstones has been identified in the New Cemetery and this will form part of work for the Winter Works planner.</p>
4	Town Hall	1 and 2	To obtain quotes regarding the flooring in the Administration office.	There is evidence of damp in the Administration office where two members of staff and councillors work – on going. To be reviewed at September committee meeting.
5	All areas	1 and 2	2016/17	<p>A request from the TH & C committee that all areas (all open areas) that are maintained by MDTC are assessed to understand how much time is required from staff to maintain.</p> <p>Clerks recommendation: That this task is evaluated by the Cemetery Keeper, Deputy Park Keeper and Park Keeper.</p> <p>Assessment to commence from Autumn 2016 onwards.</p>
6	Cemetery	1 and 2	ASAP March – On going	Ash tree with overhanging branches onto resident's garden. Action – to assess to see if the Park Keepers can take down the branches, if not, to obtain a price for the work
7	Old Cemetery	1 and 2	By end of March 2017 Completed	Topiary of tree's located in the Old Cemetery
8	Old Cemetery	1 and 2	On going	To weed kill and top up gravel pathways
10	Cemetery	1 and 2	By March 2017 Wtg dependent on chipper	To reduce in size the large bush close to where the two trees were removed
11	Cemetery Drive		By August 2017 Part completed. Internal cemetery driveway (MDTC) to be actioned by end of August due to	To help where required with the relaying of the cemetery drive gravel

			company moving location	
12	Cemetery entrance	1 and 2	By April 2017 see notes as above – interlinked activity Completed	To relay gravel on the entrance and turn circle of the cemetery
13	Cemetery	1 and 2	By June 2017 Completed	To make flower boxes for between the benches at the entrance and by the skip fencing. Plant up with suitable plants. Flower boxes are complete and it is expected to wait until summer flowers can be planted
14	Cemetery	1 and 2	By end of May 2017 Completed	1. Topple testing old and new cemeteries 2. Cross refer of maps

40. Correspondence

No correspondence had been received

41. Omega reports: Review of performance for 2017/2018 (budget/expenditure/income)

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

42. Precept planning for 2018/2019: For members to discuss any additional items required including the cost to refurbish the Mayoral Chains, purchasing a wood chipper and to agree the budgets

Cllr Stephenson informed the members that he had asked the cemetery keeper if there were any items required but nothing had been suggested.

Cllr Mrs Redshaw informed the members that she had taken the mayoral chains to two jewelers in Bourne, who were willing to give a quote refurbishment. Cllr Stephenson mentioned that it had already been resolved at full council to place £1,000 in the precept for the chains. After a discussion it was proposed by Cllr Mrs Sked, seconded by Cllr Mrs Redshaw and **RESOLVED** unanimously to get a quote from the jewelers and to place £1,000 in the precept.

The Clerk informed the members that the Council now had to pay for the legionella testing at the Town Hall and it was agreed to place the cost of this at £326 into the precept

Cllr Stephenson informed the members that there was often a number of branches that needed to be disposed of in the cemetery/paddock and a chipper would be useful. He had located one at Fenton's that he felt would be good for the job and cost £1,400 +VAT. It was proposed by Cllr Mrs Sked, seconded by Cllr Miss Moran and **RESOLVED** unanimously to put £1,400 in the precept for a chipper

The cost of the cemetery drive gravel had not been precepted before so it was proposed by Cllr Lester, seconded by Cllr Mrs Sked and unanimously **RESOLVED** to place £500 in the precept for this.

Cemetery

43. **Chairman's Cemetery Report**

Cllr Stephenson informed the members that the skip had arrived in the Paddock for the grass cuttings. The ivy was being removed from the trees. The park keepers had cleared much rubbish but the members needed to think how to remove it.

44. **Update on work required for an overhanging tree in the paddock/spinney**

The Clerk informed the members that permission had been sort from SKDC to cut back the tree and once this was given the work would be done

45. **Update on topple testing**

The Clerk informed the members that notices had been placed on the graves that had loose headstones and relatives were beginning to get them repaired. Cllr Mrs Redshaw asked if it would be beneficial to ask the stone masons to use longer dowels. It was proposed by Cllr Mrs Redshaw, seconded by Cllr Mrs Sked and unanimously **RESOLVED** to ask the local stone masons to use longer dowels when erecting the headstones

46. **Update on the disposal of the waste grass in the paddock**

This had been discussed earlier. The grass was to be loaded into a skip the following day

47. **For members to discuss the antisocial behavior in the Cemetery and Spinney and to decide the next steps**

Members discussed the recent problems that had occurred in the Cemetery and Spinney but felt that this also covered the John Eve and Glebe fields. It was proposed by Cllr Mrs Sked, seconded by Cllr Shelton and **RESOLVED** unanimously to put this item onto the next full council agenda

8.30pm the park keeper and deputy park keeper left the meeting

Town Hall

48. **Update on the external decorating of the Town Hall**

The Clerk informed the members that the external decorating had been completed. After a discussion about the standard of work, it was agreed that a letter would be written stating that the members were not impressed with the work.

49. **Town Hall: update on the lease**

No update received

50. **For members to discuss the purchase of a cabinet to store the refreshments and to decide the next steps**

Cllr Mrs Redshaw informed the members that the corner of the chambers would look better if the refreshment equipment was stored in a cupboard. It was agreed that she should get some quotes and ideas for the cabinet and bring them to the next meeting.

There being no other business the Chairman thanked all for attending and the meeting which was closed at 9.00pm.

The next meeting is scheduled for Wednesday 22nd November 2017 at 8pm in the Town Hall, Market Deeping

Chairman's signature.....

Date.....