

	<p>following points raised:</p> <ol style="list-style-type: none"> a. It was noted that the budget allocated for the construction of the skip pit and the removal of the spoil heap would need to be referred to the Finance & Amenities Committee in order to agree to carry forward to the new financial year as the works would now not be carried out until the end of March/beginning of April. b. Initial investigations had been undertaken on the harvesting of rainwater. This project will not be cheap but should be cost effective in the long-run. Chair and Clerk to continue investigating for report back. c. The Clerk still to access the old burial software system to check records and consider suitability for future use. <p>The Clerk to circulate a list of all outstanding actions after the typing of the minutes for this meeting.</p>	<p>Clerk</p> <p>Clerk & KT Clerk</p> <p>Clerk</p>
BSC040 – 27/01/2015	Items for Urgent Report There were no urgent items to report.	
BSC041 – 27/01/2015	Cemetery Legislation Briefing As Cllrs. Bailey and Larcombe were absent it was agreed to defer the summary of the <i>NALC Legal Topic Note 64 - Tombstones and Memorials</i> until the next meeting.	Clerk AL&JB
BSC042 – 27/01/2015	<p>Garden of Remembrance</p> <ul style="list-style-type: none"> ➤ It was noted the construction of the pathways was scheduled for late February (weather permitting) and that the contractor was due to meet with the Clerk later that week to finalise the details of ordering the materials etc. The Clerk was requested to discuss DDA compliance of the scattering meadow with him and to arrange for the top soil 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. ➤ A paper on suggested planting for the seasonal beds surrounding the scattering area was presented at the meeting and discussed. It was resolved to spend a maximum of £500 on plants for the seasonal beds with the choice of plants being determined between the Caretaker, the Chair and the Clerk. The paper included a climbing plant for each bed and due to resource levels the Clerk was requested to investigate some cost-effective obelisks rather than the Caretaker making them. ➤ Options for the Memorial Garden section were discussed and a ‘rock-type’ garden with shrubs and architectural plants was suggested and considered as having big impact and minimal maintenance. An offer of some free limestone boulders had been received from a local quarry on the condition a donation plaque is displayed and they are collected at the expense of the Parish Council. This was discussed, and it was resolved to take up the offer of the limestone boulders including the condition of installing a plaque to acknowledge the donation, and to pay, up to a value of £300, for a local farmer to transport them to the cemetery. ➤ Until works commence on the Memorial Garden section it was requested that the Caretaker pick up the grass in this area each time after mowing. ➤ Memorial bench seats were discussed with teak and recycled plastic options considered; the latter being preferred due to minimal maintenance requirements. The Clerk was requested to obtain pricing for the recycled plastic seat that is installed on the Recreation Ground and to present it to the next meeting of the Finance & Amenities Committee for their approval. ➤ The remaining items to complete the project were briefly discussed, including the gazebo. The Clerk advised she was obtaining some costings for a bespoke package as due to the dimensions it was proving difficult to purchase a ready-to-install package. The Clerk to provide Cllr. Calvin Bird with the dimensions for a contact of his to provide a comparison quotation. 	<p>Clerk</p> <p>Clerk Clerk</p> <p>Clerk & KT</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk & CB</p>

