

## COOKHAM PARISH COUNCIL

### Minutes of a Meeting of the GENERAL PURPOSES COMMITTEE Held in the Community Room on Tuesday 16<sup>th</sup> August 2022, commencing at 7.30pm

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**PRESENT:** Cllr C. Doyle (Chairman)  
Cllrs C. Aisladie, M. Brar, J. Perry, B. Perry and H. Philip

**Also Present:** Two members of public were present.  
There were no members of the press present.

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#### **OPEN FORUM:**

A Sutton Road allotment tenant raised concerns about tenants who take on plots but don't tend their allotments and also suggested using some of the mowing field for a nature reserve.

A resident, who had met Cllrs at the 'Love Parks' event, spoke about ideas for the skate ramp and creating a community project for a regular cycle of mural painting.

Cllr Brar, in her capacity as Borough Cllr, congratulated the Borough in Bloom competition winners.

Item 22, To consider options to deter graffiti on the skate ramp, was brought up the agenda

1. **APOLOGIES FOR ABSENCE:**

Apologies received from Cllrs E. Bune, M. Howard and I. Wernham.  
Cllr I. Herd did not attend.

2. **DECLARATIONS OF INTEREST:**

Cllr H. Philip Pecuniary Alfred Major allotment tenant

22. **TO CONSIDER OPTIONS TO DETER GRAFFITI ON THE SKATE RAMP: IE EARTH BANK, MURAL PAINTING, ANTI GRAFFITI PAINT TO AID CHEAPER FUTURE REMOVAL:**

Cllrs were keen to find an alternative to spending money on graffiti removal on a regular basis. Options will need further consideration, but included applying anti-graffiti paint, purchasing spray paint to spray over any offensive material and leaving the rest and further thought into organising mural painting. Cllr Doyle to talk to local secondary schools and colleges to see if it could be a project for Art and Design students. The matter will be added to the October agenda.

Cllrs unanimously agreed that the option of a soil bank will not be pursued any further as it had not been recommended as a appropriate solution by the installers of the skate ramp.

The Clerk noted that graffiti does not only affect the skate ramp but other areas of the Alfred Major recreation ground and this still needs to be addressed.

#### **Allotments:**

Cllr H. Philip left the meeting at 8.05pm

3. **TO REVIEW AND APPROVE ANY ALLOTMENT RENT INCREASE, TO TAKE EFFECT FROM 1<sup>ST</sup> OCTOBER 2023:**

Cllr B. Perry proposed that the allotment fees will increase to £8.00 per pole from 1<sup>st</sup> October 2023. The was seconded by Cllr C. Aisladie and unanimously agreed.

**4. TO PROVIDE AN UPDATE ON ALLOTMENT VISITS THIS SUMMER:**

Two rounds of allotment checks have taken place on all three sites.

**Alfred Major:** Total area 100 poles available (equivalent of 20 x 5 pole plots). There are 17 Tenants, with no vacant plots and 15 names on waiting list. NB: 2 additional 5 pole plots to be created.

Site visit 1	6 <sup>th</sup> July 2022 (Clerk) - 6 Letters sent (5 plots of concern and 1 minor issue)
Site visit 2	2 <sup>nd</sup> August (Clerk and Cllrs Bune and Doyle) 5 Letters sent (3 x 2 <sup>nd</sup> letters, 2 x 1st) 1 tenant considering relinquishing.

**Sutton Road** - Total area 445 poles available (equivalent of 89 x 5 pole plots) + mowing field. There are 39 Tenants and 7 vacant plots at time of 2<sup>nd</sup> visit (6 x 5 pole and 1 x 10 pole). No names on waiting list, one new tenant.

