

**Minutes of the meeting of the Clare Town Council  
Environment Committee  
held in Clare Old School Community Centre at 7.00pm  
on Wednesday 6<sup>th</sup> December 2017**

Present: Cllrs. P Bishop, Margaret Godwin, L Perceval-Maxwell,  
Lay member Mrs O Smith, Mr K Mison - Cemetery Management Officer, Claire Ebeling – Clerk

**1 To receive apologies for absence**

Cllr. P Gryce

**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 1<sup>st</sup> November 2017.**

Approved unanimously.

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

The Clerk will email Marie Baker regarding her son possibly being able to carve a seat into the stump of the tree recently removed in the cemetery.

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

See attachment to the minutes.

**7 To consider the tree report and quote for work to trees in Nethergate Street**

Cllr. Perceval-Maxwell referred to the tree report relating to the trees in Nethergate Street (circulated to all members in advance). The Committee agreed that of primary importance was the urgent requirement to obtain permission to carry out reduction work to a Common Beech. The Clerk will request permission from the planning authority (St Eds).

The Committee agreed that a picus test should be carried out to investigate large fungi visible on a Common Beech in Nethergate Street and a Corsican Pine in the cemetery and approved the quote provided.

The Committee agreed that the remainder of the work proposed in the tree survey be carried out. The Clerk will arrange to request the permission from St Eds.

The Clerk reported that Cllr. Gryce is currently dealing with the request for permission from St Eds for the rest of the tree work advised for the trees owned by Clare Town Council.

*Clerk*

*Clerk*

**8 To consider parking on the greensward outside The Cock and The Globe**

Following repeated damage to the greensward by cars parking on it, it was agreed to obtain a quote to fit bollards. It was suggested that half-kerbs (painted white) be set in concrete all the way round that greenwards at 1.5m intervals. The Clerk will obtain a quotation.

*Clerk*

**9 To consider a request from the parish church to review quotations for the repair of the east wall of the churchyard**

Cllr. Perceval-Maxwell referred to documents circulated regarding work to the churchyard wall. Three quotes had been obtained. A surveyors report was also referred to. It was agreed that there was such a variance in the quotes provided that an updated survey should be obtained from Whitworth's Building Surveyors, to include a survey of the walls along the cemetery drive, as it is believed they may be in more urgent need of work.

The Clerk will contact Mr Orchard at Whitworth's and ask him to meet Mr Mison. The Clerk will also write to the Church Warden to update him on the action to be taken before a decision will be made with regard to any repointing/rebuilding work being carried out.

*Clerk*

*Clerk*

**10 To receive a report from the Cemetery Management Officer/Administrator**

Mr Mison reported that he checked the memorial fitted by the East of England Co-op and confirmed that it had been fitted with a suitable fixing pin.

Mr Mison reported that he had cut back the large laurel close to the cremation area as it was

overhanging the drive.

Mr Mison recommended that the laurel hedge be cut back as it is becoming overgrown. It was agreed that the Clerk will obtain a quote. **Clerk**

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

The Clerk reported that no correspondence for the Environment Committee had been received.

**12 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 consider a quote for work to the cemetery laurel hedge

To receive an update on the survey of the cemetery wall

The Clerk was thanked for her assistance during her time with the council.

Mrs Smith and Mr Mison were thanked for their contributions to the Committee during this year.

**13 To confirm the date of the next meeting as Wednesday 3<sup>rd</sup> January 2018 at 7pm.**

Meeting closed at 7.50pm