



PEASEDOWN ST JOHN PARISH COUNCIL

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17th September 2014

To Councillors:

John Bailey, Calvin Bird, Andy Larcombe, Kathy Thomas, Dave Walker

You are hereby summoned to attend a meeting of the Burial Sub-Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 23rd September 2014 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Burial Sub-Committee

7.00pm

Public Session - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason. Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

****PLEASE REFRAIN FROM USING MOBILE TELEPHONES IN THE COUNCIL CHAMBER AND ENSURE THAT THEY ARE SET TO EITHER "SILENT" OR "OFF"*****

Please be aware that the meeting may be recorded with the aim of facilitating the production of the minutes. This is subject to all present being happy to proceed. Any recording made will be deleted once the minutes are agreed.

BSC011 – 23/09/2014 Apologies for Absence

To receive and approve, if necessary, any apologies for absence.

BSC012 – 23/09/2014 Declarations of Interest

To receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.

BSC013 – 23/09/2014 Minutes

- i. To consider and approve the minutes of the Burial Sub-Committee meeting held on 10th July 2014 (pre-reading appendix A).

- ii. To review updated copy of the actions register (pre-reading appendix B).

BSC014 – 23/09/2014 Items for Urgent Report

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

BSC015 – 23/09/2014 Cemetery Legislation Briefing

To receive a summary on the following cemetery-related legislative documents:

- i. The Local Authorities' Cemeteries Order 1977 Statutory Instruments No. 204 (CB & KW).
- ii. DCA Guide for Burial Ground Managers' (KT & DW).
- iii. NALC Legal Topic Note 64 – Tombstones and Memorials (AL & JB).

BSC016 – 23/09/2014 Garden of Remembrance

- i. To receive update on the Garden of Remembrance and to consider scope of works and any quotations received to date (pre-reading appendix C).
- ii. To consider impact and resultant maintenance options for the scattering meadow (pre-reading appendix D).
- iii. To receive and discuss letter from a resident regarding a proposed ceremony in 2015 (pre-reading appendix E).

BSC017 – 23/09/2014 Update – Cemetery Maintenance & Improvements

To receive update on any previously agreed maintenance works actioned or scheduled since the last meeting.

BSC018 – 23/09/2014 Update & Decision – Future Works and Budgets

To consider future improvement works, priorities and associated budgets with a view to making recommendations to the Finance & Amenities Committee in readiness for discussions on setting the precept for 2015/16. The below list details items previously suggested:

- i. Repairs and improvements to the existing footpaths, including dropping of kerb stones in some places to meet DDA compliance.
- ii. Repairs to the boundary wall.
- iii. Hedge and tree works.
- iv. Creation of a 'bin' to house woodchip.
- v. Maintenance of entrance gates.
- vi. Signage.
- vii. Water butts/storage.
- viii. Levelling of areas and clearance/improvements works to footpath borders.
- ix. Improvement works to the Eckweek Lane area outside of the cemetery wall.
- x. Any other suggestions.

BSC019 – 23/09/2014 Update – Interments and Memorials Records

- i. To receive, for information, a list of interments and memorials undertaken at Ashgrove Cemetery since the last meeting on 10th July 2014.
- ii. To receive update on maintenance of cemetery records.

BSC020 – 23/09/2014 Update & Decision – Policy for Interments & Memorials

To consider the draft Policy for Interments and Memorials at Ashgrove Cemetery including the Exclusive Rights for Burial and Exclusive Right to Erect and Maintain a Memorial, also to consider the size and types of memorial to be permitted (pre-reading appendix F).

BSC021 – 23/09/2014 Date and Time of Next Meeting & Future Agenda Items

The date of the next Burial Sub-Committee meeting is to be determined.

Pre-reading, where indicated, will be made publicly available on the Parish Council website (apart from those items considered to have commercial or personal sensitive content). For items where pre-reading is not specified, relevant documentation may be uploaded to the website or tabled at the meeting, if and when it becomes available.