

**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 5 December 2012**

Present: Cllrs, D Blake (Chair), P Bishop and G Mallows  
Claire Ebeling - Clerk  
Lay member Olive Smith

**1 Apologies for absence** – Cllr. A Parsley, Cllr P Gryce and Keith Mison  
Cllr. Paul Bishop was welcomed as a Councillor member of the Committee.

**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 31 October 2012**

The minutes were approved unanimously.

**5 To discuss matters arising from those minutes not on this agenda**

The Clerk confirmed that she has contacted the parishioners who made the request and has obtained a quote from D Gotts to carry out the work to prune Yew tree at the cemetery side of the fence to St Peter's Court and Sigors House. K Mison has advised that St Eds Planning should be contacted as the tree is in a conservation area. The Clerk will contact the Tree Officer for advice and complete a planning application if required.

**6 To review progress on the schedule of maintenance for Town Council assets**

See attached.

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

Cllr. Mallows presented a cemetery fee discussion document. Cllr. Blake proposed that the document be put to the Town Council for ratification, subject to minor amendments agreed at this meeting. Agreed unanimously.

Cllr. Mallows presented a draft Cemetery (Management) Officer draft job profile, person spec and vacancy advertisement. Cllr. Blake proposed that the document be put to the Town Council for ratification subject to minor amendments agreed at this meeting. Agreed unanimously.

Cllr. Mallows presented the Cemetery Rules and Regulations document. Cllr. Blake proposed that the document be put to the Town Council for ratification subject to minor amendments agreed at this meeting. Agreed unanimously.

**8 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**

**9 To receive a progress report on actions regarding dogs in the cemetery and dog fouling**

The Clerk reported that she has gathered details of suggested sites for the new posters and stickers and will be contacting Paragon Signs for a quote to be presented at the next meeting.

The Clerk is currently working on a flyer for Councillors to hand to dog walkers.

**10 To review the Environment Committee budget/precept**

No discussion required.

**11 To discuss a bad weather/snow clearance plan**

The Clerk reported that the Street Wardens have requested a tray to attach to their trolley to allow them to transport quantities of grit/salt for spreading around town. A quote from Phillips Engineering has been obtained for a galvanised steel tray with welded safety edges at £219+VAT. Cllr. Blake proposed that this, or a suitable new trolley be purchased. Approved unanimously. The Clerk will investigate alternatives and liaise with the Street Wardens to source the best solution.

**12 To receive a report on Exclusive Rights of Burial**

It was agreed following advice from SALC that this item should be transferred to the Finance Committee meeting under the RFO report (Cemetery related income).

**13 To receive agenda items for next meeting**

To review progress on the schedule of maintenance for Town Council assets.

To discuss the transfer of administration for Cemetery processes.

To receive a report on potential options for power in the chapel.

To receive a progress report on actions regarding dog fouling.

To discuss bad weather/snow clearance plans.

To receive a report from the Clerk on correspondence relating to Environment items.

**14 To confirm the date of the next meeting as Wednesday 2 January 2013.**

Meeting closed at 8.30pm