



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
Tel: 01761 433686 E-mail: [clerk@peasedownstjohnparishcouncil.gov.uk](mailto:clerk@peasedownstjohnparishcouncil.gov.uk)  
[www.peasedownstjohnparishcouncil.gov.uk](http://www.peasedownstjohnparishcouncil.gov.uk)

17<sup>th</sup> June 2020

### To Councillors:

Audrey Gillard-Sprake; Samantha Heathcote; Andrew Larcombe; Conor Ogilvie-Davidson; Claire Parfitt (Chair); Jonathan Rich (Vice-Chair); Les Sprake; Kathy Thomas

You are hereby summoned to attend a remote meeting of the Burial Committee of Peasedown St John Parish Council via MS Teams on **Tuesday 23<sup>rd</sup> June 2020 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk

## AGENDA

### Meeting of the Burial 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).

For members of the public wishing to observe the meeting or to raise a question/speak during the public session, you may join the meeting online by clicking [here](#). Please note, you will be prompted to download the MS Teams application and you will be temporarily held in a virtual 'lobby' before accessing the meeting.

**\*\*PLEASE ENSURE THAT YOU MUTE YOUR MICROPHONE WHEN NOT SPEAKING\*\***

**Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014.**

### **BC015 – 23/06/2020 Attendance Roll Call and Declarations of Interest**

To action the attendance register and 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.**

**BC016 – 23/06/2020 Apologies for Absence**

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

**BC017 – 23/06/2020 Minutes & Actions**

- i. To consider and approve the minutes of the Burial Committee meeting held on 25<sup>th</sup> June 2019. These minutes will be accepted as read, in accordance with Standing Order 12a.
- ii. To sign the minutes of the Burial Committee meeting held on 25<sup>th</sup> June 2019.
- iii. To review updated copy of the actions register on Planner.

**BC018 – 23/06/2020 Items for Urgent Report**

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

**BC019 – 23/06/2020 Advisory Panel**

To review the Advisory Panel Terms of Reference and Delegations.

To schedule an Advisory Panel meeting [28<sup>th</sup> July 2020] in order to review the policies. Any comments and suggested changes should be submitted in advance.

**BC020 – 23/06/2020 Burial Related Policies & Procedures**

To review the list of polices that have been allocated to the Burial Committee as detailed on the Strategic Documentation Register and make plans for the review of each policy throughout the forthcoming council year and to suggest/consider any new policies required making plans for their establishment.

**BC021 – 23/06/2020 Cemetery Related Risks**

To review the cemetery-related risks and associated actions generated from the Parish Council's Risk Register. To consider any changes required and make any associated decisions.

**BC022 – 23/06/2020 Review of Finances 2019/20 & 2020/21**

To consider expenditure reports for the 2019/20 financial year and that of the 2020/21 financial year for those budgets specifically linked to the Burial Committee.

**BC023 – 23/06/2020 Review of Fees**

To review the fees/charges for Ashgrove Cemetery and consider any suggestions for amendment.

**BC024 – 23/06/2020 Update & Decision – Interments and Memorials**

- i. To receive update on process for requests for new memorials.
- ii. To receive update on the installation of temporary plot markers.
- iii. To receive update on the photographing and documenting of the plots and memorials.
- iv. To receive update on the digitisation of the burial records.

**BC025 – 23/06/2020 Update & Decision – Garden of Remembrance**

To receive update on the Garden of Remembrance and to consider proposals for the following:

- i. To receive update on issues with the scattering area at the Garden of Remembrance and to consider suggested options for improvements.
- ii. To receive update on the next phase of cremated remains interments.
- iii. To receive update on the pergolas and planting around them and to consider extending further along the pathway.

**BC026 – 23/06/2020 Update & Decision – Cemetery Maintenance & Improvements**

To consider suggestions and estimates for future works/improvements to the cemetery site, to include:

- i. Update on the 'sink hole' at the cemetery.

- ii. Planning for additional resource for weeding of beds and mowing/trimming of grass during the month of May. To receive up on this for 2020 and to consider approval for making this 'business as usual' going forward.
- iii. To discuss and determine the way forward for the feasibility study required for the project to upgrade the pathways at Ashgrove Cemetery.

**BC027 – 23/06/2020**

**Review of New Actions**

To review that any actions generated from the meeting have been correctly captured on the Actions Register.

**BC028 – 23/06/2020**

**Date and Time of Next Meeting & Future Agenda Items**

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