

**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 6 February 2013**

Present: Cllrs, A Parsley (Chair), D Blake and G Mallows
Claire Ebeling - Clerk
Lay members Olive Smith and Keith Mison

- 1 Apologies for absence** – Cllr P Bishop and Cllr P Gryce
- 2 Register of members' interest** – None

Section of the meeting open to the public:

- 3 Parishioners' question time** – Mrs Smith reported that the door of the bin in the compound is broken and that some incorrect waste is being put in the brown bin in the cemetery.

End of public section of the meeting

- 4 To approve minutes of previous meeting**
No formal minutes to approve as previous meeting was informal.
- 5 To discuss matters arising from those minutes not on this agenda**
The Clerk reported that St Eds Planning have confirmed receipt of the planning application for a tree in a conservation area (in the cemetery) and that an officer will visit the site before confirming approval by the end of March. However, St Eds advise that tree work should not be carried out during the bird breeding season (March-July). David Gotts will carry out the work once approval is received and in line with timing guidance. The Clerk will update the parishioner who made the request.
St Eds have given approval for the dead tree flagged up in the Tree Survey to be removed. David Gotts will carry out the work and will also be asked to remove the fallen tree in the Nuttery.
- 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**
The Clerk reported that a meeting had taken place with the Cemetery Officer and some of the paperwork discussed so that a draft procedure can be written in readiness for taking over the administration in April. The Chief Executive of the Institute of Cemetery & Crematorium Management will be running a half day Introduction to Cemetery Management course for the Town Council on Wednesday 6th March.
The Clerk and RFO will continue to draft procedures to be reviewed during the training course. A letter to the Funeral Directors will also be drafted to notify them of the forthcoming changes (to be reviewed with new Cemetery officer once recruited).
- 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 and Cllr Parsley will be meeting to decide on the siting of the new posters and stickers and will report back at the next meeting.

10 To discuss the Environment Committee content for the Annual Report

Cllr. Parsley will draft the report and circulate with contributions from Cllr Mallows (cemetery) and Keith Mison (photos).

11 To receive a correspondence report from the Clerk

The Clerk reported the following:

- Flooding across B1063 road to Chilton Street – reported to SCC twice, Ref 2840624 and 2861623
- Stoke Road - dead tree and collapsed fencing – Cllr Parsley will make enquiries to determine who owns the land and request they fix the fence and remove the tree.
- The Clerk will write to the resident using the public bins for household waste.
- Another complaint has been received re the damage by contractors vans to the green opposite Ship Stores. The Clerk will write to the owners of the house.
- The Clerk will write to Mr Jacobs to thank him for housing the tractor mower on his property.
- Scout Community Week (July 2013) – several ideas were suggested for work that the young people could carry out. Cllr Parsley will contact the organiser.

12 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 ratify the TC review of the committee structure.

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

13 To confirm the date of the next meeting as Wednesday 6 March 2013.

Meeting closed at 8.20pm