

TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 25th January 2017 at Market Deeping Town Hall. Cllr Stephenson (Chairman) presided over Cllr Lester, Cllr Mrs Sked and Cllr Mrs Redshaw. The park keeper, deputy park keeper and the Deputy Clerk were also in attendance.

1. Chairman's Welcome

Cllr Stephenson welcomed members to the meeting.

2. Apologies for Absence

Apologies were received from Cllr Fraylich (sabbatical), Cllr Broughton and Cllr Miss Collins

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

There were no declarations of interest

4. Minutes from meeting held on the 23rd November 2016

It was proposed by Cllr Lester, 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 the Chairman.

5. Notes from meeting held on Wednesday 4th January 2017

Cllr Lester proposed that these were a true record of the meeting and it was agreed unanimously to accept them

6. Clerks report on matters arising

The Deputy Clerk went through the report that she had provided and updated the members on the following information:

- Cllr Stephenson had met with the resident regarding the plaque and plants for the Spinney
- The cemetery map had been returned and a digital copy was now held in the office
- The double glazing in the office will be measured w/c 6th February ready for work to commence

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

The Deputy Clerk had recently walked round the cemetery with the Park keeper. The railings along the driveway need to be painted and gravel is required for the entrance to the cemetery and the footpaths in the old cemetery. The park keepers would also like to place flower boxes between the benches. These would be added to the work schedule

| | | Town Hall & Cemetery | | |
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| 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 |

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| | | | | <p>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> |
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| 2 | Old Cemetery | 1 and 2 | <p>Work will resume after bird nesting season.</p> <p>2016/17</p> | <p>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.</p> <p>To assess tree branches that are close to railings and cut back (i.e. Laurel Tree).</p> <p>Pollard Laurel tree – work will commence after the bird nesting season is over. - on going</p> <p>Work has started.</p> <ol style="list-style-type: none"> 1. Replace tired and broken bolts to ensure fence is secure 2. Strip earth back to below ground level to bottom rungs 3. Complete the coat of painting 4. Laurel tree to be pollarded by Park Keepers 5. Park Keepers to apply weed killer inside closed in grave spaces and surrounding areas 6. Park Keepers to tidy up path edging |
| 3 | Old Cemetery /New | 1 and 2 | April 2017 | For the Park Keepers to ensure that all headstones in both Cemeteries are stable and forward results to the Clerks. |

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| | Cemetery | | | <p>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. 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 & 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</p> |

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| | | | | Autumn 2016 onwards. |
| 6 | Cemetery | 1 and 2 | ASAP | 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 | Topiary of tree's located in the Old Cemetery |
| 8 | Old Cemetery | 1 and 2 | By end of March 2017 | To weed kill and top up gravel pathways |
| 10 | Cemetery | 1 and 2 | By March 2017 | To reduce in size the large bush close to where the two trees were removed |
| 11 | Cemetery Drive | | By April 2017 | To help where required with the relaying of the cemetery drive gravel |

8. Correspondence

The Deputy Clerk informed the members that Mark Sted from SKDC would be surveying the Town Hall on 3rd February

9. Omega reports: - Review of performance for 2016/2017 (budget/expenditure/income)

The Deputy Clerk went through the reports and stated that the over spend on the cemetery grounds maintenance was due to an item being wrongly allocated. This would be rectified before the end of the financial year. The other items were just about alright on budget.

Cemetery

10. Chairman's Cemetery Report

The Chairman reported the hedge along the cemetery drive had been cleared to allow for the trees to have more light and growth. He felt that the park keepers were now on top of the work required in the cemetery and were now able to keep it in good condition.

Additional pieces of work were also now being done. The Spinney was now weed free and the plants around the skip area had been removed. It was felt that a flowerbox would look better in that area. Cllr Stephenson thanked the park keepers for all their work.

11. Update on work required for tree 64 in the Spinney

The Deputy Clerk had contacted the arboriculturist but they had not been to look at the tree so she would chase them up.

12. To receive a quote for the gravelling of the cemetery drive and decide the next steps

The resident at the Old Rectory had contacted the office with a quote to gravel the cemetery driveway. He could obtain gravel at £25+ VAT per tonne from Baston quarry and expected it to use 14 tonnes and labour would cost £210 for the day. If gravel was required for other areas then he could get this. It was agreed that since the cost was split 40/60 with this resident the Council would pay for the gravel and the resident would pay for the labour. It was agreed that the entrance into the cemetery also needed more gravel. Cllr Lester proposed, Cllr Mrs Sked seconded and it was **RESOLVED** unanimously to purchase up to £700(including VAT) worth of gravel. If required the cost could be taken from the cemetery land purchase budget.

Town Hall

13. Update on the installation of the heater and double glazing in the Administration office

The Deputy Clerk informed the members that the windows would be measured for the double glazing w/c 30/1/17 and work should start soon after that

14. Update on the external decorating of the Town Hall

The Deputy Clerk informed the members that the external painting would take place once the weather improved. If the colour of the front door and noticeboards was changed then listed building consent would be required. After a discussion it was proposed by Cllr Mrs Sked, seconded by Cllr Mrs Redshaw and unanimously agreed that a maroon red would look better and the Deputy Clerk was asked to get some paint charts for this colour, which would be taken to Full Council for a final decision.

15. Banners: Request from the Credit Union and Deepings Literary Festival to put banner on Town Hall

It was agreed that as long as the dates did not clash with any other banner applications then there was no objections.

16. To review the refreshing of paint on Town Hall stairs (Health and Safety)

It was agreed unanimously that the steps should be repainted with white non-slip stepmarker paint and the Deputy Clerk was asked to arrange that. The Deputy Clerk was asked to enquire if it was a legal requirement to have the outside step marked as well

17. Town Hall: update on the lease

No update

18. Policies: For members to discuss and decide the next steps in adopting the social media policy

After a discussion it was proposed by Cllr Mrs Redshaw, seconded by Cllr Mrs Sked and **RESOLVED** unanimously that this should be an agenda item at the next full council meeting

19. Update on the restoration of the Mayor's/Deputy Mayor's Chains

Cllr Lester informed the members that bags had been made to insert the medallion in times of official mourning. He also mentioned that the chain only had space for another 5/6 years. After a discussion it was proposed by Cllr Lester, seconded by Cllr Mrs Sked and unanimously agreed that the cost of a replacement chain should be an agenda item at the next meeting.

20. Personnel Matters: Consideration to go into Closed Session

Proposed by Cllr Mrs Redshaw, seconded by Cllr Lester, and unanimously **RESOLVED** to take agenda item 20 into Closed Session to members of the press and public in

accordance with the Public Bodies (Admission to Meetings) Act 1960, where a matter regarding an employee was discussed. Proposed by Cllr Lester, seconded by Cllr Mrs Redshaw and unanimously **RESOLVED** to come out of Closed Session.

There being no other business the meeting closed at 8.05pm. The next meeting was scheduled for Wednesday 15th March at 8pm to be held in the Town Hall, Market Deeping.

Chairs signature.....

Date.....