

MORETON-IN-MARSH TOWN COUNCIL

	<p>MINUTES of Allotment & Cemeteries Committee held on 6th July 2023 at 6.31pm Council Offices, Old Town, Moreton-in-Marsh GL56 0LW Telephone: 01608 651448 clerk@moretoninmarchtowncouncil.gov.uk www.moretoninmarshtowncouncil.gov.uk</p>
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Present: Councillors (Cllrs): E Viviani, M Berry
 Allotment Representatives: R Mason, R Harris
 Cemetery Advisor: P Allen

In attendance: Deputy Clerk

ITEM	TITLE
1	Cllr E Viviani was elected as chairperson for the meeting Proposed: MB Seconded: RH. All in favour
2	Committee Membership 1. R Mason and R Harris confirmed that they would be willing to carry on as the site representatives for Croft and Hospital Road Allotment Sites respectively. The existing site representative from University did not attend the meeting or indicate their willingness to continue in the position so it will be advertised on the site noticeboard. P Allen confirmed that he would be willing to carry on as cemetery advisor
3	Apologies were received and accepted for Cllr M Swift
4	Declarations of Interests and Dispensations 1. No declarations were received for any items on the agenda 2. Cllr Berry declared he had made a request for dispensation to council on that a family member was tenant of a plot on Croft Site which was accepted
5	The Minutes of the meeting held on 2nd March 2023 were approved as a true and accurate record of the meeting Proposed: EV. Seconded MB. 3 in favour. 2 abstentions
6	Terms of Reference Following a review of TOR, the following amendments be RECOMMENDED to council: 1. 'Working Party' to be replaced with 'Committee' throughout the TOR 2. Number of seats: amend wording to '3 excluding 4 non-councillor's 3. Meeting frequency: amend to 'bi-monthly' Proposed: MB. Seconded: RM. All in favour
7	Cemeteries 1. <u>Report from Cemetery Advisor</u>

	<ul style="list-style-type: none"> • The Pillbox now needs completely stripping of current render. The Ivy has not yet grown back and the commemorative plaque will need to be removed before work commences and reinstated when completed. Due to time constraints and workload of council groundsman, quotes to be obtained for completion of the work • The remaining third of tree canopy lifting still needs to be completed in Top Cemetery along with branches/twigs on the pathway to be cleared. To investigate costs of resin pathways which may help with future maintenance costs and ease of access for visitors to the cemetery • The tap has been fixed and surrounding area made good • There have been several complaints regarding the grasscutting in Top and Bottom Cemeteries. The last cut in Top Cemetery was completed with I section not being done and Bottom Cemetery, the area to the left of the gate has not been cut. The committee advised that both cemeteries should be cut every two weeks and are cut and drop. The contract had started late due to the tendering process and the issues had been discussed by council <p>2. To consider membership of the Institute of Cemetery and Crematorium Management (ICCM) was deferred and Deputy Clerk to investigate cost</p> <p>3. <u>Any other business relating to town cemeteries:</u> None</p>
8	<p>Cemetery Rules & Regulations</p> <p>Following a review, the following amendments be RECOMMENDED to council:</p> <ol style="list-style-type: none"> 1. Page 8, Garden of Remembrance – ‘100 years’ to be amended to ‘75 years’ 2. Page 10, Memorial Tablets – after the word ‘square’, insert ‘/4 inch depth’
9	<p>Tree Management</p> <p>The committee would like to RECOMMEND to council that consideration be given to an overarching tree policy that covers all trees in council ownership based on existing policies from two other councils</p> <p>Proposed: EV. Seconded: MB. All in favour</p> <p>PA left the meeting at 7.57pm</p>
10	<p>Allotment Reports</p> <p>1. University Site</p> <ol style="list-style-type: none"> a) No report available as site representative not present b) An emergency cut to the grass area at the entrance to the site to allow access to mains utilities for trough repairs and temporary location for pond weed removal from Horsepool was NOTED at a cost of £60 c) Costs has been requested from the grounds maintenance contractor for cutting the grass area on a regular basis at the entrance to the site. When received, item to be placed on council agenda for consideration due to the next committee meeting not taking place until September. d) <u>Any other business relating to the site</u> <ul style="list-style-type: none"> • There had been an issue with a leaking water trough and it had been approved that all of the troughs needed new parts. Before repairs could take place an incident occurred and the mains water had to be shut off over a weekend and then turned back on again leading to a visit by TWA to look at the main stop tap as it had been damaged, this resulted in the

	<p>planned repair not taking place. The cost of installing stop taps on each individual trough to be investigated for the next meeting.</p> <ul style="list-style-type: none"> • Annual skip to be ordered for August as agreed in Allotment Tenancy Agreement and RECOMMEND cost of £299 incl VAT to council <p>2. Croft Site</p> <p>a) <u>Site Report</u>: There are numerous plots on the site which need strimming both vacant and with tenants. The grass in the central pathway through the site is long and may require attention. The Leylandii trees have now been cut down and shredded which has benefited both tenants and parkrun organisers</p> <p>b) Overgrown plots to be identified if vacant or with tenants by site rep. Cultivation letters can be sent to tenanted plots and costs can be investigated for the strimming of all vacant plots from grounds maintenance contractor for consideration by council.</p> <p>c) <u>Any other business relating to the site</u>: Correspondence received from several tenants concerning overgrown plots as mentioned in Item 2b and the annual skip. The skip is to be ordered for August as agreed in Allotment Tenancy Agreement and RECOMMEND cost of £299 incl VAT to council</p> <p>3. Hospital Road Site</p> <p>a) <u>Site Report</u>: The site has two new tenants since the last meeting. There have been several complaints regarding the hedging/trees on the Eastern boundary of the site hanging over the plots. To investigate who is responsible for maintenance and Deputy Clerk advised if it is the responsibility of the council the area between the boundary fence and rabbit fencing will need to be cleared by tenants and kept clear to allow for the required maintenance.</p> <p>b) <u>Any other business related to site</u>: None</p>
11	<p>Any other items to be put forward for the next meeting</p> <ul style="list-style-type: none"> • Refurbishment of allotment noticeboards
12	Date of Next Meeting 7 th September 2023
13	Close of Meeting 8.45pm