

**HALLS, CEMETERIES & ALLOTMENTS COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 14 September 2020

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor M Jones (Chair)

Councillors:	J Aitman	O Collins
	L Ashbourne	L Duncan
	T Ashby	V Gwatkin
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
	John Hickman	Operations & Estates Officer
	Tomas Smith	Venue Manager
Others:	no members of the public.	

H269 APOLOGIES FOR ABSENCE

There were no apologies for absence.

H270 DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

H271 MINUTES

The Committee received and considered the minutes of the meeting held on 6 July 2020.

There were no matters arising from the minutes to be discussed at the meeting.

RESOLVED: that the minutes of the meeting held on 6 July 2020 be agreed and signed by the Chair as a correct record.

H272 PUBLIC PARTICIPATION

There were no members of the public present for this item.

H273 OPERATIONAL REPORT

The Committee received and considered the report of the Operations and Estates Officer.

RESOLVED: that the report be noted.

H274 **PUBLIC HALLS REPORT**

The Committee received and considered the report of the Venue Manager. He advised that in the light of the implementation of "The Rule of 6", the staff would be contacting all bookers to discuss their options.

The Office Manager advised that a "Lighting Up" policy for the Corn exchange would be going to the Policy, Governance and Finance Committee on 28 September.

RESOLVED: that the report be noted.

H275 **TOWER HILL & WINDRUSH CEMETERIES, ST MARY'S CLOSED CHURCHYARD**

The Committee received and considered the report of the Operations and Estates Officer which included revisiting requests for an additional pedestrian access at Tower Hill Cemetery. An additional 2 people had also requested this via the Chair.

There followed a discussion on whether this would benefit enough people to justify spending the money on the proposed entrance. The Operations and Estates Officer advised that at a minimum the cost would be £14 - £15k. Permission would also be needed to create an entrance/exit onto the footpath and the cycle barriers would need to be removed. Members wondered if a consultation could be done to ascertain the need for this.

It was decided that if permission could not be obtained to open up the wall onto the footpath, the project could not go any further anyway so this should be the starting point. If permission was granted then consideration could be given to a resident's survey and a budget.

RESOLVED: that the report be noted and:

1. that the Operations and Estates Officer researches what permissions would be needed to open up the cemetery wall in terms of the footpath on the other side;
2. that once the issues of permission was resolved, if it was possible to go ahead, thought be given on how to gauge residents' opinion on the proposal;
3. that if it is possible to go ahead, some thought be given to a budget for inclusion next year.

H276 **ALLOTMENTS**

The Committee received and considered the report of the Operations and Estates Officer. A member asked when the new allotment site at Windrush Place would be ready and the Operations and Estates Officer replied that the work should be started fairly soon.

Another member reported that she had observed fly tipping into the ditch at the Newland Allotment site by a plot holder.

RESOLVED: that the report be noted and that the Operations and Estates Officer contacts the Allotment Association to remind Newland plot holders not to fly tip into the ditch.

H277 RENEWABLE ENERGY SOURCES FOLLOW UP

The Committee received and considered the report of the Compliance and Environment Officer, concerning electric heating solutions, Burwell Hall and green energy.

RESOLVED: that the report be noted and:

1. that an infrared heater be installed in one of the offices in the Town Hall;
2. that a green gas supplier is selected for the renewal of the contract;
3. that the Compliance and Environment Officer brings back a time frame and accurate pricing for the proposed works at The Leys depot and Burwell Hall to the next meeting, so that it could be included in the 2021/2 budget.

H278 FINANCE REPORT

The Committee received the report of the Town Clerk. She asked members to ensure they brought to her attention any projects they may wish to see during the next fiscal year for the budget setting process. A member suggested that she would like to see the chapel at Tower Hill Cemetery being used more for the community. The Operations and Estates Officer asked which one she was referring to, as one was full with items being stored and had no floor, lighting or water and the other was consecrated and used as a chapel for funerals. Members wondered if the consecrated chapel could have some toilets added on. The Operations and Estates Officer explained that this would involve a new cesspit and as the chapel was surrounded by graves this would be difficult.

RESOLVED: that the report be noted and that the following possible project be considered for the budget setting process in the next cycle of meetings: -

- Refurbishment of the consecrated chapel at Tower Hill Cemetery with possibility of adding toilet facilities.

H279 MINUTES OF THE CORN EXCHANGE WORKING PARTY

The Committee received and considered the minutes of the Corn Exchange Working Party held on 7 September 2020.

RESOLVED: that the minutes be noted and the recommendations contained therein approved.

H280 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

H281 **PARK ROAD ALLOTMENT GARDENS**

Members received a confidential verbal update from the Town Clerk.

RESOLVED: as per the confidential minutes.

The meeting closed at: 7.15 pm

Chair