	<ul style="list-style-type: none"> ➤ The Clerk agreed to produce a list of action items for the Garden of Remembrance, with a suggested priority order, for consideration at the next meeting. 	Clerk
<p>BSC043 – 27/01/2015</p>	<p>Update & Decision – Cemetery Maintenance & Improvements</p> <p>The concrete pillars had been installed and the delivery of the container would be actioned shortly.</p> <p>The Clerk reported some quotations for the entrance gates and signage had been received but more were still awaited. It was requested that once received, these quotations be considered by the Finance & Amenities Committee at their next meeting.</p> <p>The schedule of improvements works identified at the site meeting on 10th July 2014 was reviewed and the update is 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.</i> ➤ Create a wooden storage bin (similar to the compost heap) for the storage of woodchip. <i>Caretaker pricing timber - two bins will be required; one for dumping fresh chippings and other to contain mature chippings ready for use. It was suggested the timber remaining from the football pitch fence be utilised – Clerk to liaise with Caretaker.</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.</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 and cracks in wall are being monitored. Coping stones to be replaced by Caretaker in near future.</i> ➤ Clear brambles etc. from area next to wall, leaving a few specimen trees (section alongside Eckweek Lane). <i>The Caretaker had cleared these brambles; a paper presented at the meeting provided photographs and explained specimen trees had been very few, most of which were growing too close to the cemetery wall. The Caretaker recommended they be removed and specimen maples be planted instead, this was presented at the meeting and it was agreed to purchase 3 Norway Maples and 2 Crimson King Maples, with tree stakes, for a cost of £161.51+VAT to be deducted from remaining funds in the 'Cemetery Tree Works' budget.</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.</i> ➤ Dropping the kerbs at end of the paths to comply with DDA requirements. <i>Quotations currently being obtained from the pathways contractor. It was requested the quotation be presented to the Finance & Amenities Committee for consideration at their next meeting.</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>The Caretaker had advised this work could be undertaken with additional labour and chipper but a definite plan of works would be required prior to commencing. It was agreed that prior to commencing work along this boundary the Clerk would advise the residents of the detail of the maintenance work to be undertaken. As this is not urgent work it will be undertaken once the Caretaker has actioned other outstanding tasks and so a plan would be considered at a future meeting.</i> <p>Following agreement by the Planning & Environment Committee to purchase</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	additional notice boards; locations at the Cemetery were discussed. Subject to sufficient project budget being available it was agreed for a Parish Council general notice board to be located on the outside wall of the Cemetery at the entrance and for a second noticeboard to contain a plan of the cemetery to be located on the wall of the Caretaker's workshop building.	Clerk
BSC044 – 27/01/2015	<p>Update – Interments and Memorials Records</p> <p>i. Since the last meeting on 9th December 2014 three interments had taken place at Ashgrove Cemetery; McCardle (full burial), Jermin (full burial), Boyce (cremated remains).</p> <p>ii. Since the last meeting on 9th December 2014 three applications for new memorials (Boucher, Filer and Holborn) and one application for memorial inscription (Jermin and Boyce – same headstone) had been received. They were considered individually and it was unanimously agreed to accept them all. The Clerk explained the process to follow; informing the applicant/stone mason and checking and recording the headstone once installed.</p> <p>iii. The Clerk explained that in order to comply with legislation a cemetery-wide memorial safety inspection was due. The Caretaker had undertaken training back in 2010 but inspection reports had not been generated and the ICCM recommend refresher training every three years. After some discussion it was resolved for the Caretaker and the Clerk to attend the training session scheduled for June 2015 and following this the Clerk to report back to the Sub-Committee with a schedule of work involved and estimated time it would take to inspect the whole cemetery with a view to it being undertaken later in the year.</p> <p>iv. Cemetery records maintenance is ongoing with the Clerk still to obtain a further quotation for repairing of the record books. However a quotation for a fire proof storage cabinet had been received with prices in the region of £1200. It was noted that as the cabinet would be used for items other than the burial records other budgets could be considered. It was resolved to refer the matter to the Finance & Amenities Committee with the recommendation a fire-proof cabinet is purchased using remaining funds from the IT Software and Hardware budget.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
BSC045 – 27/01/2015	<p>Update & Decision – Policy for Interments & Memorials</p> <p><i>A Memorial Tree, Shrub and Bench Donation Policy</i> had been drafted with the intention it be incorporated into the main <i>Policy for Interments and Memorials at Ashgrove Cemetery</i>, which had been circulated to councilors prior to the meeting. This was discussed and it was resolved it be recommended to Full Council for adoption at the meeting on 17th March 2015, subject to the Clerk amending the wording relating to the shrubs and trees to reflect that specific species had not yet been agreed, also, subject to the Finance & Amenities Committee approving the options on benches.</p> <p>A copy of the Grave Digging Audit form was tabled at the meeting and the Clerk had explained the difficulties in obtaining some of the information from the grave digger e.g. casket measurements and in getting the form signed. This was discussed and suggestions were made for amending the form and obtaining some of the information directly from the undertaker. It was resolved for the Clerk to amend the form to reflect these changes and to include the revised form in the <i>Policy for Interments and Memorials at Ashgrove Cemetery</i>. The Clerk was also instructed to ask the Caretaker to check the dimensions of each newly dug grave in order to comply with requirements.</p> <p>The Clerk was requested to create an Application for Scattering Cremated Remains form to be considered at the next meeting.</p> <p>The Clerk was requested to create a Topple Testing Record form following the training session scheduled for June 2015.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

BSC046 – 27/01/2015	Date and Time of Next Meeting & Future Agenda Items The date of the next meeting of the Burial Sub-Committee is scheduled to be held on Tuesday 3 rd March 2015 at 7pm at the Beacon Hall.	Clerk
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Meeting closed at 9.21pm

Signed.....

Date.....

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