



BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

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MINUTES OF THE MEETING OF THE CEMETERIES AND COUNCIL ASSETS COMMITTEE

Tuesday 29 May 2018 at 18.30

Present: R Young (Chairman), P Phillips, S Hynes, R Windass, H Heavisides (Clerk), P Howell (Burial Clerk)

Late Arrivals: None

Early Departures: P Howell (18.50)

Meeting Opened: 18:31

1. **To appoint a Chairman for the Committee.** To be deferred until the next meeting of the committee following allocation of Members to committees at the Full Meeting of the Council on 5 June 2018.
 2. **To accept apologies and reason for absence.** None
 3. **Declarations of interest in items on the Agenda.** None
 4. **Public Questions and Statements.** None
 5. **Cemeteries:**
 - a. **To receive correspondence regarding the Hawking Monument, Aldborough Cemetery.** Cllr Young and Burial Clerk confirmed that missing edging for the monument, mentioned in the letter from a relative, was never approved. Cllr Young agreed to meet the relative to discuss. Burial Clerk to contact relative to arrange a meeting. **Action: Burial Clerk.**
 - b. **To discuss grave digging contract:**
 - i. **To further discuss the requirements for staff presence during burials.** Clerks have attended 2 committals. This has taken a total of 1.25 hours. The committee approves continuation of this practice.
 - ii. **To discuss changes to the Grave Digging Contract. – Appendix 1 –** Noted and approved.
 - iii. **To receive a response from grass cutting contractors regarding the cost of cleaning grass from monuments after cutting.** An exact quotation is not possible until the Council agrees to trialling this but an estimate of £40-50 per cut has been received. No action at present. Clerk to add clause to specification when new contract is due for tender over the winter. **Action: Clerk**
 - c. **To receive an update on the date for the Aldborough Cemetery Tree Survey.** Expected w/b 11 June 2018.
 - d. **To receive questions/information from the Burial Clerk.** Nothing to report.
- Burial Clerk leaves 18.50
6. **Public Open Spaces:**
 - a. **To receive an update on the quotation for a replacement bench for Aldborough.** Extra postage costs of £84. Total cost £334.80 plus vat. Agreed and approved. **Action: Clerk**
 - b. **To discuss dog exercising on Wetherby Road Recreation Ground.** The Committee will monitor the situation and reconsider in 6 months' time if complaints are received.

- c. **To receive requests for the use of Hall Square:**
 - i. **Chamber of Trade request use of 1 Hall Square on Thursday 28 June 2018 17.00-20.00.** Agreed and approved in accordance with the Open Spaces Policy. Action: Clerk
 - ii. **Boroughbridge Lions request use of Hall Square on Saturday 23 June 2018.** Agreed and approved in accordance with the Open Spaces Policy. Action: Clerk
 - d. **To discuss general maintenance issues regarding public open spaces.**
 - i. **Roundabouts – Craggs and Charltons roundabouts** need maintenance. Clerk to ask them to address the condition of the signage (Charltons) and gardening (both). Action: Clerk
 - ii. **Litter bins on Fountain** are in a poor state of repair. Clerk to get quotation from the Handyman for refurbishment. Action: Clerk
 - iii. **Verges at road junction of Chapel Hill/York Road** are overgrown. Clerk to contact Area 6 to request it to be cut. Action: Clerk
 - iv. **Cobbles on St James' Square** need maintenance. Clerk to contact co-owners to request if the condition can be improved. Action: Clerk
 - v. **Commercial signs on verges in the parish are increasing.** Cllr Windass to request assistance from NYCC Area 6. Action: Cllr Windass
7. **Council Assets:**
- a. **Tutt Woodland: To receive an update on the proposed sale of the Tutt Woodland.** Cllr Phillips met with residents requesting an email to be sent to Council Office for an update. Email still to be received. Cllr Phillips to prompt a reply. Action: Cllr Phillips.
 - b. **Flat 10a: To receive confirmation of the completion of the painting of the upstairs windows to Flat 10a Fishergate.** Windows are now painted. Received and noted.
 - c. **Handyman:**
 - i. **To receive invoices for recent jobs.** Agreed and approved. To be added to the Finance Statement for approval at the Full Council Meeting of 5 June. Action: Clerk.
 - ii. **To receive an update of the schedule of work for the handyman.**
 - **Car Park & Toilet Block: Clearance of the toilet block back yard.** Quotation of £70. Clerk to ask Probation Service Unpaid Workers for assistance. If assistance cannot be given within 2 weeks the above quotation should be accepted. Action: Clerk.
 - **To approve a quotation for the gardening of the Water Rats' grounds.** Quotation of £60 approved and agreed. Clerk to ask Probation Service Unpaid Workers for assistance. If assistance cannot be given within 2 weeks the above quotation should be accepted. Action: Clerk
 - **Fountain – to further discuss the pointing of Apron.** Quotation of £1875 received. Clerk to source more quotations. Action: Clerk
 - **Litter Picking – to review the litter picking requirement.** Litter picking to continue.
 - **Gas Lamp – Hall Square refurbishment.** Quotation of £85 approved and agreed. Action: Clerk
 - d. **1 Hall Square: To receive a quotation for the repair and painting of the exterior wall.** Quote to be received at full meeting of the Council on 5 June 2018.
8. **To agree a date for next meeting of the Committee.** Tuesday 24 July 2018.

Meeting closed: 19:37

Signed: _____ Dated: _____
Chairman