Site visit 1	19 <sup>th</sup> May 2022 (Clerk and Cllr Doyle) - 8 Letters sent (8 plots of concern)
Site visit 2	7 <sup>th</sup> July 2022 (Clerk and Assistant Clerk) - 4 Letters sent (4 x 2 <sup>nd</sup> letters), 4 plots relinquished

**Alleyns Lane** - Total area 350 poles (equivalent of 70 x 5 pole plots) and grazing field of 0.72H. There are 42 Tenants and 3 plots vacant at time of visit. No names on waiting list

Site visit 1	30 <sup>th</sup> May 2022 (Clerk) – 9 Letters sent (2 plot of concern and 7 minor issues)
Site visit 2	14 <sup>th</sup> July 2022 (Clerk and Assistant Clerk) - 4 Letters sent (3 x 2 <sup>nd</sup> letters, 1 x 1st) 1 plot relinquished with 1 to relinquish at end of tenancy in September.

**5. TO REVIEW AND APPROVE THE ALLOTMENT TENANCY AGREEMENT:**

The Allotment Tenancy Agreement was unanimously approved, subject to a change to the wording of 'OAP' to say over 65's concessionary rate.

**6. TO REVIEW AND APPROVE THE ALLOTMENT ACCESS AGREEMENT:**

The Allotment Access Agreement was unanimously approved, subject to the removal of a duplicate 'of the' in section 7.

**7. TO RECEIVE AN UPDATE ON RESTARTING THE ALLOTMENT ASSOCIATION:**

Cllr C. Doyle has communicated with the current tenant reps and a meeting has been set up for Tuesday 26<sup>th</sup> August at 6pm in the Community room to discuss the way forward. Cllr C. Aisladie will stand in for Cllr E. Bune at this meeting.

No acknowledgement had been received from the Alleyns Lane rep and the Clerk was asked to try and make contact.

**8. TO CONSIDER INCREASING THE DEPOSIT TAKEN AT THE BEGINNING OF THE ALLOTMENT TENANCY (CURRENTLY SET AT £25 PER TENANT):**

Cllr C. Doyle proposed that the deposit taken will increase to £50.00 for each new tenant from 1<sup>st</sup> October 2022. This was seconded by Cllr B. Perry and unanimously agreed.

**9. TO CONSIDER AN ADVERTISING CAMPAIGN TO GET NEW TENANTS FOR CPC ALLOTMENT SITES:**

Cllrs were in agreement that the Council should run an advertising campaign to attract new allotment tenants, in particular for the Sutton Road and Alleyns Lane sites. To start with, posters can be placed on notice boards, the website and Facebook. The matter will be reviewed later in the year when other options will be discussed such as advertising in the Parish Magazine and offering an incentive to move from the Alfred Major allotment site waiting list if further action is needed.

**10. TO PROVIDE A REPORT ON AN INCIDENT AT ALLEYN'S LANE ALLOTMENTS:**

The Clerk gave a verbal report on a complaint received from a tenant regarding the clearance work of a vacated plot that needed significant work to bring it back to a usable state. This included the application of herbicide, which is only used by the Council on rare occasions. The Clerk noted that prompt action on each phase of the clearance work and ensuring spraying was done only in completely controlled conditions, would have reduced the impact of the problem.

Cllr H. Philip returned to the meeting at 8.45pm

### Cemetery and Cemetery Lodge:

#### 11. TO REVIEW AND APPROVE ANY CHANGES TO THE COOKHAM PARISH CEMETERY BURIAL CHARGES, TO TAKE EFFECT FROM 1ST JANUARY 2023:

Cllrs reviewed the information supplied by the Office. Cllr C. Doyle proposed that:

- Exclusive Rights of Burial to be raised by 3% for Cookham Parish residents and by 30% for non-residents, both to be rounded up to the nearest £5,
- Sexton charges: Residents - full burial (adult) to rise to £500 and ashes to £140.  
Residents - full burial (child) raised by 3%, rounded up to the nearest £5.  
Non residents - all sexton fees will rise by 30%, to be rounded up to the nearest £5.
- Clerk's fee to rise to £40 for residents and £90 for non residents.

This was unanimously approved. These increases will take effect from 1<sup>st</sup> January 2023. The revised fees are shown below.

