



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Burial Sub-Committee Meeting held on Tuesday 24th July 2018 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Stephen Goodwin, Simon Kidd, Andy Larcombe

Cllrs. Kathy Thomas and Jonathan Rich were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council respectively providing them with full voting rights.

In attendance:

Tanya West – Parish Clerk

Public Session: There was one member of the public present; Mr Peter Provest. He raised the following points:

- That it would be helpful for members of the public to have access to all copies of the pre-reading, where possible, in advance of the meeting.
- The pre-reading report he had received regarding the additional planting in the memorial garden did not contain prices for the plants.
- He would like to see the Berberis shrub reinstated to the suggested list of plants.
- He would like to see a winter flowering Jasmine included as a climber for the pergolas.
- He would have appreciated being invited to the site meeting when the options were discussed.
- The brass plaque on his late-wife’s memorial bench seat does not appear to have been engraved, but just painted on, so the writing has now almost disappeared in parts.

Cllr. Larcombe thanked Peter for his honest feedback. He concurred that it would have been useful if Peter had been invited to the site meeting. He also requested that the Clerk make arrangements to have the memorial plaque re-engraved accordingly.

The Clerk responded that with the improvements to SharePoint, it is intended that pre-reading will be available to the public in due course.

Minute Ref.	Agenda Item	Action
BSC001 – 24/07/2018	Election of Chair Cllr. Andrew Larcombe was elected to Chair the meeting.	
BSC002 – 24/07/2018	Apologies for Absence Apologies were received from Cllr. Jo Davis who was absent due to being away on holiday, and, from Cllr. Jonathan Rich who would be arriving late due to attending the Somer Valley Forum meeting as a Parish Council representative. These apologies were duly noted. Cllr. Edward Jones was absent with no apologies received.	
BSC003 – 24/07/2018	Declarations of Interest No additional interests, to those already disclosed to the Monitoring Officer, were declared. 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 Ashgrove Cemetery.	
BSC004 – 24/07/2018	Minutes i. The minutes of the Burial Sub-Committee meeting held on 25 th July 2017 had	

	<p>been circulated in advance of the meeting; it was resolved they be accepted as a true and correct record of the meeting and were duly signed by the Chair. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Simon Kidd Agreed unanimously.</p> <p>ii. A verbal update was provided on the actions from the last meeting. It was noted that several of the items were also included on the agenda for this meeting. The Clerk to update the actions register by the end of July 2018.</p>	Clerk
<p>BSC005 – 24/07/2018</p>	<p>Items for Urgent Report There were no items for urgent report.</p>	
<p>BSC006 – 24/07/2018</p>	<p>Update & Decision – Interments and Memorials</p> <p>i. Since the last meeting on 25th July 2017 the following interments have taken place at Ashgrove Cemetery: Bolwell & Bolwell (cremated remains interments section A); Broadway (full burial section F); Dyson (cremated remains interment section G); Hunt (cremated remains interment section A); Jerram (full burial section F); Parfitt (full burial section F); Pulsford (cremated remains scattering section A); Robbins (full burial section A).</p> <p>ii. Since the last meeting on 25th July 2017 all applications for new memorials and inscriptions have been agreed at Finance & Amenities Committee or Full Council meetings. No requests for new memorials had been received for consideration at this meeting.</p> <p>iii. Pre-reading provided a map of the cemetery marking out the different sections for burial. It was reported that Section A (unconsecrated) is now full and so the next location for unconsecrated burials needs to be appointed. It was resolved that Section J becomes the next unconsecrated area for use and Section K is not allocated until the Council needs to make a decision about it. The Clerk was requested to ensure that only Anglican funerals be permitted access to the consecrated section; all other denominations should be buried in unconsecrated plots. Temporary plot markers were also considered. It was resolved that the Caretaker marks out the first row of plots in Sections F and J with temporary plot markers in the form of a six-inch square slab, which is placed flush with the ground, so it can be mown over without causing damage to the mower. These markers to remain in place until a burial takes place. Following a burial, the Council will consider whether a foundation slab is installed as part of a new process. The Clerk was tasked to obtain a quotation for foundation slabs, marked with the relevant plot numbers, and report back to the next Finance & Amenities Committee meeting for consideration.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>BSC007 – 24/07/2018</p>	<p>Update & Decision – Garden of Remembrance Updates on the Garden of Remembrance were received as follows:</p> <p>i. Pre-reading provided a report on a meeting held at the Garden of Remembrance between Cllr. Thomas, the Caretaker and the Clerk to discuss additional shrubs and planting in the memorial garden following the offer of a donation from Mr Provost (minute F&A101-01/05/2018 refers). The following was suggested to councillors and Mr Provost for a decision:</p> <ul style="list-style-type: none"> ➤ The pergola should be extended as suggested by Peter Provost; in which direction was yet to be determined. ➤ There should be minimal changes around the perimeter of the plot with a border of between 6 and 10ft (the 3 trees are not in the centre of the plot). ➤ Plants closer to the trees should be either removed/discarded or if suitable relocated in the border or elsewhere e.g. Fuchsia. ➤ The area around the trees to be planted with a variety of shrubs that can be trimmed to size and provide year-round colour e.g. Cistus, Deutzia, 	

