

## TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 15<sup>th</sup> March 2017 at Market Deeping Town Hall. Cllr Lester presided over Cllr Miss Moran, 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 Lester informed the members that he had been asked to chair the meeting in Cllr Stephenson's absence. He then welcomed members to the meeting and welcomed Cllr Miss Moran to this committee

### 2. **Apologies for Absence**

Apologies were received from Cllr Fraylich (sabbatical), Cllr Stephenson (annual leave), Cllr Broughton and Cllr Miss Collins. Cllr Mrs Sked proposed, Cllr Mrs Redshaw seconded and they were accepted 3 in favour, 1 against

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

Declarations of interest were made by Cllr Miss Moran for agenda item 14 for personal interest

### 4. **Minutes from meeting held on the 25<sup>th</sup> January 2017**

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

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

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

- SKDC had carried out a survey of the Town Hall. Cllr Mrs Redshaw asked if there had been any feedback. The Deputy Clerk informed her that she had verbally been informed that there were no problems found although no report has been received
- The Cemetery drive was regravelled on 20<sup>th</sup> February
- The steps in the Town Hall have been repainted and the strip has been removed from the front step since it is not legally required
- The social media policy has been discussed at Full Council

### 6. **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**

Cllr Miss Moran informed the members that she had been around the cemetery and that it looked lovely. The park keeper informed the committee that the cemetery drive gravel had been laid and that he and the cemetery keeper had helped to rake it. The gravel in the cemetery entrance still needed to be done but would be completed in the next financial year. The gates at the cemetery had been hard to close but when the drive was done the area had been scraped and it was easier now. The trees had been planted in the paddock which were plum, pear, cherries and apples. The planters were installed in the cemetery and would be planted with summer bedding. Once the daffodils had died down in the paddock it would be flailed. The first cut had been done in the cemetery. Cllr Lester said that the topiary looked good in the old cemetery. The weeds in the Spinney would be weed killed once they were long enough. Cllr Mrs Redshaw asked about the war graves and the enquiry (see agenda item

6), stating that they were the graves of Stanton and Plowright. The park keeper informed the members that the algae had been removed. Cllr Mrs Redshaw thought that there was another plaque near to the hedge by the paddock which may need cleaning. Cllr Lester asked that the resident been informed that they had been cleaned. Cllr Lester enquired about the ash tree in the Spinney and whether anything had been done about it. The Deputy Clerk had been waiting to see if work was needed for another tree but since it was not, she would arrange for quotes for this work. Cllr Lester also enquired about the large bush in the cemetery. The park keeper informed him that a chipper would be hired in the next financial year and the work would be completed.

		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		<p>By week ending 17/2/17</p> <p>Completed</p>	<p>Repaint stair edging</p> <p>Repaint front door (monarch red) MDTC will need to apply for listed building consent - On going</p>
2	Old Cemetery	1 and 2	<p>Work will resume after bird nesting season.</p> <p>Completed</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><b>Work has started.</b></p> <ol style="list-style-type: none"> <li>1. Replace tired and broken bolts to ensure fence is</li> </ol>

				<p>secure</p> <ol style="list-style-type: none"> <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 Keepers</li> <li>5. Park Keepers to apply weed 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</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	By end of April 2017	To weed kill and top up gravel pathways

10	Cemetery	1 and 2	By March 2017  Wk 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	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	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

## 7. Correspondence

A resident was concerned about the state of the war graves in the cemetery. This was discussed in agenda item 6

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

The Deputy Clerk went through the reports and stated that most budgets had now been spent. There was still some allocation in the Town Hall buildings maintenance which had been allocated for the double glazing but this would be ring fenced if the work was not completed before the end of this financial year. The Deputy Clerk informed the members that there was an interment of ashes and a burial due before the end of March. Cllr Lester asked if any budgets that had not been spent could be earmark reserved.

### Cemetery

## 9. Chairman's Cemetery Report

Due to the absence of the Chairman, the Deputy Clerk had provided a brief report:

- The grass cutting had begun in the cemetery
- A laurel bush has been planted in the Spinney but it is not known by whom. A notice has been placed on the bush and will be left until the end of March. If no one has come forward by then it will be moved to a more suitable place.
- There have been requests for two scattering of ashes in the Spinney

- There is a request for a double depth burial in a reserved plot. The grave digger is a little concerned about the water table so the deputy clerk may need to offer two single plots in a different area of the cemetery
- Topple testing will take place in April

**10. Cemetery Fees: For members to agree on the fees for 2017/2018**

The Deputy Clerk informed the members that in the past the fees have been annually increased in April by 5%. After a discussion regarding the fees for a minor it was proposed by Cllr Miss Moran, seconded by Cllr Mrs Redshaw and **RESOLVED** unanimously that the fees be increased from 1<sup>st</sup> April 2017 by 5%

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

The arboriculturist had reported back that the tree was not a danger and could be left.

**Town Hall**

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

The Deputy Clerk informed the members she had been informed there was a delay in the work but would chase it up

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

The Deputy Clerk informed the members that after a discussion at Full Council, the Dulux colour 'Monarch' had been agreed. It was agreed that the Deputy Clerk should apply for listed building consent

**14. Request from the Raft Race Committee to place a banner on the Town Hall**

After a discussion it was proposed by Cllr Lester, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to allow the banner

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

No update

**16. For members to discuss the replacement costs of the Mayor's Chains**

Cllr Lester informed the members that there was only five discs left on the chains and stated that they would need to start to plan for this time. There were two options which would be to get another row of discs attached to the chain or to replace it. The chain had been purchased in 1987 and was gold gilt on metal which had tarnished over the years. To sort out the tarnish the chain would need to be sent away for 4-5 weeks before a quote could be given for the work. Cllr Lester suggested that the Council may need to think about setting aside £3,000 to £4,000 each year for the next 5 years. Cllr Mrs Sked proposed, Cllr Miss Moran seconded and **RESOLVED** unanimously to ask the Deputy Clerk to get three quotes for a new chain and for adding an additional row of discs.

There being no other business the meeting closed at 8.30pm. The next meeting was scheduled for Wednesday 24<sup>th</sup> May at 8pm to be held in the Town Hall, Market Deeping.

**Chairs signature.....**

**Date.....**