

TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 19th October 2016 at Market Deeping Town Hall. Cllr Stephenson (Chairman) presided over Cllr Mrs Sked and Cllr Mrs Redshaw. The 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 Cllrs Broughton, Fraylich, Cllr Miss Collins, Cllr Miss Reed and Cllr Lester and accepted unanimously

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

There were no declarations of interest

4. Minutes from meeting held on the 20th July 2016

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 the Chairman.

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:

- The park keeper is looking into the cost of a chipper.
- A water trough can be purchased from Mole Country Stores, Stamford for £55.65 + VAT.
- Rotary have purchased the bulbs and have met with the park keeper to discuss where they are to be planted.

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

The Deputy Park keeper informed members that he had been involved with the fair leaving the field. They had been careful moving the vehicles and the field had been left in good condition. The park keepers have sprayed the weeds in the Spinney and completed half of the cemetery. The rest will be completed this week. The members looked through the works planner and felt there was nothing else to add.

		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

				<p>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 tree's 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 driveway2. Rake over as required3. Remove weeds from around kissing gate <p>Regular activity for on going 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
	<p>Old Cemetery</p> <p>/New Cemetery</p>	1 and 2	April 2016	<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 & 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> <p>Above on going.</p> <p>Removal of established trees (x 2) located on grave spaces in the Cemetery, following family request, assess and investigate next steps. Notice been left on one of the trees to locate NOK. Agenda item for next TH & C meeting in September 2016 to agree next steps.</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</p>

				<p>Park Keeper.</p> <p>Assessment to commence from Autumn 2016 onwards.</p>
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7. Correspondence

No correspondence had been received

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

The Deputy Clerk went through the reports and stated that currently there were no over spends on the budget. Cllr Mrs Redshaw enquired about the cost of the skip hire. A discussion took place regarding the skips and it was agreed to put a sign up stating that they were for cemetery use only.

9. Precept planning for 2017/2018. For members to agree the budgets and to include painting the outside of the Town Hall and a water trough for the cemetery plus any additional costs

It was agreed that Cllr Stephenson would look at a water trough. It was proposed by Cllr Mrs Sked, seconded by Cllr Mrs Redshaw and unanimously **RESOLVED** that should be suitable it should be purchased from Mole Country Stores for a price of £55.65 + VAT. A discussion took place regarding the flailing of the paddock and as to whether a tractor and flail should be hired or purchased for this job. It was proposed by Cllr Mrs Redshaw, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to place this item onto full council agenda. After a discussion for the purchase of a chipper it was agreed to get a quote to purchase a chipper and to consider precepting for it. It was also agreed that the Deputy Clerk would get quotes for painting the outside of the Town Hall so that this work could be precepted. The deputy park keeper mentioned that a new lawn mower was required. Cllr Mrs Sked proposed, Cllr Mrs Redshaw seconded and it was unanimously **RESOLVED** that the park keeper should get quotes for this and report back to the next meeting. A fence around the skip area had been discussed and it was agreed to get quotes for this work.

Cemetery

10. Chairman's Cemetery Report

The Chairman reported that the cemetery and the paddock were looking good and well cared. Staff have managed to keep the area weed free. More wood chip would be laid in the Spinney to maintain the area. Cllr Stephenson thanked the park keepers for all their hard work.

11. For members to discuss a request from a resident to have a plaque in the Spinney and purchase a plant

It was proposed by Cllr Mrs Sked, seconded by Cllr Mrs Redshaw and unanimously **RESOLVED** that the resident should be allowed a plaque and plant in the Spinney

12. Trees 63 & 64 in the Spinney: For members to discuss the felling of these trees due to decay present at their bases.

After a discussion it was agreed the Deputy Clerk would get at least one more quote for the work and this item would be placed on the next meeting's agenda. Cllr Mrs Sked had been informed by a resident that another tree in the Spinney was growing over into his garden. It was agreed that the Deputy Clerk would get a quote to cut back this tree and write to the resident informing them that the Council were looking into this matter.

13. Update on the two trees that need removing from the cemetery

The two trees have been removed and the resident informed

14. To receive an update on the cost of having the old cemetery map scanned

The Deputy Clerk informed the members that a quote had been received from Script Ltd stating that it would cost £120 plus postage to scan the old cemetery map. It was proposed by Cllr Mrs Sked, seconded by Cllr Mrs Redshaw and **RESOLVED** unanimously to get this work done

Town Hall

15. Update on the gathering of quotes for the laying of a new floor in the administration office

The Deputy Clerk had received two further quotes for the work in the administration office and it was proposed by Cllr Stephenson, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to get use Steve Gilbert Building Services to do the secondary glazing at a cost of £1,353.73 and Grantham Engineering for the new heater at a cost of £525.32

16. Town Hall: update on the lease

No update had been received

17. To review for improvement the entrance step of the Town Hall (Health and Safety)

After a discussion it was agreed that the Deputy Clerk would research into suitable markings for the step and report back to the next meeting. It was also suggested that a different colour mat may be required.

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

Since Cllr Lester was not at the meeting it was agreed to move this item onto the next meeting

There being no other business the meeting closed at 8.10pm. The next meeting was scheduled for Wednesday 23rd November at 8pm to be held in the Town Hall, Market Deeping.

Chairs signature.....

Date.....