

TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 25th May 2016 at 8.00pm at Market Deeping Town Hall. Cllr Stephenson (Chairman) presided over Cllrs Broughton, Fraylich, Lester, Cllr Miss Reed, Cllr Mrs Redshaw and Cllr Mrs Sked. Cllr Brookes and the Deputy Clerk were also in attendance

1. Chairman's Welcome, Apologies for Absence and Declarations of Interest

Cllr Stephenson welcomed members and thanked Cllr Lester for chairing the last meeting. Apologies for absence were accepted for Cllr Miss Collins. There were no declarations of interest

2. Minutes from meeting held on the 16th March 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.

3. Clerks report on matters arising

The clerk informed members that the laptop had been purchased and set up and a letter to a resident regarding burial had been written and sent

4. Correspondence

TH&C Correspondence			
Received from	Date Received	Subject	Committee Response
Set in Stone	31/3/16	Disappointment in council only accepting memorials flush to the ground for cremation plots	Noted by members
Scholes	26/4/16	Scheme to loan out temporary vases for plots until headstones erected	It was agreed to accept this in the cemetery
NALC	28/4/16	Consultation on crematoria provision and facilities	For information only Noted by members
Resident	23/5/16	Request to remove tree from husbands grave	It was RESOLVED to remove the tree that had been requested but to also put up a notice on a nearby tree stating that the council wanted to remove it
DSJ resident	23/5/16	Request for burial in Market Deeping Cemetery	It was RESOLVED to write to the residents to inform them that their relatives could request a burial at the required time

5. Committee: Terms of Reference, for members to discuss and review

After a discussion it was proposed by Cllr Broughton, seconded by Cllr Miss Reed and **RESOLVED** with 6 in favour, 1 against and 1 abstention that where a dispensation for a burial was required the words "or if a decision is required quickly the Chair and two committee members" were to be included in the terms of reference for the Town Hall and Cemetery Committee

6. Chairman's Cemetery Report

The Chairman informed the members that he felt that the cemetery was looking good. The trees in the old cemetery had been lollipopped on the advice of the deputy park keeper. Most of the ivy had now been removed from the trees. The Spinney had been weed killed. Cllr Miss Reed mentioned how she thought the cemetery was looking good.

7. a) Update on work activity taking place in the cemeteries (Old & New), and to review progress to date of works planner, and agree next steps if required

Members went through the works planner and it was proposed by Cllr Fraylich and unanimously **RESOLVED** to accept the works planner

		Town Hall & Cemetery		
1	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.</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
2	Old Cemetery	1 and 2	Weekly – weather dependant	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.

				<p>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>
4	Old Cemetery/New Cemetery	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>
5	The Spinney / Rectory Park	1 and 2	<ol style="list-style-type: none"> 1. To be completed by the end of March 2016 2. 2016/17 	<p>For the Deputy Park Keeper to:</p> <ol style="list-style-type: none"> 1. Remove the steel cage surrounding a tree in Rectory Paddock - completed 2. To assess and make a list of tree's in Rectory Paddock/The Spinney/ John Eve Field and Cemeteries that require attention and branches cut

				off and to form a plan of when these works can be done. Starting with the most urgent until the end of March – beginning of April and this work to recommence again from November to March 2017 – this will form work for the next Winter Plan.
6	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.
7	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 required from staff to maintain. Clerks recommendation: That this task is evaluated by those who do the work i.e. Cemetery Keeper, Deputy Park Keeper and Park Keeper
8	End of cemetery driveway near Church Street	1 and 2	01/05/16	A set of actions to include: 1. Weed driveway 2. Rake over as required

b) Update on the topple testing and to agree next steps

The deputy clerk informed members that the topple testing had been completed. There were six headstones that were loose in the new cemetery where there were no relative details. It was unanimously **RESOLVED** to see if the park keepers could repair the headstones and if not to get quotes from a local stone mason

8. Grant Application – see email – For members to consider the requirements and conditions of the grant application process and to discuss applying for a grant and what the uses could be used for....

