

**MINUTES OF THE MEETING OF THE CEMETERY AND GROUNDS  
SUB COMMITTEE HELD ON WEDNESDAY 13<sup>th</sup> March 2024**

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

Staff: Mr P Moore (Clerk to Council)  
Mrs Hayley Hall

C&G 23/24/044 **Apologies for Absence**  
Cllr A Childs  
Cllr A Dent  
Mr W Hunter (Cemetery Superintendent)

C&G 23/24/045 **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.

Cllr Lee (Allotments) - **NOTED**

C&G 23/24/046 **Public Participation**  
None - **NOTED**

C&G 23/24/047 **Minutes of the Meeting held on 17 January 2024**

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

C&G 23/24/048 **Update on Matters Outstanding from Previous Meeting**

The allotments inspection programme will get under way in March 2024 with a full inspection on all allotments to start with followed by targeted inspections thereafter. Council Inspections of Sunderland Road (SR) and Lee Terrace Allotments will take place at the following dates / periods:

Full Inspection	(SR & LT)	Week 25-28 March
Section 1	(SR)	Week 22-26 April
Section 2	(SR)	Week 17 – 20 June
Section 3	(SR)	Week 19 – 23 August
Section 4	(SR)	Week 20 – 24 May
Section 5	(SR)	Week 22 -26 July
Full Inspection	(SR & LT)	Week 23 – 27 September

A skip will be placed at Sunderland Road allotments in April and a skip had already been delivered to Lee terrace allotments.

A 'pergola' type shelter had been placed at the entrance of the allotments by persons unknown. It was in good order, and it was recognised that it was for allotment holders to place surplus produce for those that need it.



The access track within SR allotments needs attention. This will be programmed in. Road planings will be used for repairs.

It was noted that repairs may be needed to certain parts of the external fence to SR allotments. This would be identified during the forthcoming inspections.

The village green playground equipment had been repaired after much delay by HAGS.

Wild-flower seeds would be planted around the village shortly.

The Clerk was to meet with the DCC arborist on Thu 14 March to discuss the state of various trees around the village.

The Clerk would investigate the availability of S106 funding for a number of projects associated with the cemetery and grounds around the village.

It was **RESOLVED:** that the items as listed be accepted.

C&G  
23/24/049

#### **DCC Grounds Maintenance & Street Cleaning Agreement 2024**

It was **RESOLVED:** to continue with the DCC grounds maintenance & Cleaning Agreement for the 2024/25 financial year.

C&G  
23/24/050

#### **Lee Terrace Allotments**

In recent weeks a particular problem had been identified at Lee Terrace allotments in which the body of a deer was found. The police were informed. The body has been removed and the allotment on which it will be re-allocated. A skip has been placed at Lee Terrace for allotment holders to remove rubbish and the EVPC Grounds Staff have also assisted. This has been appreciated by the allotment holders.

C&G  
23/24/051

#### **Play Inspection Reports**

Inspection reports had been received from DCC and Insurer Zurich in February which highlighted that the repair work that was contracted to HAGS in December had not been completed. HAGS were contacted and the work was completed in early March. The need for EVPC staff to complete their own weekly checks was noted.

It was **RESOLVED:** that the inspection reports as presented be ACCEPTED.



C&G  
23/24/052

**Car Parking Clappersgate**

This item had been raised at Council meeting on 11 March and there was no new information save that the situation was being monitored closely. In order to prevent parking on the damaged site, planters may be placed there and at other locations as a temporary measure to prevent parking and to allow the area to recover.

It was **RESOLVED**: that the information as presented be NOTED.

C&G  
23/24/053

**Date and Time of Next Meeting**

The next meeting will take place on Wednesday 15<sup>th</sup> May 2024 at 1100 Hrs in the Milburn Room.

**CERTIFIED TRUE RECORD**

CHAIR ..... *J Lee*

DATE ..... *8.4.24*