

**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 June 2013**

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

- 1 To Consider nominations for a Chair of the Environment Committee** – Cllr Parsley proposed by Cllr Blake and seconded by Keith Mison – Approved unanimously
- 2 Apologies for absence** – Cllr. Gryce
- 3 To confirm Councillor and Lay members of the Environment Committee**
Cllrs Blake, Mallows, Bishop, Gryce, Parsley. Lay Members: Keith Mison and Olive Smith. Tree Officer Keith Mison proposed by Cllr Parsley, approved unanimously
- 4 Register of members’ interest** – None

Section of the meeting open to the public:

- 5 Parishioners’ question time** – None

End of public section of the meeting

- 6 To approve minutes of previous meeting held on 1 May 2013**
The minutes were approved unanimously.

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

Street Wardens reported cigarette butts on the ground outside The Bell Hotel. Town Clerk to write to The Bell advising them that this has been noted.

Reported weeds growing through the tarmac on the path outside Ancient House. Town Clerk to liaise with highways.

Reported continued flooding outside Salters Antiques – Clerk to contact Mary Evans.

Reported the John McNair seat in cemetery has a broken arm. KM advised the wood is rotten and best course of action would be to remove the arm.

Dog fouling stickers are being put up, some need backing plates, Clerk to investigate.

Reported damage to wall in Bridewell street becoming dangerous – Clerk to write to owner/occupiers suggesting repairs.

Clerk

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Clerk

Keith Mison

Clerk

Clerk

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

- 9 To receive a report from the Cemetery Management Officer and Administrator**

Keith Mison reported the following:

16th May met with Claire to make sure all was in order for the interment on Saturday 18th. We found the paper work was incorrect but we resolved this.

Saturday 18th May met with Alan Sawyer and Matt Gwinnell who started to prepare the site. Alan and I have a number of concerns and I suggest we write to Gwinnells telling them what we expect in the future. The Clerk and RFO presented a draft letter and it was agreed that it should be sent to Martins to ensure they understand the requirements.

24th May met Andy Gill and gave 70 grave markers to Clare Combined Charities for use numbering the allotments. The inlet to the water tank is blocked I will look at it. The tank

Clerk

also needs a new tap (broken during chapel fire) and the drain under this tank is not working very well.

We need to get a replacement for the tree we felled earlier this year at the turning circle (Borough requirement).

On an earlier visit to the cemetery I noticed the oak tree with the owl box was bleeding sap very badly I had someone look at it and he advised it needs strapping as it has a large split, strapping should prevent total failure of the joint.

Quite a lot of repointing is needed on the churchyard and cemetery walls and we need to budget for this in the future.

10 To review quotes for power in the chapel

Cllr. Blake reported that TC had agreed to the cost in principle, more detail now needed. Full detailed quotes now needed for the work, Cllr Parsley and Keith Mison will meet with the contractor. Other providers have been approached but have not responded and we have been unable to obtain tenders. Cllr Blake will also investigate HLF funding.

*Cllr Parsley
Keith Mison
Cllr Blake*

11 To receive a progress report on actions regarding dog fouling

Dog fouling stickers now in place, at present dog fouling complaints have reduced. Keith Mison reported Sheepgate Lane as being particularly bad. Dog bin still to be placed at back of Church Farm. KM to deal with this.

Keith Mison

12 To discuss the lone worker procedure

The Clerk presented notes on health and safety guidance for employers of lone workers. It was agreed that Cllr. Bishop will assist the Clerk in carrying out a risk assessment and following this, to recommend actions to reduce the risk.

*Clerk, Cllr.
Bishop*

12 To receive agenda items for next meeting

To discuss headstone checking

To receive a report from the Cemetery Management Officer/Administrator.

To review quotes for power in the chapel.

To receive a progress report on actions regarding dog fouling.

To discuss the lone worker procedure – risk assessment

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

13 To confirm the date of the next meeting as Wednesday 3 July 2013.

Meeting closed at 8pm