

**MINUTES OF THE MEETING OF THE COMMUNITY SERVICES COMMITTEE  
HELD ON MONDAY, 7 DECEMBER 2009 AT 8.00PM IN THE CASTLE,  
HERTFORD**

PRESENT: Councillor Miss K P Darby

Councillors Mrs H P Durbin, J C Hedley, Mrs S Newton, Mr N Wilson  
and Mrs B M Wrangles.

IN ATTENDANCE: Councillors M McCormick and P A Ruffles  
Mrs N L Villa, Town Clerk  
Ms T Carpenter  
North Road Plotolders Group  
Mudlarks Community Allotment Group

**172. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs A Emsley, Mrs B Haddock, D R Poole and R A K Radford

**173. DECLARATIONS OF INTEREST**

Cllr Mrs H Durbin	Personal	Item 7 Allotments
	Prejudicial	Item 7(d) Mudlarks
Cllr N Wilson	Personal	Item 7(d) Mudlarks

**174. THE MINUTES**

It was **RESOLVED** that:

The minutes of the meeting held on 14 September 2009 were approved as a correct record and the Chairman authorised to sign the same.

**175. MATTERS ARISING FROM THE MINUTES NOT DEALT WITH ELSEWHERE ON THE AGENDA**

The Committee received an updated Action Sheet.

It was **RESOLVED** that:

The Action Sheet be received and noted

**176. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public wishing to speak.

**177. APPOINTMENT OF COUNCILLOR TO COMMUNITY SERVICES COMMITTEE**

It was **RESOLVED** that:

Cllr Mrs A Emsley be appointed to the Committee.

**178. ALLOTMENTS – NORTH ROAD ALLOTMENTS SITE**

The Committee received a written report from the Secretary of the North Road Plotolders Group.

The Committee was pleased to note that waiting list had been cleared and that the recent health and safety check had revealed no hazards.

It was **RESOLVED** that:

The report from the North Road Plotolders Group be received and noted.

**179. ALLOTMENT - STATISTICS**

The Committee noted that the waiting lists remained very long but that the lists had closed on certain sites. It was also confirmed that no existing plot holder would be offered a second plot whilst waiting lists remained.

It was **RESOLVED** that:

The allotment statistics be received and noted.

**180. ALLOTMENTS - MAINTENANCE**

The Committee received a report which provided details of works completed across the allotments sites since the beginning of September 2009.

It was **RESOLVED** that:

The report on allotments maintenance be received and noted.

**181. ALLOTMENTS - MUDLARKS**

Note: Having previously declared a prejudicial interest, Cllr Mrs H Durbin left the Robing Room prior to the discussion on this item.

The Committee received a report from Mudlarks regarding the recent activities of the project. The Committee was pleased to note that the compost toilet was to be installed shortly.

A discussion ensued regarding the difficulty in arranging a meeting of the Working Group and it was agreed that measures would be taken to

review the membership of the Group to ensure that regular, meaningful meetings could take place.

It was **RESOLVED** that:

The report be noted.

**182. CEMETERY AND CLOSED CHURCHYARDS - STATISTICS FOR BURIALS AND INTERMENT OF ASHES**

It was **RESOLVED** that:

The report on the statistics for burials and interment of ashes be noted.

**183. CEMETERY AND CLOSED CHURCHYARD - MAINTENANCE**

The Committee received a report detailing the maintenance which had taken place in the cemetery and Closed Churchyards.

It was **RESOLVED** that:

The report of the maintenance work programme for the Cemetery and Closed Churchyard be received and noted.

**184. CEMETERY AND CLOSED CHURCHYARD – RESURFACING – ALL SAINTS CHURCHYARD**

The Committee had received a report detailing the poor state of repair of the All Saints Churchyard. It was noted that it was important to avoid a patchwork of repairs to the surface both in terms of appearance and value for money and it was further noted that whilst there was no budgetary provision for the repair, which would be in the region of £8000, the Council was responsible for the maintenance from both its general duty to maintain the churchyard as an open space and from a health and safety aspect

It was **RESOLVED** that:

- (a) The Committee approves the proposal to resurface the tarmac at the front of the All Saints Churchyard
- (b) The Committee delegates authority to the Town Clerk, in consultation with the Chairman, to accept the best value quotation and progress the work, payment of which will be met from reserves.

