



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Burial Sub-Committee Meeting held on Tuesday 3rd March 2015 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: John Bailey, Calvin Bird, Andy Larcombe (Vice-Chair), Kathy Thomas (Chair), Dave Walker, Cllr. Karen Walker was also present at the meeting, in her capacity as Vice-Chair of Full Council, providing her with full voting rights.

In attendance:

Tanya West – Parish Clerk

Public Session: One member of the public was present; Peter Provest, who had received the information on the design selected for the memorial bench seats at the Garden of Remembrance and advised he was very happy with the option chosen. He requested that he be informed of the associated total cost, to include fitting and future maintenance, in due course. He informed he had written a letter to the Clerk holding the date for the remembrance service for his late wife and advising his intentions for the ceremony. He also suggested that the plan for the Garden of Remembrance be updated to incorporate the amendments to the pathways and additional beds etc. The Clerk to follow-up.

Minute Ref.	Agenda Item	Action
BSC047 - 03/03/2015	Apologies for Absence With all members present at the meeting no apologies were received.	
BSC048 – 03/03/2015	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 the Ashgrove Cemetery.	
BSC049 – 03/03/2015	Minutes i. The minutes of the Burial Sub-Committee meeting held on 23 rd September 2014 were not yet available so their approval would be deferred until the next meeting. ii. The minutes of the Burial Sub-Committee meeting held on 27 th January 2015 had been circulated and, subject to the following addition being included under minute BSC045-27/01/2015 - ' <i>It was agreed that in Peter Provest's case, the Clerk would accept an immediate letter requesting the Scattering of his wife's ashes, in order to secure a booking, in lieu of the form and that Peter would complete any additional requirements of the form when the form becomes available</i> ', they 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. iii. Cllr. Calvin Bird provided a verbal update on the outstanding actions and the following points were raised: a. The pricing for the memorial benches is to be decided at the next Finance & Amenities Committee or Burial Sub-Committee meeting. b. Grave Digging Audit Form – the Clerk explained difficulties encountered	Clerk Clerk Clerk

	<p>with the logistics of checking the dimensions of every grave dug as it is not always known when the grave digger will attend and sometimes a grave can be dug the same day as the burial. This was discussed and it was resolved that the form be amended to stipulate that the grave digger will be responsible for any errors on dimensions and that the forms must be signed by the person digging the grave.</p> <p>Cllr. Bird agreed to update the actions register to include any additional items raised at this meeting and then circulate to all the Committee members.</p>	<p>Clerk</p> <p>CB & Clerk</p>
BSC050 – 03/03/2015	<p>Items for Urgent Report</p> <p>There were no items for urgent report.</p>	
BSC051 – 03/03/2015	<p>Cemetery Legislation Briefing</p> <p>The <i>National Association of Local Councils (NALC) Legal Topic Note 64 - Tombstones and Memorials</i> had been reviewed by Cllrs. John Bailey and Andy Larcombe and a verbal summary of the document was provided at the meeting highlighting points of relevance to Ashgrove Cemetery.</p> <p>Significant points of note are paragraphs 20 and 21 (shown below) in relation to safety work on memorials in consecrated areas. It was agreed that when topple testing is undertaken or urgent safety works the relevant ecclesiastical person in charge will be informed accordingly.</p> <p><i>‘20 – The alteration or removal of a memorial in a churchyard or any part of a local authority cemetery consecrated under the church of England requires the consent of the bishop (a faculty). This consent is given by the diocesan ecclesiastical judge (the chancellor of the consistory court). The right of the church to demand application for a faculty for minor or emergency work is obscure, although it is the text book view that their rights are notably less in respect of local authority cemeteries.</i></p> <p><i>21 – The church position appears to be that even the slightest degree of work on a memorial requires a faculty. This would include topple testing and the laying flat of dangerous tombstones in the interest of public safety. NALC firmly rejects this view. A council has a duty to keep a closed churchyard ‘in decent order’ and powers to make safe memorials in their own cemetery. In addition they have the over-riding legal obligation to maintain public safety. If these duties have any meaning a council must have the right to ensure memorials are safe and to take minimum action to render safe those which prove to be dangerous. In NALC’s view these responsibilities may be exercised without further consent.’</i></p>	<p>Clerk</p>
BSC052 – 03/03/2015	<p>Garden of Remembrance</p> <p>Following decisions at the previous meeting regarding obtaining some limestone boulders from a local quarry to install in the memorial garden as a feature, it was explained that this was no longer logistically possible. Cllr. John Bailey and the landscaping contractor had visited the quarry; the lack of lifting equipment available at the quarry and the size of the stones meant that the original transportation option was no longer viable and to hire suitable machinery would cost in the region of £1500.</p> <p>The landscaping contractor had however sourced alternative stones of a lighter colour to complement the pathways and had advised they could be supplied and delivered to the cemetery at a cost of £1000. The contractor had also provided a quotation for the installation of these stones, along with a proposed design. He had also provided a further quotation for the bench seat platforms now that the bench design had been selected. These options and quotations were discussed in association with the budgets, timescales, and the order for the original pathway construction (minute BSC032 – 09/12/2014 refers) and it was resolved to issue three further orders to the landscaping contractors, SGS as follows:</p> <ul style="list-style-type: none"> ➤ To proceed with the works for the memorial bench seat platforms as per the quotation supplied at a cost of £600 for labour. 	<p>Clerk</p>

