

**Minutes of the meeting of the Clare Town Council
Environment Committee
held in Clare Old School Community Centre at 7.00pm
on Wednesday 3rd January 2018**

Present: Cllrs. P Bishop, M Godwin, L Perceval-Maxwell (chair),
Lay member Mrs O Smith
Claire Ebeling – former Clerk, Julia Burge - Clerk

1 To receive apologies for absence Cllr. P Gryce, K Mison – Cemetery Management Officer

2 To receive declarations of members' interests and consider requests for dispensation
None.

Section of the meeting open to the public:

3 Public Participation
None.

End of public section of the meeting

4 To approve the minutes of the last meeting held on 6th December 2017
Approved unanimously.

5 To receive an update on the actions from the previous meeting

Minute 5 – the Clerk has emailed Marie Baker but hasn't yet had a reply.

Minute 7 – the Clerk to check with Cllr. Gryce the status of his request for permission from St Eds for the advised tree work and request permission for any advised work not already requested. The former Clerk reported that she has asked for the picus testing agreed at the last meeting to go ahead.

Minute 8 – the former Clerk has left messages for Paul Sutton regarding the fitting of bollards on the greensward, but has yet to receive a reply. Contact details to be passed to Julia Burge to chase up.

Minute 9 – the survey quote from Whitworths, circulated prior to the meeting, was considered reasonable. Julia Burge to clarify with Whitworths that the cost includes the whole perimeter of the churchyard as well as the cemetery drive. Subject to this clarification the quote is approved and the Clerk is to ask Whitworths to go ahead with the survey, with a copy to Bill Perceval-Maxwell as Churchwarden.

Clerk

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

See attachment to the minutes.

It was agreed that responsibility for maintenance of the new bus shelter should be clarified as part of the forthcoming risk assessment.

7 To consider a quote for work to the cemetery laurel hedge

The Clerk advised that the quote for £360 plus VAT, circulated prior to the meeting, compared favourably with other tree work costs. The meeting approved the quote. Clerk/Julia Burge to arrange for the work to go ahead and inform Keith Mison as tree officer.

Clerk

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

There was no report from Keith Mison, who is currently away, and there are no burials booked at present.

Clerk

9 To receive a correspondence report from the Clerk

No additional items.

Clerk

10 Any other business

Julia Burge to arrange for burial authority training for herself and councillors once the new councillor is appointed.

A member of the public has requested a fence along the boundary between the cemetery and the *Clerk*

hedge leading to the Nuttery. Keith Mison has advised that this would be expensive to install and maintain. The meeting agreed that the emphasis should be on informing and educating dog walkers and that a mini leaflet would be included in the next edition of Chevron.

The dog bins need to be considered as some are overflowing between emptying. It was agreed that this should be coordinated with the appointment of a new street warden. In the meantime Julia Burge to check the cost of fitting new bins, for example at the entrance to the Hermitage.

11 To receive agenda items for next meeting

To receive a report from the Cemetery Management Officer

To receive a correspondence report from the Clerk

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

To review options regarding street cleaning

12 To confirm the date of the next meeting as Wednesday 7th February 2018 at 7pm.

Meeting closed at 7.49 pm