**185. CEMETERY AND CLOSED CHURCHYARDS – PROVISION OF AN ELECTRICITY SUPPLY TO THE BUILDINGS AT THE CEMETERY**

The Committee received a report outlining details of a recent health and safety risk assessment which recommended that an electricity supply be installed in the three outbuildings adjacent to the mess room. A large amount of gardening equipment and machinery was stored in the

outbuildings and the staff had great difficulty accessing the equipment, particularly in the dark winter months due to the lack of lighting provision. It was noted that the cost of the installation of an electricity supply would be in the region of £900 which could be met from Cemetery repairs and maintenance budget.

It was **RESOLVED** that:

- (a) The Committee approves the proposal to install an electricity supply in the outbuildings at the Cemetery.
- (b) The Committee delegates authority to the Town Clerk, in consultation with the Chairman, to accept the best value quotation and progress the work.

**186. CEMETERY AND CLOSED CHURCHYARDS – FEEDBACK FROM THE CEMETERY OF THE YEAR AWARDS**

The Committee received a report and details of the judge's feedback from the recent Cemetery of the Year awards. Whilst the Council did not win an award, the feedback detailed the current good practice points the Council currently operated, with particular praise being given to the Grounds Supervisor and his staff.

The Committee was delighted to receive the excellent report and was pleased to see the work of the grounds team recognised. The Town Clerk advised that an action plan was shortly to be drawn up to enable the Council to implement small achievable improvements in the Cemetery over the next year to action some of the recommendations in the report. It was also felt that consideration should be given in the future to the erection of a rain shelter at the Cemetery.

The Committee wished to formally recognise the achievement and hard work of the Grounds Staff and delegated responsibility to the Chairman and the Town Clerk to determine the most appropriate form of recognition.

It was **RESOLVED** that:

- (a) The Committee notes the judge's feedback from the Cemetery of the Year awards 2009.

**187. CEMETERY AND CLOSED CHURCHYARDS – ALL SAINTS' CHURCHYARD 'LIVING CHURCHYARD SCHEME**

The Committee had received a report from the Diocese of St Albans 'Living Churchyard' Officer following a recent visit to All Saints Churchyard.

It was **RESOLVED** that:

The report be noted

**188. SUB-COMMITTEES AND ADVISORY SUB-COMMITTEES - HERTFORD YOUTH TOWN COUNCIL**

It was **RESOLVED** that:

- (a) The Minutes of the Hertford Youth Town Council meeting held on 14 September 2009 and 12 November 2009 be received and noted.

**189. COMMUNITY GRANT APPLICATIONS**

The Committee considered a number of Community Grant applications.

The Committee considered the following applications and **RESOLVED** in accordance with its powers under section 137 of the Local Government Act 1972 that the Committee should incur the following expenditure, which in its opinion is in the interest of the area, or its inhabitants and will benefit them in a manner commensurate with the expenditure:

**Hertford Cricket Club** was awarded £200 towards the cost of a boy's tour to Barbados. It was requested that the Council received a report from the Club following the tour.

**East Herts Citizens Advice Service** was awarded £1,000 towards the purchase of replacement computers.

**Hertford Methodist Church** requested a grant towards the cost of re-modernising the Church front and the Church hall. A grant was not approved as places of worship were excluded from the grant scheme.

**Stop Stansted Expansion** requested a grant to assist with the running costs of the organisation. A grant was not approved being the second application from Stop Stansted Expansion in a 12 month period.

**Sele Farm Women's Club** was awarded £250 towards the increased running costs of the organisation.

**190. INCOME AND EXPENDITURE ACCOUNTS FOR 2009/10**

The Committee received a report on the second quarter accounts for the Community Services Committee 2009/10.

It was **RESOLVED** that:

The report be noted.

**191. BUDGET 2010/11**

The Committee received a report detailing the proposed draft budget for 2010/11 along with optional projects for Community Services for the forthcoming year.

It was **RESOLVED** that:

- (a) the following optional projects be recommended to the Finance Policy and Administration Committee for inclusion in the 2010/11 budget:
  - i. Provision of Water Tanks at the Ware Road end of Cromwell Road Allotments **Estimated Cost £2000**
  - ii. Clearance and fencing of the newly acquired land at Sele Road **Estimated Cost £5000**
  - iii. Clearance of soil heaps and brambles from disused plots at the Hertingfordbury allotment site. **Estimated Cost £2000**
  - iv. Purchase of a replacement Cemetery van. **Estimated Cost £15,000**
  - v. Preparation of Block J in the Cemetery as a new Garden of Rest - **Estimated Cost £10,000**
  - vi. Cemetery Memorial Repairs - **Estimated Cost £10,000**
  
- (b) the draft budget report 2010/11 be noted.