	<ul style="list-style-type: none"> ➤ To proceed with the works for the three scattering pathways as per the quotation supplied at a cost of £600 for labour. ➤ To proceed with the works to create three dropped kerb sections from the main driveway to allow the site, including the Garden of Remembrance, to be more accessible. All as the quotation supplied at a cost of £600 for labour. <p>The Clerk to negotiate with the contractor regarding the direct supply and purchase of materials with the total value of the works for the above orders and that for the main pathways (agreed under minute BSC032-09/12/2014) not to exceed £14,750 excluding VAT. The works to commence as soon as possible.</p> <p>It was noted that the above listed decisions would supersede the discussions held detailed under minute F&A122-17/02/2015 and this would need to be reported at the next Finance & Amenities Committee meeting.</p> <p>The following points were further agreed:</p> <ul style="list-style-type: none"> ➤ That the topsoil removed from the pathways to be stored in a location at the cemetery until it can be used on the Memorial Garden or elsewhere at a later date. ➤ That the Clerk be given the power to make staged payments for these works on receipt of invoices for the work undertaken. ➤ That Cllrs. Andy Larcombe and Kathy Thomas, along with the Clerk, meet with the landscaper on site to determine the location of the bench seats. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>AL, KT & Clerk</p>
<p>BSC053 – 03/03/2015</p>	<p>Update & Decision – Cemetery Maintenance & Improvements</p> <p>The delivery of the container is due later this month.</p> <p>The Clerk reported some quotations for the entrance gates and signage had been received but more were still awaited.</p> <p>The schedule of improvements works identified at the site meeting on 10th July 2014 was reviewed and the updates are detailed below:</p> <ul style="list-style-type: none"> ➤ Removal of soil spoil heap, level ground, grass and make good. <i>Due to be undertaken by contractor late March/early April. Clerk following up with the contractor for exact dates.</i> ➤ Create a wooden storage bin (similar to the compost heap) for the storage of woodchip. <i>Caretaker creating specification and pricing timber - two bins will be required; one for dumping fresh chippings and other to contain mature chippings ready for use. The timber remaining from the football pitch fence is not suitable for the job.</i> ➤ Reinstate the tarmac path along the row of Cypress trees. <i>Insufficient budget for the 2014/15 or 2015/16 financial year for this project to proceed. To be rolled over for consideration for the 2016/17 financial year. Pending.</i> ➤ Repairs to wall and replacement of missing coping stones (wall adjoining Eckweek Lane has sections of cracking from close-growing trees - trees would need to be removed prior to repairs commencing). <i>One tree already removed outside of the boundary wall. The Caretaker had suggested taking down the wall and rebuilding it. It was agreed not to proceed with these works at present.</i> ➤ Clear brambles etc. from area next to wall, leaving a few specimen trees (section alongside Eckweek Lane). <i>The Caretaker has cleared this site and the Maple trees agreed to purchase at the last meeting have now been planted.</i> ➤ Levelling of the area to the right of consecrated plots, as it is currently difficult to maintain. <i>To be actioned pending removal of spoil heap. Pending.</i> ➤ Dropping the kerbs at end of the paths to comply with DDA requirements. <i>Quotations obtained and agreed (see above minute BSC052-03/03/2015).</i> ➤ Tidying the boundary with Chapel View – clearing some of the existing trees/scrub leaving some specimen trees or maintaining as a Hawthorn hedge; which would be an added security feature and would give more privacy to mourners. Other possibilities would be an avenue of Lime trees or Norway Maples. <i>Upon closer inspection of these trees it was noticed that several of</i> 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p><i>them are growing so close to the wall they will ultimately end up damaging it. The Clerk displayed some photographs of the wall/trees to demonstrate the problem. It was resolved for the Clerk to send letters to the occupiers of the dwellings in Under Knoll that back onto this section of the Cemetery advising them a number of trees have been identified as being a health and safety risk and that we will be removing them. Following these tree removal works a planting improvement plan can be established for consideration at a future meeting.</i></p> <p>The Caretaker had reported some mole activity at the cemetery and expressed concern about the impact of moles on the site. It was resolved to empower the Clerk to arrange for the mole catcher to attend the site to remove them.</p>	Clerk
BSC054 – 03/03/2015	<p>Update – Interments and Memorials Records</p> <p>i. Since the last meeting on 27th January 2015 three interments had taken place at Ashgrove Cemetery; Thomas (full burial), McGilloway (full burial), Rowe (full burial).</p> <p>ii. Since the last meeting on 27th January 2015 there have not been any applications for new memorials and those agreed at the last meeting are yet to be installed.</p> <p>iii. Cemetery records maintenance is ongoing with the Clerk still to obtain a further quotation for repairing of the record books. Prices are also being obtained for scanning of documents to be compared against the cost a fire proof storage cabinet for discussion at the next Finance & Amenities Committee meeting.</p>	Clerk Clerk
BSC055 – 03/03/2015	<p>Update & Decision – Policy for Interments & Memorials</p> <p>The Clerk had created a draft ‘Application for Scattering Cremated Remains’ form which was tabled at the meeting; it covered options for scattering in the meadow area and on graves. The document was discussed and it was resolved it be accepted and a copy provided to Peter Provest.</p> <p>It was noted this would be included in the draft Policy for Interments and Memorials at Ashgrove Cemetery which in turn would be an agenda item for ratification at the next Full Council meeting.</p>	Clerk Clerk
BSC056 – 03/03/2015	<p>Date and Time of Next Meeting & Future Agenda Items</p> <p>The date of the next meeting of the Burial Sub-Committee is to be determined and is dependent on whether it is required once landscaping works commence on the Garden of Remembrance.</p>	

Meeting closed at 9.04pm

Signed.....

Date.....