

TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 19th July 2017 at Market Deeping Cemetery. Cllr Stephenson presided over Cllr Lester, Cllr Shelton, Cllr Mrs Redshaw and Cllr Mrs Sked. The park keeper and the Clerk were also in attendance.

19. Chairman's Welcome

Cllr Stephenson welcomed the members to the meeting

20. Apologies for absence

Apologies for absence were accepted from Cllr Miss Moran

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

There were no declarations of interest made

22. Minutes from meeting held on Wednesday 24th May 2017

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

23. Clerks report on matters arising

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

- The laying of the gravel in the cemetery entrance had been delayed due to the supplier changing pit sites but would be completed as soon as possible
- An update on the finances would be included in the September meeting
- The park keepers had completed the topple testing and the Clerk would make contact with the relatives
- An offer had been made from David Palmer tree services to let the park keepers used their chipper for the bush in the cemetery when they were working locally. The work will be done to coincide with this
- A quote had been received for £230 to reduce the ash trees in the Spinney. It was proposed by Cllr Stephenson, seconded by Cllr Mrs Sked and unanimously **RESOLVED** to get the work done. The contractor would get the relevant authorization
- The signs for the Spinney would be ordered
- The cleaner had begun working in the Town Hall
- The double glazing had been installed in the office w/c 26th June

24. 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 entrance to the cemetery still needed to be graveled. The cemetery keeper was keeping on top of the grass cutting. The planters in the cemetery were looking good and all areas had been weed killed. Cllr Lester thanked the park keepers for how good the cemetery was looking. Cllr Mrs Sked asked if the edges of the headstones were strimmed and was informed they were not, since it was difficult to do without damaging them. Many relatives cut them back themselves. The insides of the memorials in the old cemetery had been weed killed and the topiary/lolipopping needed to be done.

		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>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 ongoing maintenance</p>

2	Old Cemetery	1 and 2	Work will resume after bird nesting season. Ongoing	<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	April 2017 (end) for next scheduled topple testing – on going Park keepers have passed information onto Clerk to contact families	<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> <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	A request from the TH & C committee that all areas (all open areas) that are maintained by MDTC are assessed to

				<p>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 company moving location	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 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	<ol style="list-style-type: none"> 1. Topple testing old and new cemeteries 2. Cross refer of maps

25. Correspondence

No	Received from	Date Received	Subject
1	Anglian Water	12 th July 2017	Notification of inspection of plumbing systems at the Cemetery on 20 th July

Town Hall

26. Update on the installation of the double glazing in the Administration Office

The Clerk informed the members that double glazing had been installed w/c 26th June

27. Update on the external decorating of the Town Hall

The Clerk updated the members that she had received an additional quote for painting the inside of the front door for £120 + VAT which would bring the total price to £786 + VAT. The work had been authorized. The Clerk also informed the members that the contract for the hanging baskets expired this year. It was agreed that the park keepers would look into purchasing the baskets for the Town Hall and arrange themselves. The Clerk was asked to get quotes for the baskets on the poles and report back at the next meeting

28. Town Hall: update on the lease

No update received

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

The Clerk informed the members that she had checked the quote with Shaws & Sons Ltd and had been informed that prices could fluctuate and it would now be between £300 -£800 to have the chains refurbished. It was agreed to precept for this work in the next financial year.

Cemetery

30. Chairman's Cemetery Report

Cllr Stephenson informed the members that Nora Littler had told the park keeper that the paddock could be cut. He gave the Clerk a list of seeds to purchase from Boston Seeds (1kg of yellow rattle and 1 kg of wildflower).

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

This was discussed in the Clerk's report

32. Trees for Council Land: For members to discuss the offer of free trees and to decide on where to place them and how many

After a discussion it was agreed that the paddock, spinney and cemetery did not require any more trees, but if a tree died it would be replaced.

33. Annual inspection of the Cemetery and Spinney

Cllr Stephenson took members around the Cemetery. He informed the members that items are cleared from the graves six months after the burial. The members looked at a grave that was sparse with grass and the park keeper informed them that the area had been weed killed by a member of the public twice and the cemetery keeper had reseeded it.

8.07pm Cllr Mrs Sked left the meeting

It was noted that the cemetery was uneven in places and the cemetery keeper was asked to level these out as required. Cllr Stephenson then showed the members the first interment in

the new area for cremated remains. Members then moved to the Spinney but were unable to go through it due to an incident earlier in the evening. Cllr Stephenson informed the members that the area had recently been hoed and more plants would be added later in the year. Cllr Lester enquired about the state of the path and it was agreed that the park keeper would look into different types of gravel and it would be included in the precept planning in the Autumn. Cllr Stephenson pointed out the area behind the park keepers shed that had vegetation stored. He would try to get it burnt next time he was working in the area. The Clerk informed the members that there had been a request for a bench near to the shed and it was agreed that one could be sited near to the memorial roses.

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

The next meeting is scheduled for Wednesday 20th September 2017 at 8pm in the Town Hall, Market Deeping

Chairman's signature.....

Date.....