		Charges for Residents (£)		Charges for Non-Residents (£)	
		Current Price (Jan 2022)	Price from 1st Jan 2023	Current Price (Jan 2022)	Price from 1st Jan 2023
<b>Exclusive Rights</b>	Full Burial (Adult)	315	325	795	1035
	Full Burial (Child)	130	135	325	425
	Ashes	155	160	585	760
<b>Sexton Charges</b>	Full Burial (Adult single/double)	435	500	1095	1425
	Full Burial (child)	105	110	160/260	210/340
	Ashes	90	140	255	335
<b>Clerk fees</b>	Registry/Clerk	35	40	80	90

NB: Price may vary if it is a non standard coffin (e.g. Wicker, over sized). Price will be on application.

#### 12. TO REVIEW AND APPROVE MEMORIAL PERMIT FEES, TO TAKE EFFECT FROM 1ST JANUARY 2023:

Cllrs reviewed the information supplied by the Office. Cllr B. Perry proposed that the fees for memorial permits be raised by 5% for Cookham residents and by 10% for non-residents, both to be rounded up to the nearest £5. The price for a memorial plaque remains unchanged (available for Cookham residents only). This was unanimously approved. The increase will take effect from 1<sup>st</sup> January 2023.

		Charges for Residents (£)		Charges for Non-Residents (£)	
		Current Price (Jan 2022)	Price from 1st Jan 2023	Current Price (Jan 2022)	Price from 1st Jan 2023
<b>Memorial Permits</b>	Headstone (under 4ft)	65	70	160	180
	Headstone with kerbs	65	70	160	180
	Headstone with kerbs and top block	65	70	160	180
	Vase - not over 18"	35	40	80	90
	Tablet - not over 18"x18"	35	40	80	90
	Additional Inscription	40	45	95	105
<b>Memorial Plaque</b>	Memorial Plaque	100		n/a	n/a

- 13. TO APPROVE A PROPOSAL TO STOP THE RESERVATION OF CREMATION PLOTS:**  
On the proposal of Cllr C. Doyle and unanimously approved, the reservation of plots for cremated remains for a future interment will no longer be possible. This change is with immediate effect. This brings council policy into line with full burial plots which have not been able to be reserved since a council resolution in 2005. This will help to reduce the potential for unused plots and make plot preparation safer.
- 14. TO CONSIDER MAKING A CHARGE FOR THE USE OF THE CEMETERY CHAPEL:**  
Cllr C. Doyle proposed that a charge of £50.00 will be made for the use of the cemetery chapel. This was seconded by Cllr B. Perry and unanimously agreed. This change is with immediate effect.
- 15. TO REVIEW AND APPROVE THE CEMETERY RULES AND REGULATIONS:**  
The Cemetery Rules and Regulations were unanimously approved, subject to the changes to reflect decisions made at the meeting:  
Page 2, Interments section, no 9: addition of the words 'at an additional cost'.  
Page 2, Interments section, no 5: removal of the line relating to the reservation of cremation plots.  
Page 4, Facilities section, no 1: addition of the words 'at an additional cost'.
- 16. TO CONSIDER A PROPOSAL TO REPLACE THE EDGING AROUND THE CIRCULAR SHRUB BED AT THE CEMETERY WITH GRANITE SETS NOW THAT THE BOX HEDGE HAS BEEN REMOVED:**  
Following the removal of the box plants there is now a small gap between the remaining plants and the border of the bed. The plants will grow and be encouraged to fill in the gap, but it has revealed that a number of the terracotta, rounded edging strips have become brittle and broken.  
  
On the proposal of Cllr C. Doyle, seconded by Cllr B. Perry and unanimously approved, the edge of the bed will be replaced with sturdier granite sets, like those in the cemetery extension. Cost £790 plus VAT. This will come from the Cemetery capital project budget of £1,000.  
  