	<p>Conifers, Witch Hazel, Viburnum, Choisya ternata, Mahonia, Euonymus, Hydrangea, Buddleia, Photinia, Pittosporum.</p> <p>However, having thought about it further, Cllr. Thomas subsequently recommended that additional consideration should be given to the planting, prior to making any decision as she felt a more precise plan was needed.</p> <p>ii. Although the same planting process had been followed this year, as in previous years, the scattering meadow has not provided a good display. The Caretaker advised this is thought to be due to the following reasons:</p> <ul style="list-style-type: none"> ➤ A harsh winter followed by late frosts; ➤ An exceptionally dry spring and summer; ➤ An invasion of creeping field thistles and couch grass. <p>It was suggested that a more reliable display might be provided by using native meadow perennials (sown as seed) along with some wildflower bulbs planted in clumps. This suggested change in planting would:</p> <ul style="list-style-type: none"> ➤ Last for several years and would require considerably less maintenance therefore be more cost-effective; ➤ Would provide a more reliable display because the plants would be better established and less susceptible to the elements; ➤ Would provide some vegetation and flowers during the winter months, thus providing scattering of cremated remains a more desired option throughout the year. <p>The bed would need to be treated with systemic weed killer, then rotovated prior to sowing perennial wild flower mix in the autumn.</p> <p>This suggestion was discussed and Cllr. Thomas commented that the maintenance of the bed should be fully thought through prior to making any changes, with weeding and watering being a priority. The Clerk was requested to incorporate the weeding and maintenance of the Garden of Remembrance flower beds as part of the regular duties of the Caretakers.</p> <p>In light of the above updates, it was resolved to arrange another site meeting at the cemetery, tasked with discussing the whole of the future of the Garden of Remembrance to include the pergolas and the scattering area and to form a structured planting plan for consideration at the Finance & Amenities Committee meeting in September. The meeting to take place during August 2018 and to include Cllrs. Larcombe and Thomas, the Caretaker, the Clerk and Mr Provost.</p> <p>iii. It was noted that £4,000 Ear Marked Reserves was still allocated for the next phase of cremated remains plots although at current interment rates the next phase will not be required until approximately July 2020.</p> <p>It was therefore resolved to defer the works to install the next phase of cremated remains plots at the Garden of Remembrance and revisit the matter at the Burial Sub-Committee meeting in July 2019. It was further agreed to amend the Ear Marked Reserve wording to 'Ashgrove Cemetery Garden of Remembrance Projects'.</p>	<p>Clerk</p> <p>Clerk, JM, KT, AL, PP</p> <p>Clerk</p>
<p>BSC008 – 24/07/2018</p>	<p>Update & Decision – Cemetery Maintenance & Improvements</p> <p>Councillors received updates and considered suggestions and estimates for future works/improvements to the cemetery site as follows:</p> <p>i. Following feedback from the Caretaker, it was acknowledged that watering and filling of the bowser at the cemetery can be a time-consuming task with significant drops in water pressure when the hose is fully extended. This has been exacerbated during the recent hot weather and the impact on the plants has been noticeable. The installation of a permanent stand-pipe located within</p>	

