

**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 March 2013**

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

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

*Section of the meeting open to the public:*

- 3 Parishioners' question time** – Keith Mison proposed that 50 grave markers be donated to Clare Combined Charities to use as allotment markers. Seconded by Cllr. Parsley and approved unanimously.

*End of public section of the meeting*

- 4 To approve minutes of previous meeting held on 6 February 2013**  
The minutes were approved unanimously.

- 5 To discuss matters arising not on this agenda**

Cllr Parsley reported that he had attended a meeting with the Clare In Bloom Committee and the Parochial Church Council and had received a request that the Town Council carry out various maintenance work on the trees and hedges in the churchyard. The Clerk and Mr Mison will liaise with Suffolk County Council to ensure that the ivy is removed as part of the ongoing grass cutting contract. It was suggested that as the other items requiring pruning are not classed as trees in a conservation area, these may be pruned or removed without planning permission and that the church might call on local people to assist with the work at no cost.

In addition, Cllr. Parsley proposed that the Environment Committee approve the request for a donation towards the purchase of sheep hurdles to be used as a screen to the wheelie bins. A vote was held and the Committee unanimously voted against this proposal.

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

- 7 To discuss the transfer of administration for Cemetery processes**

The Clerk reported that the training received had provided many of the documents required to assist in the review and drafting of the administrative procedures. It was agreed that a letter to the Funeral Directors should be sent to notify them of the forthcoming changes and the new fees effective from 1 April 2013. A further letter detailing the new forms and procedures will be sent after the new forms and procedures are approved.

An interview will be held for the Cemetery Officer role next week.

It was agreed to recommend to the Town Council meeting that the handing over of all cemetery records to the Clerk must be complete by 31 March 2013 and that this matter be raised as an agenda item.

Cllr. Mallows, the Clerk and RFO will liaise with the Institute of Cemetery & Crematorium Management to formulate the new procedure and the necessary forms.

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

Keith Mison reported that following research into the use of generators, this would not be feasible. However promising information has been received on Solar Panels and it was agreed that Mr Mison will forward the details to Cllr. Blake to discuss with the Ancient House Museum Trustees and will report back at the next meeting.

**K Mison**

**9 To receive a progress report on actions regarding dog fouling**

The Clerk reported that a quote had been received for the cost of 50 A5 stickers for placement in appropriate places around Clare. Cllr. Parsley proposed that the Committee approve the spend of £211. Agreed unanimously.

It was agreed that the Clerk will contact the Borough Dog Warden to request that he attends to try to catch offenders.

**10 To agree the annual risk assessment**

Cllr. Blake reported that a review of the risk assessment had been carried out by the sub group and proposed that the Environment-related parts be adopted. Agreed unanimously.

**11 To ratify the Town Council review of the committee structure**

Cllr. Parsley proposed that the Committee structure proposed at the Town Council meeting be adopted. Agreed unanimously.

**12 To receive a correspondence report from the Clerk**

The Clerk reported the following:

- Common Street/Callis Street junction – pothole and surface broken up.

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

**14 To confirm the date of the next meeting as Wednesday 3 April 2013.**

Meeting closed at 8.50pm