

**Minutes of the meeting of the Clare Town Council Environment Committee Minutes  
held in The Old School Community Centre at 7.00 p.m.  
on Wednesday 31 October 2012**

Present: Cllrs, A Parsley, D Blake, P Gryce and G Mallows  
Claire Ebeling - Clerk  
Lay members Olive Smith, Keith Mison and Paul Bishop

- 1 **Apologies for absence** – None
- 2 **Register of members' interest** – None

*Section of the meeting open to the public:*

- 3 **Parishioners' question time** – None

*End of public section of the meeting*

- 4 **To approve minutes of previous meeting held on 3 October 2012**  
The minutes were approved unanimously.

- 5 **To discuss matters arising from those minutes not on this agenda**  
Request to prune Yew Trees at cemetery side of the fence to St Peter's Court and Sigors House. K Mison advised that the Yew tree requires an expert pruning. It was agreed that the Clerk will contact D Gotts and ask him to carry out the work and will write to the parishioners to confirm.

**Clerk**

Correspondence was received regarding concerns about the state of a grave. A response has been sent and well received. The work on the grave will be one of the first when works begin on the cemetery.

- 6 **To review progress on the schedule of maintenance for Town Council assets**  
See attached.

- 7 **To discuss a request for another dog bin**  
Following a request for a dog bin along the footpath between the Primary School and the cemetery the Clerk reported that the bin has now been purchased as the Street Wardens had agreed to empty it. Clerk to obtain permission from the land owner to site the bin and to obtain a quote from Andy Gill to concrete it in place.

**Clerk**

- 8 **To receive recommendations on the review of Cemetery regulations, fees and Green Cemetery space**

Cllr. Mallows reported work carried out by the Cemetery Working Group had included the review of fees. A draft paper will be presented at the next meeting.

Cllr. Mallows provided drafts of the Ethos, Aims and Cemetery Roles and Responsibilities documents. Cllr. Parsley proposed that they be put to the Town Council for ratification. Agreed unanimously.

**Cllr. Mallows**

Cllr Mallows will draft the job profiles and person specs for review at the next meeting.

- 9 To receive a report on potential options for power in the chapel**  
Keith Mison will continue to investigate and will report back at the next meeting. *K Mison*
- 10 To receive a progress report on actions regarding dogs in the cemetery and dog fouling**  
The Clerk will obtain details of the posts to which the signs are to be attached for the permanent signs. *Clerk*  
Cllr. Parsley proposed that a £15 book token be presented to the SVCS pupil who designed the poster. Agreed unanimously. This will be presented on 8<sup>th</sup> November.  
It was proposed that a notice for dog walkers be written and provided to Councillors who own dogs to hand to other dog walkers. Agreed unanimously. *Clerk*
- 11 To review the Environment Committee budget/precept**  
To be discussed at the next meeting.
- 12 To discuss a bad weather/snow clearance plan**  
A Suffolk County Council document on grit use and safety was considered. It was agreed to add an item in the next Chevron to notify parishioners of the advice from SCC. The Clerk will also pass a copy of the document to the Street Wardens. *Clerk*  
The SCC document also included an anti-theft notice on using salt for private use. This will be put on the Town Council notice board.  
The Clerk reported that Mr Salt had quoted £6.50 per 25 kg bag of salt for the Street Wardens to use on icy footpaths. The purchase of 4 bags was approved unanimously. *Clerk*
- 13 To receive a report on Exclusive Rights of Burial**  
None.
- 14 To receive agenda items for next meeting**  
To receive an update on the review of Cemetery regulations, fees and Green Cemetery space.  
To receive a report on potential options for power in the chapel.  
To receive a progress report on actions regarding dogs in the cemetery and dog fouling.  
To receive a report on Exclusive Rights of Burial.  
To receive a report on correspondence relating to Environment items.
- 15 To confirm the date of the next meeting as Wednesday 31 October 2012.**

Meeting closed at 8.25pm