

TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 20th July 2016 at 8.00pm at Market Deeping Town Hall. Cllr Stephenson (Chairman) presided over Cllr Lester and Cllr Mrs Redshaw. The park keeper, deputy park keeper and the Deputy Clerk were also in attendance

A minutes silence was held for a previous employee who had recently passed away

1. Chairman's Welcome

Cllr Stephenson welcomed members to the meeting. He gave a short message on the times that he had worked with the aforementioned employee.

2. Apologies for Absence

Apologies were received from Cllrs Broughton, Fraylich, Cllr Miss Collins, Cllr Miss Reed and Cllr Mrs Sked 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 25th May 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 had been issued to members and updated them on two outstanding items. Agenda item 13: the direct debit had now been signed and the deputy clerk would register with ICO by the end of the week. Agenda item 17: once petty cash had been topped up a phone would be purchased. Cllr Lester updated members on agenda item 16. He had received an email from Shotbowl stating they could send the chains to their supplier for an assessment which would take six weeks. He had tried to contact 'Fab's' but was struggling to use their website. It was agreed to keep this item on future agendas

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

The park keeper gave a brief update on the work that the staff were currently undertaking. Cllr Lester asked when the cemetery drive was last raked and the park keeper informed the members that the local resident had recently raked it and it was council's turn next. Cllr Lester also noted that on a recent council walk along the cemetery drive the nettles were high by the kissing gate. This task would be added to the works planner. Cllr Stephenson thanked the park keepers for the work that they do and said that it was a joy to work alongside them once a week.

		Town Hall & Cemetery		
1	Old Cemetery	1 and 2	Work will resume after bird nesting season. 2016/17	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>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
2	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>

				For Park Keepers to ensure that tree's and bushes are pruned/trimmed as required, in order to keep the area neat and tidy.
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> <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 July 2016 to agree next steps.</p>
5	The Spinney / Rectory	1 and 2	1. To be completed by the end of March 2016	<p>For the Deputy Park Keeper to:</p> <ol style="list-style-type: none"> 1. Remove the steel cage surrounding a tree in Rectory

	Park		2. November 2016	<p>Paddock - completed</p> <p>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.</p>
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 – on going.
7	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>Assesment to commence from Autumn 2016 onwards.</p>
8	End of cemetery driveway near Church	1 and 2	01/05/16	<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 the kissing gate

Street			Regular activity for ongoing maintenance
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7. Correspondence

TH&C Correspondence			
Received from	Date Received	Subject	Committee Response
Scripti	15/6/16	Service to scan cemetery maps for future safe-keeping	The deputy clerk was asked to enquire the price of this service and to report back to the next meeting

8. Chairman's Cemetery Report

Cllr Stephenson reported that the cemetery was now looking very good. He informed members that he would like to put some more plants into the Spinney to fill up the gaps. The Spinney was currently nearly free from weeds and most of these were now self-seeded seedlings. Waste is still a problem and Cllr Stephenson enquired as to whether it would be better to replace the chipper. It was unanimously agreed that the park keeper should get some quotes for a chipper and bring these to the next meeting ready to add the cost into next year's precept budget. The park keeper mentioned that they would like to remove the roses from around the skip area and plant a hedging to hide the skip. This was agreed by members to be placed as a winter works task. Hanging baskets had been placed along the park keeper's store. Cllr Stephenson mentioned that there was still no trough for the water and the deputy clerk was asked to enquire as to the cost of this and bring it to the next meeting so that it can be precepted for the next financial year. The park keepers were also asked to consider any future purchases that may be needed so that they can be considered for next year's budget. Cllr Mrs Redshaw mentioned that she had been informed by a member of the Rotary Club that they wanted to plant purple crocus bulbs around the town. The deputy clerk was asked to enquire with the Rotary Club as to where they would like to plant these bulbs.

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

The deputy clerk went through the reports. All budgets were no more than a quarter spent so the finances were in line with expected spending

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

The deputy clerk had received a quote for the renewal of the heater. She had arranged for a visit from a company regarding the insulation of the floor but no one had turned up and she was trying to rearrange this visit. The deputy clerk was also asked to enquire with a local electrician and report back to the next meeting. Cllr Mrs Redshaw informed members that the light in the porch was flickering. It was proposed by Cllr Lester, seconded by Cllr Mrs Redshaw and unanimously **RESOLVED** that an electrician would be asked to look at the light fitting and replace it with an energy efficient bulb up to a total cost of £150.

11. a) Update on the two trees that need removing from the cemetery

The deputy clerk informed the committee that a member of the public was informing a relative who planted the second tree that the council wished to have it removed but no reply had yet been received. She also informed members that since the trees were in the conservation area permission would need to be sort from SKDC. It was proposed by Cllr Mrs Redshaw, seconded by Cllr Lester and **RESOLVED** unanimously to get permission from SKDC and to get a quote for the removal of the trees

8.20pm the park keeper and deputy park keeper left the meeting

b) To discuss the arboricultural report and for members to decide the next steps

It was **RESOLVED** unanimously to accept the report and to get the work done

12. For members to discuss and decide the size of plaque in the new cremated remains area and consider the regulations for double cremations

A discussion took place as to whether double plots would be provided and it was proposed by Cllr Lester, seconded by Cllr Mrs Redshaw and unanimously **RESOLVED** to adopt the same reservation policy as for burials in that the adjacent plot can be reserved by a living partner. Single plots will be provided with single 10" x 10" plaques.

13. For members to consider planting hedging around the skip area in the cemetery and to decide the next steps

This item was discussed under agenda item 8

14. For members to discuss the provision of lapel badges for past mayor's badges and to decide next steps

Cllr Lester informed the members that he had seen many past mayors' wearing badges at civic events and thought it would be good for this council to purchase them. After a discussion Cllr Lester proposed, Cllr Stephenson seconded and it was **RESOLVED** unanimously to suggest at the next council meeting the purchase of fifteen badges to be given to all past mayors or the relatives of those deceased. The deputy clerk was asked to prepare a report on the design and cost of these badges from Vaughtons and Fattorini.

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

No update had been received

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

This matter had been discussed under agenda item 5 and it was agreed to keep on the agenda for future meetings

There being no other business the meeting closed at 8.45pm. The next meeting was scheduled for Wednesday 21st September at 8pm to be held in the Town Hall, Market Deeping.

Chairs signature.....

Date.....