

TOWN HALL AND CEMETERY COMMITTEE

Minutes of the virtual meeting of Market Deeping Town Council's Town Hall and Cemetery Committee held on Wednesday 18th November 2020 at 7.37pm. Cllr Miss Moran presided over Cllr Yarham, Cllr Hembrow, Cllr Dolan, Cllr Lester, Cllr Shelton, Cllr Mrs Redshaw, Cllr Mrs Sked. The Town Clerk, the Deputy Town Clerk were also in attendance.

50 Chairman's Welcome

Cllr Miss Moran welcomed members to the meeting.

51 Apologies for absence

Apologies for absence had been received prior to the meeting from Cllr Broughton.

52 To receive declarations of interest under the Localism Act 2011

There were no declarations of interest.

53 Minutes from meeting held on Wednesday 16th September 2020

It was proposed by Cllr Yarham, seconded by Cllr Mrs Redshaw and **RESOLVED** with 7 in favour and 1 abstention to accept the minutes of the previous meeting as a true and accurate record and they were duly signed by the Clerk on behalf of the Chair.

54 Clerk's report

The Clerk informed the members of the following:

Matters Relating to the Cemetery:

1. The application for A Lawful Development Certificate covering the creation of the Sanctum Garden, as approved by Full Council, has been submitted to SKDC and approved.
2. Since the last meeting there had been 1 scattering of ashes in The Spinney, 3 interment of cremated remains.
3. A request had been received from a resident to order gravel for the cemetery drive.

Matters relating to the Town Hall:

1. The building survey report of the Town Hall had taken place and the report had been received, a copy of which is available in the Town Hall to view. A PDF copy will be sent to Members of the Committee.
2. A reminder had been sent to SKDC with regards to the replacement door of the Town Hall seeking an appointment for Councillor Miss Moran to meet with the Duty Planning Officer.
3. The Town Hall is an asset of Market Deeping Town Council as of 21 August 2020 and will be listed on the Asset Register.

55 Park Keepers Report: Update on work activity taking place in the cemetery

The Clerk, having spoken with the Park Keeper prior to the meeting, gave the following verbal report: All grass cutting and strimming is up to date. Maintenance work is now starting on the topiary. There are no other issues to report.

56 Correspondence received up to 18th November 2020

No	Received from	Date Received	Subject	Committee Response
1	Resident	13/10/2020	Request for a bench to be located in front of the fence and hedges behind the grave. To enable the resident to sit near the final resting place of a loved one.	Approved
2	Patricia Craggs, SKDC	12/11/20	Town Hall Door, request for photos of existing door and replacement	Agreed that the Clerks would look at the quotes received and approach the companies to see if they would produce drawings as part of their package. Noted that planning permission may be required as Grade II listed building and in a conservation area. Clerks to clarify with SKDC.
3	Yvonne Swinton SKDC	13/11/20	Dog Fouling Patrols update	Agreed that the Clerks will request more patrols in daylight hours. SKDC to provide updates on their patrols.
4	Resident	17/11/20	Cemetery Driveway – Replenish gravel	Agreed to wait until a decision on the neighbouring property's planning application is known. Clerk to inform the resident. To be discussed at the next meeting.
5	Resident	May 2020	Outstanding request for grave reservation following review of the cemetery policy.	Following the Town Council's Cemetery Policy review Members were unable to approve this request.
6	Resident	13/11/20	Request by resident to alter grave reservation	Members agreed that the Clerks would write on behalf of the resident to see if this is acceptable to the other resident concerned.

57 Finances: Omega reports: Review of budget/expenditure/income

The deputy clerk had presented a copy of the Omega report to all members prior to the meeting. Cllr Miss Moran asked if there were any questions and there were none. The Clerks explained that

there was a slight increase in spending on workwear due to the employment of the new cemetery keeper.

58 Consideration and Committee Agreement of Precept for 2021/2022

The Chair requested that the salaries was sufficiently budgeted for 2020/21. Members discussed the precept and agreed that they did want to continue with the budget of £2,500 for cemetery land purchase. Members agreed that equipment purchases and equipment replacement should be under one budget line. Members agreed to maintain existing budget levels but to include an allowance for inflation.

