



## PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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### Minutes of the Burial Sub-Committee Meeting held on Thursday 20<sup>th</sup> May 2014 at 7.30pm at the Beacon Hall, French Close, Peasedown St John

**Present:**

**Councillors:** John Bailey, Calvin Bird, Andy Larcombe (Vice-Chair), Kathy Thomas (Chair), Dave Walker

**In attendance:**

Tanya West – Parish Clerk

**Public Session:** No members of the public were present.

| Minute Ref.         | Agenda Item  | Action      |
|---------------------|--|-------------|
| BSC013 - 20/05/2014 | <b>Apologies for Absence</b><br>Apologies for absence had been received from Cllr. Karen Walker who was attending another meeting. Her apologies were approved and accepted. Cllr. Andrew Fraser was absent from the meeting, with no apologies received.  |             |
| BSC014 – 20/05/2014 | <b>Election of Vice-Chair</b><br>Cllr. Andy Larcombe was nominated to stand as Vice-Chair, there being no further nominations it was unanimously resolved to elect him as the Vice-Chair.  | Clerk       |
| BSC015 – 20/05/2014 | <b>Declarations of Interest</b><br>No additional interests, to those already disclosed to the Monitoring Officer, were declared.<br>For the sake of openness, Cllr. Kathy Thomas declared that she was in ownership of an Exclusive Right of Burial/Memorial for a plot at the Ashgrove Cemetery.  |             |
| BSC016 – 20/05/2014 | <b>Minutes</b><br>i. The minutes of the Burial Sub-Committee meeting held on 20 <sup>th</sup> March 2014 had been circulated; it was agreed that all references to 'ashes' be reworded to 'cremated remains'. The Clerk was also requested to ensure future minutes were as succinct as possible. With the above amendment, the minutes were agreed by all those present at that meeting and were duly signed by the Chair as a true and correct record of the meeting.<br>ii. The actions register was reviewed at the meeting and any items unresolved were carried forward. Cllr. Andy Larcombe agreed to make a record of any new actions raised during the meeting. | Clerk<br>AL |
| BSC017 – 20/05/2014 | <b>Items for Urgent Report</b><br>There were no urgent items to report. The Clerk advised a request for a specific headstone had been received and details were provided at the meeting. It was discussed and agreed to defer any decision until the policies and fees had been reviewed and approved. The Clerk to respond accordingly.   | Clerk       |
| BSC018 – 20/05/2014 | <b>Garden of Remembrance</b><br>Due to projects being on hold until the end of June there was nothing much to update since the previous meeting. Cllr. Andy Larcombe confirmed that he had met with a contractor on site to arrange for a quotation for the pathways and wall and would report back at the next meeting. It was noted that more sites for benches  | AL & Clerk  |

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|                            | were planned to be included than shown on the original design. Options for cremated remains plots were discussed and photographs from other cemeteries were viewed at the meeting. It was agreed that future maintenance of these plots and aesthetics along with provision for reasonable memorial space were all factors to be carefully considered.  | Clerk & All Cllrs.      |
| <b>BSC019 – 20/05/2014</b> | <b>Update &amp; Decision - Cemetery Layout and Plot Provision</b><br>As the Committee were confident the Garden of Remembrance will be proceeding this year; it was agreed there was no requirement for additional areas of the cemetery to be allocated for cremated remains, particularly as there are sufficient areas for these plots in the sections of the cemetery currently in use.   |                         |
| <b>BSC020 – 20/05/2014</b> | <b>Update &amp; Decision - Cemetery Maintenance &amp; Improvements</b><br>The following maintenance works and suggested improvements were reported:<br>➤ Quotations were being obtained for the removal of the soil spoil heap near the conifers. It was agreed to grant permission to the Clerk to proceed with these works subject to cost being within the operational budget; if necessary referral to the Chairs of the Burial Sub-Committee and the Finance & Amenities Committee could be made.<br>➤ The Clerk to arrange for a skip to be situated at the Cemetery for future bulky waste collection from the various Parish Council sites.   | Clerk<br><br>Clerk      |
| <b>BSC021 – 20/05/2014</b> | <b>Update - Interments &amp; Memorials Records</b><br>i. A summary of interments and memorials undertaken at Ashgrove Cemetery since January 2014 was provided by the Clerk and it was acknowledged an update would be provided at all future meetings.<br>ii. The cemetery record books were displayed at the meeting and an explanation provided on the information that is recorded. It was noted that quotations for refurbishment of the books had been difficult to obtain but was still being pursued by the Parish Office.  | Clerk<br><br>Clerk      |
| <b>BSC022 – 20/05/2014</b> | <b>Decision - Cemetery Fees</b><br>The fees for interments and memorials were reviewed and it was resolved to make the following changes subject to ratification by Full Council:<br>Full Burial of Resident Adult £100 (no change)<br>Grave Purchase for Resident Adult £150 (increase of £25)<br>By comparison, the fees for non-resident adults will remain at £200 for full burial and £450 for grave purchase. The grave purchase increase will coincide with the issuing of Grants for Exclusive Rights in due course. It was agreed that fees for cremated remains and reserving of plots would be considered at a future date.  | Clerk<br><br>Clerk & KT |
| <b>BSC023 – 20/05/2014</b> | <b>Update &amp; Decision – Policy for Interments &amp; Memorials</b><br>The Clerk advised that a Charter for the Bereaved had been established by the Institute of Cemetery and Crematorium Management which provides explanation of options available for interments. The Clerk to email this document to all members of the Sub-Committee.<br>Draft copies of the proposed Exclusive Right for Burial and Exclusive Right to Erect and Maintain a Memorial were tabled at the meeting. It was resolved for the Clerk and the Chair to continue working on these documents which form part of the policy and package that can be issued to the local undertakers and stone masons presenting the options available at Ashgrove Cemetery. | Clerk<br><br>Clerk & KT |
| <b>BSC024 – 20/05/2014</b> | <b>Date and Time of Next Meeting &amp; Future Agenda Items</b><br>The date of the next meeting of the Burial Sub-Committee is scheduled to be held on Thursday 10 <sup>th</sup> July 2014 at 7.30pm, this meeting will be preceded by a councillor site visit to Ashgrove Cemetery at 6.30pm.   | Clerk & BSC Cllrs.      |

Meeting closed at 8.59pm

Signed.....

Date.....