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08 January 2024

To: Councillors W S Day, A Dent, J Lee, L Morton, Mr W Hunter, Cemetery Superintendent & Mrs H Hall,
Admin Assistant

A MEETING OF CEMETERY AND GROUNDS SUB-COMMITTEE will be held on **WEDNESDAY 17 January 2024** at **1100 Hrs** in the Milburn Room.

A handwritten signature in black ink, appearing to be "Paul Moore".

Paul Moore
Clerk to the Council

AGENDA

- 1 **APOLOGIES FOR ABSENCE** – to consider for approval.
- 2 **DECLARATIONS OF INTEREST**– to note any declarations in accordance with the Localism Act 2011 and the Council's Code of Conduct.
- 3 **PUBLIC PARTICIPATION** – to receive any representations or questions from members of the public in accordance with Standing Order 3 (e-g). (Members of the public are invited to address the cemetery & Grounds Sub Committee on matters relating to the Agenda for up to 3 minutes per person during the public participation period which is not to exceed 20 minutes in total)
- 3 **MINUTES OF THE PREVIOUS MEETING HELD ON WEDNESDAY 15 November 2023** – to consider for approval.
- 4 **UPDATE ON ANY MATTERS OUTSTANDING FROM PREVIOUS MEETING** – to consider any progress in relation to matters outstanding.
- 5 **ALLOTMENT INSPECTION SCHEDULE 2024** – to consider allotment inspection schedule for 2024.
- 6 **PLAY INSPECTION REPORTS** – to consider findings from Play Inspection Reports to December 2023.
- 7 **DATE AND TIME OF NEXT MEETING** – Wednesday 13 March 2024 at 1100 Hrs in the Milburn Room.

Copy to: Village Notice Board
Parish Council Website

**MINUTES OF THE MEETING OF THE CEMETERY AND GROUNDS
SUB COMMITTEE HELD ON WEDNESDAY 15th November 2023**

Present: Councillor J Lee (Chair)
Councillor W S Day
Councillor A Lumsden

Staff: Mr P Moore (Clerk to Council)
Mr W Hunter (Cemetries & Grounds Supervisor)
Mrs H Hall (Admin Assistant)

C&G **Apologies for Absence**

23/24/026

Cllr L Morton
Cllr A Dent

C&G **Declaration of Interest on Items on the Agenda** – To note
23/24/027 any declarations in accordance with the Localism Act 2011 and the
Council's Code of Conduct.

None

C&G **The Minutes of the Meeting held on 19 July 2023**

23/24/028

It was **RESOLVED**: that having been previously circulated the
minutes be **APPROVED** and signed by the Chair.

C&G **Update on Matters Outstanding from Previous Meeting**

23/24/029

None to Report

C&G **Handover of Allotments & Keeping Plots Tidy**

23/24/030

Concern has been raised over the state of allotments on handover
to a new keeper at the Sunderland Road Site.

It was **RESOLVED**: that EVPC Grounds staff will attend site on a
regular basis to assess vacant plots prior to handover and action
remedial work where necessary.

C&G **Play Equipment Inspection Reports**

23/24/031

DCC Inspection Reports have been received. The playground
manufacturer - HAGS – have been very slow in actioning
suggested repairs but have informed EVPC office that repairs will
be carried out in December. The Clerk expressed concern that this
is not a reasonable time span to action. Clerk to contact to address
concerns and to recommend this is brought forward to a more
suitable date.

C&G
23/24/032

To Set Allotment Fees for 2024

It was **RESOLVED**: that allotment fees will now be reviewed at Cemetery & Grounds Committee in October / November of each year and if any adjustment of the rental fee is required, this should then be taken to Council at the next meeting. This will allow staff to plan forward and the necessary notices posted well in advance of any actual rise in rental fees.

The Clerk also noted his concern regarding water rates rising and emphasised that this should be considered for the new allotment tenancy year.

It is **RESOLVED**: that Allotment fees for year 2024-2025 will remain unchanged.

C&G
23/24/033

Provision of Skip (Sunderland Road)

It was **RESOLVED**: that a skip would be placed at Sunderland Road allotments in Spring 2024 to assist allotment holders prepare their gardens for the season.

C&G
23/24/034

Christmas Tree and Lighting 2023

The Christmas tree will be delivered on 4th December and grounds staff will assist in erecting the tree and assembling the lighting. The date for the tree lighting event has been changed to Monday 11th December to coincide with the arrangements made for 'Puffing Billy to stop at Seaton Holme. Easington Village Primary School have been contacted to inform them of the event and are in contact with the Clerk regarding arrangements for the school choir to perform carols etc.

It was **RESOLVED**: that Seaton Holme will be open to offer to offer suitable cover in case of inclement weather in the time prior to the light switch on and Puffing Billy's arrival. Hot drinks to be served and selection boxes for children to be given out.

C&G
23/24/035

Date and Time of Next Meeting

The next meeting will take place on Wednesday 17th January at 1100 Hrs in the Milburn Room.

CERTIFIED TRUE RECORD

CHAIR

DATE