	<p>the Garden of Remembrance had been suggested. The Clerk had made initial enquiries with Bristol Water who had advised that they could send an engineer out to assess the options available. This was discussed, and it was resolved that the Clerk works with the Caretaker to apply to Bristol Water, with a view to arranging the installation of a stand pipe or two to provide improved irrigation at Ashgrove Cemetery. Following a site visit from Bristol Water, further details will be presented to the Council for decision on whether to pursue this project further.</p> <p>ii. Cllr. Kidd reported that he had received some negative feedback regarding the quality of mowing and maintenance at the cemetery. Cllr. Kidd had provided copies of photographs of grass clippings left and long grass between memorial stones. The Clerk advised that the photographs were taken during the week of summer planting, which is a very busy period. The Caretaker had mown the cemetery on one day but had yet to strim around the memorial stones. To undertake both jobs for one person can often be a two-day task, depending on the weather and how quickly the grass has grown. Cllr. Kidd advised he would report this back to the resident accordingly. The Clerk added that many positive feedback comments had also been received regarding the cemetery.</p>	<p>Clerk & JM</p> <p>SK</p>
<p>8.19pm – Cllr. Jonathan Rich arrived at the meeting.</p>		
<p>BSC008 – 24/07/2018 continued...</p>	<p>Update & Decision – Cemetery Maintenance & Improvements continued...</p> <p>iii. Upgrade of the tarmac pathways around the cemetery was discussed. Estimates have been obtained for these works and are in the region of £34,000; it was noted there is insufficient budget for the pathways to be upgraded this financial year. The Clerk was requested to arrange for one of the Caretakers to walk the paths on a regular basis and any significant issues or changes be reported, in the meantime the matter will remain on the project list for action in future years.</p> <p>iv. The ‘sink hole’ in the macadam road surface at the cemetery had been filled once since September and the Caretaker had advised that it does not appear to have increased in size. The Clerk was requested to liaise with the Caretaker so that measurements and photographs are provided to the Clerk each month to ensure any changes are monitored and recorded.</p> <p>v. Drainage issues and potential of collapsing pipe – The Clerk explained there has been recurring issues with the toilet becoming blocked which is believed to be caused by the foul water drain collapsing. As it is only a short section of pipe to the main drain the Caretaker had advised he could dig up the pipe and replace it. It was suggested that the matter should be raised when the Wessex Water engineer attends site and reviewed and the next meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>BSC009 – 24/07/2018</p>	<p>Update & Decision – Fees and Policy</p> <p>i. In accordance with the Financial Regulations 9.3, the fees/charges for Ashgrove Cemetery were reviewed. It was deemed they remain competitive and as such it was resolved that they remain the same for the current year. It was requested that a full review and comparison exercise is carried out for 2019.</p> <p>ii. The letters regarding the removal of commemorative flowers/items on graves require being issued to coincide with the new sign at the cemetery and the Policy for Internments and Memorials needs to be updated with a copy of the template letter.</p> <p>iii. It was noted that there is still one bench seat remaining to be installed at the Garden of Remembrance. Consideration was given to permitting more than one plaque per bench to make the cost more affordable. It was resolved that this should be actioned with no more than four plaques per bench at a donation of £250 each. All plaques to be engraved brass. Plaques for memorials roses were discussed; it was however decided to include this matter for discussion at</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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	<p>the cemetery site meeting in August.</p> <p>iv. The Clerk was requested to update the Policy for Memorial Tree, Shrub and Bench Donation Policy to reflect the decisions made earlier in the meeting and have them ready for sign-off at the next Finance & Amenities Committee meeting.</p> <p>v. Following a spate of anti-social behaviour and feedback from residents the opening times of the cemetery were discussed. It was resolved to amend them so that vehicular access is between the hours of 9am and 5pm (access outside of these time by appointment only) and pedestrian access from dawn until dusk. A draft sign, for the entrance to the cemetery, was provided; it included the changes to the opening hours and other regulations. It was reviewed at the meeting and resolved it be accepted. A new sign will be obtained and erected by the end of August. It was also agreed to update the Policy for Interments and Memorials at Ashgrove Cemetery to reflect this decision and any others made earlier in the meeting. The Policy to be circulated and ready for sign-off at the next Finance & Amenities Committee meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>BSC010 – 24/07/2018</p>	<p>Date and Time of Next Meeting & Future Agenda Items The date of the next meeting of the Burial Sub-Committee is to be determined.</p>	

Meeting closed at 8.49pm

Signed.....

Date.....