

**MINUTES OF THE MEETING OF THE CEMETERY AND GROUNDS
COMMITTEE HELD ON WEDNESDAY 17th May 2023**

Present: Councillor J Lee (Chair)
Councillor L Birkett
Councillor W S Day

Staff: Mr P Moore (Clerk to Council)
Mr W Hunter (Cemeteries & Grounds Supervisor)

C&G
23/24/001

ELECTION OF CHAIR

RESOLVED: that Cllr J Lee be appointed Chair

C&G
23/24/002

ELECTION OF VICE-CHAIR

RESOLVED: That Cllr W Day be appointed Vice-Chair

C&G
23/24/003

Apologies for Absence

Cllr L Morton

C&G
23/24/004

Declaration of Interest on Items on the Agenda – To note any declarations in accordance with the Localism Act 2011 and the Council's Code of Conduct

None

C&G
23/24/005

The Minutes of the Meeting held on 22ND FEBRUARY 2023

RECOMMENDED: The minutes were **APPROVED** and signed by the Chair.

C&G
23/24/006

Report on Matters Outstanding from Previous Meeting

The Clerk gave an update on the following:

- Cemetery Wooden Screen – needs staining. (Outstanding item)
- Repair cemetery wooden seats / sand down / paint / stain and varnish (Outstanding item)
- Petwell allotments – repairs to tracks on plan to be completed this week.
- Allotment Management Plan is in hand and will be published by next meeting.
- Green Seat – Roof to be re-painted with anti-climbing paint and area to be regularly checked for litter & graffiti.
- Play Area – Some minor works / repairs to be followed up.
- Village Green Fencing near Seaview House – 25m length to be fenced / barriered off to prevent parking on the bend.
- Hanging baskets – order has been placed for plants.
- Cemetery Rules of Management 2023/24 were published. Copies distributed.

The report as given was **ACCEPTED**

C&G
23/24/007

Allotments

The Allotment Management Plan (AMP) has been started.
Some work required on perimeter fences.

ACCEPTED:

C&G
23/24/008

Play Equipment Inspection Reports

The Clerk advised the Committee of items outstanding from previous inspection reports. Inspections were being carried out by DCC and EVPC Staff on a regular basis.

DCC (Jan 23)

EVPC (170523)

RECOMMENDED: that:

1. Outstanding repairs be carried out by staff where possible, the remainder to be placed with DCC.
2. Contact equipment manufacturer for a parts / spares catalogue.

C&G
23/24/009

Other Items

The Clerk brought to the Committee attention that a strimmer was broken and unrepairable. It must be replaced with urgency. Options were presented. Mr Hunter gave advice.

- a. **RESOLVED:** that the Clerk purchase a suitable heavy-duty strimmer.

The placing of wild-flower seeds along the road. This had been done in 2022 and was popular with residents (and bees).

- b. **RESOLVED:** that the Clerk investigate obtaining similar wild-flower seed.

A recent inspection of the Cemetery and grounds had highlighted that work is required on the fencing around the cemetery, and repairs to the roof and guttering of the office / workshop building. Internally, this also requires decoration and maintenance. Cemetery benches also need sanding and re-varnished.

- c. **RESOLVED:** that a plan and costings for the repair and upkeep of the cemetery buildings would be produced, and repairs and maintenance would be undertaken on an 'as available' basis throughout the summer months.
- d. **RESOLVED:** that repairs to the fences and hedges around the edge of the cemetery were best left until after the bird nesting season and left to the end of the year.

C&G
23/24/010

Date and Time of Next Meeting

The next meeting will take place on Wednesday 19 July 2023 at
1030 Hrs in the Milburn Room

CERTIFIED TRUE RECORD

CHAIRMAN *W. J. ...* *Hee*

DATE *12/6/23*