

## TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 24<sup>th</sup> May 2017 at Market Deeping Town Hall. Cllr Stephenson presided over Cllr Lester, Cllr Shelton, Cllr Miss Moran, Cllr Mrs Redshaw and Cllr Mrs Sked. The park keeper, deputy park keeper and the Deputy Clerk were also in attendance.

1. **Chairman's Welcome**

Cllr Stephenson welcomed the members to the meeting and a minutes silence was held in memory of those affected by the bombing in Manchester on 22<sup>nd</sup> May

2. **Apologies for absence**

There were no apologies for absence

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

There were no declarations of interest made

4. **Minutes from meeting held on Wednesday 15<sup>th</sup> March 2017**

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

5. **Clerks report on matters arising**

- The gravel laying of the cemetery entrance is in hand
- The resident who enquired about the state of the war graves has been written to and they have thanked the Council for cleaning them
- A quote has been obtained for the work to the tree in the Spinney/paddock (Agenda item 9)
- All unspent budgets have been earmarked in 2017/18. April 2017 accounts are yet to be reconciled so this item will be added onto the July meeting agenda
- The Cemetery fees have been increased as agreed. The website has been updated and relevant undertakers and stone masons have been informed
- The raft race committee were informed that a banner could be placed on the Town Hall

6. **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 keepers informed the members that the Old Cemetery had been cut and everything had been weed killed. There were two more scattering of ashes in the Spinney arranged and the cemetery lists had been updated. The paddock had been flayed and would be done again in the next couple of weeks. The hanging baskets and planters needed to be planted and the park keepers would get a quote for the plants. This cost would be precepted for next year. It was the Council's turn to next rake the cemetery drive which would be done.

Cllr Lester asked when the topple testing would be done and it was agreed a date would be set. He also enquired about the large bush in the cemetery which was due to be taken out. The Deputy Clerk informed the members that funds were now available to hire a chipper so the work could be done. The Deputy Clerk had provided the members with a quote of £615 to gravel the entrance to the cemetery. This included 3 hours labourer fee to deliver the gravel and help spread it. It was proposed by Cllr Mrs Sked, seconded by Cllr Miss Moran and

**RESOLVED** unanimously to go ahead with this work and take the cost out of the cemetery maintenance budget.

		Town Hall & 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 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> <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	Town Hall		By week ending 17/2/17  Completed	Repaint stair edging  Repaint front door (monarch red) MDTC will need to apply for listed building consent - On going
2	Old Cemetery	1 and 2	Work will resume after bird nesting season.  Completed	Where railings have been painted for both Park Keepers to clear all foliage of bottom rung and clear around area. To fix railings and bolt into position.  To assess tree branches that is close to railings and cut back (i.e. Laurel Tree).  Pollard Laurel tree – work will commence after the bird nesting season is over. - on going  <b>Work has started.</b>  <ol style="list-style-type: none"> <li>1. Replace tired and broken bolts to ensure fence is secure</li> <li>2. Strip earth back to below ground level to bottom rungs</li> <li>3. Complete the coat of painting</li> <li>4. Laurel tree to be pollarded by Park</li> </ol>

				<p>Keepers</p> <ol style="list-style-type: none"> <li>5. Park Keepers to apply week killer inside closed in grave spaces and surrounding areas</li> <li>6. Park Keepers to tidy up path edging</li> </ol>
3	<p>Old Cemetery</p> <p>/New Cemetery</p>	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.</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 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. By May 2016	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 &amp; 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 residents 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 dependant on chipper	To reduce in size the large bush close to where the two trees were removed
11	Cemetery Drive		By April 2017  Part completed. Internal cemetery driveway (MDTC) to be actioned by end of April  Update expected May 2017	To help where required with the relaying of the cemetery drive gravel
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	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	<ol style="list-style-type: none"> <li>1. Topple testing old and new cemeteries</li> <li>2. Cross refer of maps</li> </ol>

#### 7. Correspondence

No	Received from	Date Received	Subject
1	St Guthlac's Church	24/5/17	<p>Request to put a banner on the Town Hall</p> <p><b>Committee response:</b> It was agreed to let the banner go up and the Deputy Clerk was asked to inform the Church</p>

8. **For members to review the terms of reference for this committee**  
The members had read the terms of reference for this committee and it was proposed by Cllr Lester, seconded by Cllr Miss Moran and **RESOLVED** unanimously to accept them

