

## TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 23<sup>rd</sup> November 2016 at Market Deeping Town Hall. Cllr Stephenson (Chairman) presided over Cllr Lester, 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 Cllr Fraylich (sabbatical)

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

There were no declarations of interest

**4. Minutes from meeting held on the 19<sup>th</sup> October 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. Clerks report on matters arising**

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

- A sign has been installed on the skips stating that they are for cemetery use only
- A water trough has been purchased and installed in the cemetery so that residents can have easy access to water.
- A new tractor with flail has been purchased. The park keepers will now flail the paddock themselves, when required
- The resident has paid for the plaque and waiting for its delivery. Then a mutual date will be agreed to have it installed and the plants planted.
- The Deputy Clerk will send the map to Scripti Ltd but due to work commitments it won't get sent until December
- The heater has been installed and has been an improvement. The Deputy Clerk is waiting for a date for the window glazing to be done.
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**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 Chairman informed the members that there was a large bush in the cemetery that required reducing in size. It was agreed to add this to the works planner

		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

				<p>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>
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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><b>Work has started.</b></p> <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 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	Old Cemetery /New	1 and 2	April 2016	For the Park Keepers to ensure that all headstones in both Cemeteries are stable and forward results to the Clerks.

	Cemetery			<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> <p>Above ongoing.</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 &amp; 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	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

				<p>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	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	Topiary of tree's located in the Old Cemetery
8	Old Cemetery	1 and 2	By end of March 2017	To top up gravel pathways
9	Cemetery	1 and 2	By March 2017	To reduce in size the large bush close to where the two trees were removed

## 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 it was two thirds through the financial year and so approx 66% of the budgets should be spent. Apart from one off payments that had spent the complete budget the only concern was spending on skips. It was hoped that by using a chipper this may reduce the excess. Cllr Sked wondered if the council was able to sell the chippings and the Deputy Clerk was asked to enquire. The hire of a chipper was to be discussed in agenda item 9.

## 9. Precept planning for 2017/2018. For members to agree the budgets and consider the external painting of the Town Hall plus any additional costs

A discussion took place regarding additional items that may be required for the precept. It was proposed by Cllr Stephenson, seconded by Cllr Lester to include £200 to hire a chipper. Cllr Lester then proposed that in order be able to afford the chipper hire for when it was

required to precept £400, Cllr Mrs Sked seconded and it was **RESOLVED** unanimously. Cllr Mrs Redshaw proposed £260 for a cemetery lawnmower, seconded by Cllr Mrs Sked and **RESOLVED** unanimously. A discussion then took place regarding fencing or planting around the skip area. It was suggested that the park keepers purchase suitable plants when they are available. It was proposed by Cllr Mrs Sked, seconded by Cllr Lester and unanimously agreed to precept £200 for plants and the park keepers are to purchase suitable plants when they are available. The external painting of the Town Hall was discussed and Cllr Mrs Redshaw asked if the door could be painted a different heritage colour. It was proposed to increase the buildings maintenance precept by £500 by Cllr Mrs Redshaw, seconded by Cllr Lester and unanimously agreed to pay for this work.

#### **Cemetery**

##### **10. Chairman's Cemetery Report**

The Chairman reported that the water tank had been installed in the cemetery. Chippings had been laid in the Spinney along with £200 worth of plants. The paths had been cleared of leaves. The volunteers had suggested that the paddock could have one more cut before the winter.

##### **11. Anti-Social behaviour in the Cemetery (October 2016) for members to consider a repair to a damaged headstone following anti-social behaviour in the Cemetery**

After a discussion, the Deputy Clerk was asked to enquire as to whether the Town Council was responsible for vandalism to memorials. The Deputy Clerk was going to make contact with the owner of the memorial.

##### **12. Update on work required for trees 63 & 64 in the Spinney**

One tree had been removed by the contractor used to complete the tree work. The other tree was leaning at an angle and Cllr Stephenson was concerned that it may be weakened. The Deputy Clerk was asked to get an arboriculturist report for this tree and to check the previous report and quote to see if it should have been removed.

#### **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 heater had been installed. The glazing would be done once she had checked as to whether 'listed building consent' was required.

##### **14. To review improvements to the entrance step of the Town Hall and refresh of paint on Town Hall stairs (Health and Safety)**

The Deputy Clerk informed the members that a few elderly residents had tripped when entering the Town Hall. A discussion took place and the Deputy Clerk was asked to enquire with the conservation officer as to whether it is acceptable to paint a white line for visibility and if not how to comply with disability laws. Cllr Mrs Redshaw suggested that the mat at the entrance should be changed to a lighter colour for those with alzheimer's .

##### **15. For members to consider a replacement moveable stair barrier (Health & Safety)**

The members had received a report for the cost of barriers from three different companies. After a discussion it was proposed by Cllr Mrs Sked, seconded by Cllr Lester and **RESOLVED** with one against to purchase and install the cheapest quote using a timber patrice.

##### **16. Town Hall: update on the lease**

No update

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

Cllr Lester informed the members that he had arranged for a bag to be made to insert the medallion in times of official mourning. He had tried to contact Fab's to have the chain restored but had not received a reply. To have it restored with ShotBowl they would have to be sent away for six weeks so it was agreed that they would not be restored in the near future

There being no other business the meeting closed at 9.10pm. The next meeting was scheduled for Wednesday 26<sup>th</sup> January 2017 at 8pm to be held in the Town Hall, Market Deeping.

**Chairs signature**.....

**Date**.....