

## **MINUTES OF A MEETING OF THE BURIAL GROUNDS AND PROPERTIES COMMITTEE HELD ON TUESDAY 19<sup>TH</sup> JANUARY 2016**

**PRESENT:** Cllr. Bunyan (in the Chair), Cllrs. Cook and Goodchild

**APOLOGIES:** Cllrs. Clifford and Fairweather.

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

18/15: Issues from Inspections of Burial Grounds:

a) Golford Cemetery:

The issue of repair to the tarmac area in front of the Chapel was still outstanding but it was agreed to defer this to the next meeting. Cllr. Cook stated that he had carried out an inspection in the absence of Cllr. Clifford and the only issue that he had noted was that the path running down from the Chapel to the War Grave area of the Cemetery was disintegrating and needed attention. Members agreed to defer this item to the next meeting. The new fence was looking good. The Clerk informed Members that the Parish Warden had asked whether we could purchase some shelving for the container. Members felt this an entirely sensible idea and agreed that shelving could be purchased.

b) St. Dunstan's Churchyard:

Cllr. Cook stated that the Churchyard was in good order. He had spoken to the new vicar who supported the idea of a wild flower area and he would be making a presentation to the PCC. There could be interesting lichens present which would also be worth investigating and recording. The Clerk commented that Churchyards and Cemeteries were an identified haven for wildlife.

c) Sissinghurst Cemetery:

In the absence of Cllr. Fairweather, the Clerk confirmed that no issues had been brought forward which needed attention. The boundary treatment between the Cemetery and the former School had now been carried out and the fencing erected at no cost to the Parish Council.

The Clerk updated Members on the issue of the complaint regarding the use of the paving stones in the new ashes section. The gentleman is now back at his home address and would still like a site visit to discuss the problem. Cllr. Cook offered to meet the two parishioners who were not happy with the slabs and would provide the Clerk with some suitable dates and times and she would make the necessary arrangements.

d) Cranbrook & Sissinghurst War Memorials:

The Clerk reported that the wall at Cranbrook War Memorial had now been repaired following a road traffic accident and the drivers insurance had covered the cost. No issues had been reported with regard to the Sissinghurst War Memorial.

19/15: Issues from Inspection of Properties:

a) Angley Cottage:

Cllr. Bunyan had no issues to report regarding Angley Cottage.

b) Vestry Hall:

The Clerk confirmed that the cast iron gutter had now been reattached and the slipped tiles repaired whilst the scaffold was in place.

The Clerk brought forward an issue with the regulations and charges for the Hall. Hirers are now responsible for applying for their own temporary events notice if alcohol is to be served. Currently we charge a £75 deposit if functions have a bar. This is refunded after the event if there is no damage to the property and the Hall is left clean and tidy. The deposit has to be banked and then after the event a cheque has then to be raised. She felt that as the Parish Council now did not have the responsibility for the licence and also the costs incurred with the administration that it was not cost effective to charge the £75 and instead suggested that the regulations could be changed to include “the hirer will be liable for any damage caused to the property.” It was proposed by Cllr. Bunyan, seconded by Cllr. Goodchild and agreed that the regulations be amended to reflect the suggestions as made by the Clerk as above.

c) Vestry Hall Cottage:

All Members had been given a copy of the results of the survey undertaken in December. The Clerk had written to the tenants and provided them with a copy. After discussion with Cllr. Bunyan it had been decided to ask Hurstway to carry out the works as identified by the surveyor which was repairs to the main bedroom window sash, check the window sill externally for rot and decorate, replace windowboard and decorate and correctly fit bath panel and complete vertical boxing to end. There were certain issues identified which were the responsibility of the tenant and these included clearing out all “clutter”, clean mould growth from windows and walls, carry out full redecoration of property internally and introduce ventilation.

A full discussion took place on the way of monitoring progress of the tasks identified and it was agreed that in the first instance a further inspection would be carried out after Hurstway had carried out the works identified as the Landlord’s responsibility.

c) Information Centre:

The Clerk informed Members that despite the radiators having been bled by Cllr. Swann this afternoon, there was still four which were not heating up. It was agreed to contact Benenden Heating to ask them to investigate.

The Clerk tabled a letter from TWBC Enforcement who had received a complaint about the front glass door in the Information Centre and he had been informed that the original Fire Station doors had been removed. There appears to be confusion – the original frame is still in situ with regard to the glass doors, this hasn’t altered and the Fire Station doors are also still in situ, it is only the inner panel of the glass door which now has a frame round the actual pane of glass to meet current health and safety requirements. There has been no change to the fabric of the listed building. The Clerk would respond. They have also pointed out a very old repair to the window in the Meter Room where they would like the glazing bars reinstated, they have confirmed that this would not need the benefit of listed building consent.

After discussion it was proposed by Cllr. Bunyan, seconded by Cllr. Cook to ask Hurstways to carry out the work to the window and prepare the necessary method statement with the matter being delegated to Cllr. Bunyan to authorize, subject to the works not costing more than £500.

**20/15: Noticeboards and Shelters:**

The Clerk reported that despite the recent refurbishment to the Vestry Hall Noticeboard, the works had not been successful. A discussion took place and various ideas were put forward. Cllr. Goodchild offered to inspect the board and take advice. He may be able to find a person who could overcome the issues and carry out repairs.

The Clerk reported that a pane of glass had been replaced in the Hartley Bus Shelter. It is not believed this was caused by vandalism.

**21/15: Benches & Cycle Racks:**

The Clerk reported that two new benches had been ordered, one in memory of John Hooper which would be sited in the lower section of St. Dunstan's Churchyard, the other in memory of Monica Camburn which is to be placed next to an existing bench on the top right hand side. She also mentioned that another bench has been ordered for Anne Marley in memory of her husband Philip. The site had been prepared for the Camburn bench and the bench was ready to be installed.

**22/15: BT Telephone Kiosks:**

The Clerk confirmed that we had taken ownership of the Swifts View red telephone box which had now been decommissioned by B.T. However BT had forgotten to serve the final notice on the Bakers Cross kiosk and the Clerk had chased this up. This kiosk has now been decommissioned and we are awaiting the final notice. After discussion it was agreed to contact Cranbrook in Bloom to see if they would like to decorate them with a planting display for 2016.

**23/15: Items for Information:**

No items were raised.