Cemetery

59 Chairman's Cemetery Report

Cllr Miss Moran commented how lovely the cemetery was looking and was very impressed with Alfesco's work, they were neat and kept the area very tidy. Cllr Mrs Sked had received positive comments from members of the public concerning the cemetery keeper who was very knowledgeable and doing a lovely job in keeping the cemetery tidy.

60 For members to receive an update on the installation of the Sanctum facility

Cllr Hembrow advised members that he would be meeting the contractor to determine the gravel colour and was hopeful, depending on the weather that the tarmac and gravel will be completed by the end of the first week in December. The Sanctum will be installed early in the New Year. The planting is nearly complete.

Cllr Mrs Sked requested that the committee considers purchasing benches to be located near the Sanctum. A discussion took place and it was agreed to continue with the existing practice which is if a request from a family is received and there is space and it is approved by this committee then families would have the option to purchase a bench in memory of a loved one.

61 For members to approve the permitted designs and graphics for the Sanctum tablets

The Deputy Clerk had circulated the brochures to the committee prior to the meeting for their consideration. It was agreed that no pictures should be engraved on the plaques and engraving should be in a uniformed format. The Chair will circulate to committee an example of the font for approval.

62 For members to approve the signage for the Cemetery following the commencement of the dog fouling patrols

Cllr Miss Moran agreed to check signage and report back to the next meeting.

63 For members to review and approve the Town Council's Cemetery Policy

The Deputy Clerk had circulated the Cemetery Policy prior to the meeting. It was agreed to review the policy and include the Spinney, Sanctum Panorama and the old cemetery. It was also agreed to amend point 12 that picture cameos are only permitted on Headstones but are not permitted on the Sanctum. Cllr Miss Moran to review and to include on the agenda for 20th January.

Concerns were raised that on occasions there had been additional vases or items placed on or near graves and plaques. It was agreed that a reminder of the policy should be sent to the grave owner informing that any additional items placed near or on plaques will be removed at the end of January 2021 and placed in the cemetery shed for collection.

8.45 The Chair requested a 5 minute break which was agreed.

8.50 The meeting recommenced.

Town Hall

64 For members to consider the issues raised in the commissioned Condition Survey Report on the Town Hall and agree a way forward

The Deputy Clerk had circulated prior to the meeting the Building Survey report. A discussion took place concerning the emergency repair works that had been identified in the report and it was agreed that the party firebreak wall was a priority and should be addressed immediately. Cllr Shelton had discussed this with the neighbouring property owner who was in agreement that this needed to be completed as soon as possible. It was also noted that a party wall agreement will be required. With regards to the other repairs and renovations the Chair proposed that Cllr Hembrow leads on this project and draws up a program of works with costings for discussion at the next meeting in January. Members were in agreement.

65 For members to review and approve the policy relating to the displaying of Banners on the Town Hall

The Deputy Clerk had issued members with the policy prior to the meeting. There were no changes other than to consider when, if required a request should go to committee. Members agreed this would be only if the Clerk and the Chair did not agree.

66 To discuss the possible adoption of the public toilets and any cost implications for precepting for 2021/22

The Chair had contacted SKDC who informed that the toilets are currently not on offer to the Town Council and therefore there was no requirement to include in the precept. The Chair will be writing to SKDC with a request to lower the hand dryers as they are currently too high and the urinals were running too slow.

67 For members to receive an update on the replacement of the Town Hall front door

Members were updated at agenda item 56 (2).

68 For members to consider procuring a company to carry out the Legionella Testing at the Town Hall.

Members agreed to use Secondelement who conducted the testing last year.

In the absence of any further matters Cllr Miss Moran thanked everyone for their attendance and the meeting closed at 9.20pm. The next meeting of the Town Hall and Cemetery Committee will be held virtually on Wednesday 20th January 2021.

Chairman's signature.....

Date.....