It was unanimously **RESOLVED** to apply for a grant as discussed at the Amenities and Open Spaces Committee

9. Omega reports: - Review of performance for 2015/2016 (budget/expenditure/income)

The deputy clerk informed the members that this was for their information to understand last year's spending

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

The deputy clerk informed members that she had received one quote but had had difficulty in getting alternative contractors to quote for the work. It was unanimously **RESOLVED** to seek further quotes for the work

11. For members to review and agree the arrangements for the new cremated remains area in the cemetery and link to an action plan

Cllr Stephenson explained that in the past the committee had agreed the new arrangements but if councilors wanted to change these arrangements then there would not be as much space. After a discussion Cllr Miss Reed proposed, seconded by Cllr Lester and **RESOLVED** with 3 in favour, 2 against and 1 abstention that the arrangements stay as arranged with flat plaques and this be taken to the next full council meeting. Cllr Miss Reed also proposed, seconded by Cllr Lester and **RESOLVED** with five in favour and 1 abstention that the plaques be 10" square, 4 rows across with 10" between rows and 8" between each plaque

12. For members to review and discuss Market Deeping Town Council's:

- a) Burial Policy for the Cemetery
- b) Draft hire of chambers policy
- c) Banners on Town Hall policy
- d) Memorial Rose Garden policy
- e) Spinney scattering of ashes policy
- f) Chemical Spraying policy

The policies were reviewed and discussed. There were a few additions made. Cllr Stephenson showed the members a copy of a cemetery booklet that had been used in the past. It was decided that this should be updated and placed in the porch. The clerks would also hand it out when enquires came in.

13. To receive an update from LALC regarding whether the council should be registered with the Information Commissioners Office and decide the next steps – Clerk and councillor registration.....

The deputy clerk informed members that it was stated on the ICO website that if CCTV was used on the premises then a company would need to register. It was proposed by Cllr Mrs Sked, seconded by Cllr Miss Reed and **RESOLVED** unanimously that the council would sign up to be a member of the ICO

14. To receive an update on the lease of the Town Hall

No update had been received

15. Update on transferring the Town Hall to the Town Council (Cllr Brookes)

Cllr Brookes informed members that he had been following the events with regards to the selling of Bourne Town Hall by LCC. After a discussion it was agreed to note this update and wait for information from SKDC

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

Cllr Lester informed members that he had taken the chains to Shotbowl and was still waiting for a quote for the work. He suggested that the council get in touch with the company that made the chains. It was proposed by Cllr Lester, seconded by Cllr Mrs Redshaw and **RESOLVED** unanimously that Cllr Lester will send photographs to the company and ask for a quote for the work required.

17. For members to consider the purchase of a pay as you go mobile phone for use by the clerks in case of loss of service to telephone line

It was proposed by Cllr Lester, seconded by Cllr Miss Reed and **RESOLVED** unanimously that a pay as you go mobile phone be purchased up to the value of £20

18. For members to consider a request raised by a local resident regarding the cutting back of overhanging tree's in the Cemetery which are bordering his property, and agree next steps

Cllr Stephenson informed members that he had spoken to the park keeper regarding this matter and that the tree had been cut back quite a bit already. After a discussion it was agreed that the park keeper should look into cutting the higher branches back and if too difficult to get a quote from a tree surgeon for the work.

19. Parking on the Spinney car park

Cllr Stephenson explained that cars were parking more regularly in the parking spaces and access to the Paddock was getting more difficult. The deputy clerk explained that currently the carers of a sick neighbour were parking there and since this was likely to be temporary it was agreed not to worry.

There being no other business the meeting closed at 9.37pm. The next meeting was scheduled for Wednesday 20th July 2016 at 8pm to be held in the Town Hall, Market Deeping.