#### Cemetery

9. **Chairman's Cemetery Report**

Cllr Stephenson informed the members that he had been approached by a resident in the Paddock, concerned as to where all the frog spawn had disappeared to. It had been discovered that it had been eaten by two herons, but plenty had survived. He reported that the cemetery was looking good. He wanted to make sure that the area at the back of the shed was kept cleared. The wood had been burnt but the burner now had a large hole. It was proposed by Cllr Mrs Sked, seconded by Cllr Stephenson and **RESOLVED** unanimously that a burner should be purchased. Cllr Stephenson asked when the juniper bush in the cemetery would be taken down. A date would be set for this work. The fence in the corner of the cemetery needed repairing and the park keepers said they could do that. There had been a request for an interment of ashes in the new area. Cllr Stephenson thanked the park keepers for their work.

10. **For members to receive a report on the earmarked reserves for the Spinney Project and to decide how to this money should be allocated**

Cllr Stephenson explained that a number of years ago the Spinney needed clearing and the work had been put out to tender. The quotes had been large and eventually a local contractor agreed to the work for a smaller fee. It had been decided that if future work for the Spinney could be as costly that funds should be set aside. This money could now be spent on plants and seeds for the paddock and the Spinney as required.

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

A quote had been received to remove the three ash trees which was not the desired. The Deputy Park keeper explained that since the trunks had split, if only one shoot was removed, then others would probably grow back. After a discussion, the park keeper agreed to visit the neighbour whose garden the trees were overhanging. Cllr Lester proposed, Cllr Mrs Sked seconded and it was **RESOLVED** unanimously to agree to spend £290 on the tree work to have the trees cut back but not removed

12. **For members to receive a report on CCTV in cemetery and decide on the next steps**

The Deputy Clerk informed the members that due to the recent vandalism in the cemetery, the PCSO's had recommended that it may be good to install CCTV in the area. Cllr Stephenson mentioned that since it was rare in the area, he was unsure about installing it. The park keeper informed the members that there had been evidence of drug taking in the cemetery. Cllr Mrs Sked stated that nothing had been mentioned about this area at the recent Police Forum meeting. It was suggested that signs stating 'covert CCTV in operation' could be placed in the Spinney. It was proposed by Cllr Lester, seconded by Cllr Shelton and **RESOLVED** unanimously to purchase two signs for the cemetery

13. **For members to receive a report on the different areas of the cemetery and to discuss how they would like to see their use in the future**

The Deputy Clerk had issued members with a report stating the different areas of the cemetery and their uses. Cllr Stephenson informed the members that a number of years ago it had been decided to offer the different means of burial so that residents could have these options locally. The Spinney was now working well, and the new area of cremated remains was about to have its first interment. The Sanctum area was offered as a temporary holding

for cremated remains. It was agreed to discuss the cemetery areas at the next meeting which would be held at the cemetery

8.35pm the park keepers left the meeting

**Town Hall**

**14. Update on the cleaning of the Town Hall**

The Deputy Clerk informed the members that there were three options for a replacement cleaner:

- a) To employ a cleaner
- b) To use a contractor
- c) To advertise locally for a cleaner on a self-employed basis

It was agreed that the Deputy Clerk would place an advert on the Council's facebook page and website for a self-employed cleaner for two hours per week

**15. Update on the installation of the double glazing in the Administration office**

The Deputy Clerk informed the members that the windows had been measured again and she was waiting for a date. It was agreed that she would chase the company stating that if the work had not been completed by the end of the August recess, the Council would look elsewhere

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

The Deputy Clerk updated the members that she was waiting to receive the listed building consent for the work and once that had come through she would arrange a date with the decorators

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

No update received

**18. For members to receive quotes for the replacement costs of the Mayor's Chains and to decide the next steps**

The Deputy Clerk had issued the members with quotes for the costs to the Mayor's Chains. It was proposed by Cllr Lester, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to have the chains refurbished by Shaws & Sons Ltd at a cost of £300-£400 and to put £1,000 in the precept each year for the next five years ready for a second ring to be fitted.

**Personnel Matters: Consideration to go into Closed Session**

Members voted and unanimously **RESOLVED** to go into Closed Session to members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, for members to receive an update on one item that contained information of a confidential nature; a) staff illness. Members voted and unanimously **RESOLVED** to come out of Closed Session.

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 4<sup>th</sup> July 2017 at 7.30 at the Cemetery, Market Deeping

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

**Date.....**