The terracotta edging is in use around the chapel and any removed that are in good condition can be used to replace broken ones in other areas of the cemetery.
- 17. TO REVIEW THE LATEST WILKINSON'S ROUTINE INSPECTION REPORT FOR CEMETERY LODGE (APRIL 2022):**  
The report was reviewed, Cllrs noted the poor condition of the property.  
The Clerk reported that the bathroom tiling is due to be completed in September and that the mixer tap and door handle have been replaced.
- Other Matters:**
- 18. TO RECEIVE AN UPDATE FROM CLLR C. DOYLE ON THE LOVE PARKS EVENT ON THE ALFRED MAJOR RECREATION GROUND ON 5<sup>TH</sup> AUGUST:**  
Cllr C. Doyle updated Cllrs on the 'Love Parks' event that had been run in tandem with Keep Britain Tidy. She and Cllr Aisladie had been at the Alfred Major recreation ground to gather feedback from users of the park. There were both positive and negative points raised, from problems with dog waste to the general enjoyment of the space and its facilities.  
  
It had been a good event and Cllrs wished to run this on an annual basis.
- 19. TO REVIEW THE LATEST HAGS ANNUAL INSPECTION REPORT (JUNE 2022) FOR THE ALFRED MAJOR PLAY EQUIPMENT:**  
The report was noted.
- 20. TO RECEIVE AN UPDATE ON THE WILDFLOWER PROJECT AND CONSIDER AND AGREE NEXT STEPS AND ANY SPEND:**  
Cllr C. Aisladie gave an update of a meeting that took place on Tuesday 26<sup>th</sup> July between members of CPC and WildCookham at the wildflower patch on the Alfred Major recreation ground. The purpose of the meeting was to discuss the current wildflower patch, CPC input, maintenance and next steps. It highlighted the need for a bit of intervention with watering and minor weeding.

Although the weather this year has been challenging, it is hoped that the patch will continue to improve for next year.

An area at the side of the railway track at the bottom of the park will be developed as a second bed. It is already established with a number of wildflowers but will be enhanced to add more variety. Cllrs Aisladie, Brar and Philip will meet to plan this activity and contact volunteers for help.

**21. TO RECEIVE AN UPDATE ON THE PROJECT TO REPLACE THE SIGNAGE ON PARISH LAND:**

Cllrs reviewed examples of signs from Oaken Grove and Ockwells park, both RBWM sites. They liked the layout which had three sections: a history, a map and some do's and don'ts. This would be on a green background. It was felt two larger signs would be placed at the Hillcrest Ave and High Road entrances, with a smaller version at the other three entrances.

Further work is required, and the matter will be added to a future agenda. The Clerk was asked to obtain a quote to ascertain potential prices for a budget.

**23. TO AUTHORISE THE PURCHASE, INSTALLATION, AND SUBSEQUENT REMOVAL OF THE CHRISTMAS TREES FOR THE MOOR AND STATION PARADE:**

Cllrs were keen to have two trees as previous years. This was unanimously approved. Costs are currently unknown, but the Clerk will provide an update as the information becomes available.

**24. TO DISCUSS FUTURE PROJECTS FOR CONSIDERATION IN THE BUDGET PROCESS FOR THE NEXT FINANCIAL YEAR:**

There was a general discussion on the list of potential projects, however a more detailed discussion will be held at the October GP meeting.

**25. TO REVIEW AND PROVIDE UPDATES FOR THE GENERAL PURPOSES ACTIONS LIST:**

Cllrs reviewed the action list; an update was given for:

- Memorial flower arranging table at the cemetery. The table was installed but has since gone missing. Cllrs agreed to purchase a second table which will be attached with a bracket and a notice put on it to explain what it was for.
- Dean Lane telephone box: Cllr Doyle had circulated suggestions for the box following a request online. To be discussed in more detail at the next GP meeting.

**26. CHAIRMAN'S SUBMISSIONS:**

Cllr Doyle notified attendees of a Keep Cookham Tidy event with Thames21: Water blitz and Plastic blitz event on 24<sup>th</sup> September. Any volunteers would be welcome.

**The Meeting closed at 9.50pm**