



## PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk  
www.peasedownstjohnparishcouncil.gov.uk

### Minutes of the Burial Committee Meeting held on Tuesday 22<sup>nd</sup> June 2021 at 7.00pm at Beacon Hall, French Close, Peasedown St John

**Present:**

**Councillors:** Audrey Gillard-Sprake (Chair); Andrew Larcombe; Conor Ogilvie-Davidson; Les Sprake; Kathy Thomas.

Cllr. Jonathan Rich was present at the meeting, in his capacity as Chair of Full Council. As the Committee was quorate, he did not utilize his voting rights.

**In attendance:**

Tanya West – Parish Clerk & RFO

**Public Session:** No members of the public were present at the meeting.

Minute Ref.	Agenda Item	Action
BC001 – 22/06/2021	<b>Attendance Roll Call and Declarations of Interest</b> The attendance roll call was undertaken (those present are detailed above). 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. No further interests, to those already disclosed to the Monitoring Officer, were declared.	
BC002 – 22/06/2021	<b>Apologies for Absence</b> Cllr. Adi Davis was absent due to work commitments. This apology was duly noted.	
BC003 – 22/06/2021	<b>Election of Vice-Chair</b> With one nomination for the position; it was <b>resolved</b> to elect Cllr. Kathy Thomas to the position of Vice-Chair of the Burial Committee.	
BC004 – 22/06/2021	<b>Minutes &amp; Actions</b> i. The minutes of the Burial Committee meeting held on 23 <sup>rd</sup> June 2020 were circulated for information only. These minutes had already been approved at the February Full Council meeting (minute C541 – 16/02/2021 refers). ii. The actions register on Planner was reviewed. The Clerk advised it would be updated in conjunction with writing the minutes of this meeting. The Clerk to ensure that all outstanding actions have a due date and are assigned to the correct people. It was suggested that the Chair meets with the Clerk to review the actions on a regular basis. Cllr Andy Larcombe offered to provide some assistance to Cllr Gillard-Sprake on how to check and update the actions.	Clerk  AGS, Clerk & AL
BC005 – 22/06/2021	<b>Items for Urgent Report</b> There were no items for urgent report.	
BC006 – 22/06/2021	<b>Advisory Panel</b> It was <b>resolved</b> to appoint a Burial Committee Advisory Panel, made up of all members of the Committee, to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference detailed on the	

	Advisory Panel Record Form.	
<b>BC007 – 22/06/2021</b>	<b>Burial Sub-Committee</b> It was <b>resolved</b> to appoint a Burial Sub-Committee, to work in line with the agreed Terms of Reference and Delegations, consisting of all members of the Burial Committee, along with the Chair of Full Council (as an ex-officio member).	
<b>BC008 – 22/06/2021</b>	<b>Burial Related Policies &amp; Procedures</b> The list of policies that have been allocated to the Burial Committee as detailed on the Strategic Documentation Register was reviewed at the meeting. It was <b>resolved</b> that the policies be considered in the order as they appear on the list and for the Clerk to make them available on Teams for councillor comment.	Clerk
<b>BC009 – 22/06/2021</b>	<b>Review of Finances 2021/22</b> Councillors reviewed the income and expenditure report for the 2020/21 financial year for those budgets specifically linked to the Burial Committee. It was noted that the income generated by the Cemetery was approximately £4,000 more than was expected for the year and the expenditure was almost £2,000 more than expected. Councillors also reviewed the income and expenditure report for the 2021/22 financial year for those budgets specifically linked to the Burial Committee. Due to it being fairly early in the financial year, there was not any significant income or expenditure. It was noted that the amount of staff time that goes into the cemetery (both for maintenance and administration) is quite significant, and is not always reflected in the figures. It was agreed that it does need to be factored-in when setting the fees.	
<b>BC010 – 22/06/2021</b>	<b>Review of Fees</b> In accordance with Financial Regulation 9.3 the fees for Ashgrove Cemetery should be reviewed annually. The fees/charges for Ashgrove Cemetery had been circulated as pre-reading along with a table which included the fees of four other cemeteries for comparison. It was noted that the fees were last fixed and settled by the Burial Sub-Committee and ratified by the Full Parish Council of Peasedown St John, acting as the Burial Authority for the Parish of Peasedown St John on the 17th of May 2016, and had not been put up since then. It was thought that an increase was justified when the fees were reviewed against other cemeteries in the area, and due to them now being insufficient to cover staff labour costs involved. It was <b>resolved</b> to increase the cemetery fees as per appendix BC010i, to be ratified at the next Full Council meeting.	Clerk
<b>BC011 – 22/06/2021</b>	<b>Update &amp; Decision – Interments and Memorials</b> i. <b>To receive update on process for requests for new memorials.</b> A new form for memorial applicants to sign, agreeing to the memorial regulations was reviewed at the meeting. It was planned that this form will eventually be available as an enabled form on the website. It was <b>resolved</b> to accept the changes to the application form, for permission to erect a memorial/add an inscription at Ashgrove Cemetery, as discussed at the meeting and shown in appendix BC011i.  ii. <b>To receive update on the photographing and documenting of the plots and memorials.</b> As the photography of the memorials undertaken by a previous parish councillor had never been received, the Clerk and the Administration Officer had taken on the task. The Clerk was requested to investigate into the RBS software package previously used by the Parish Council to establish if it is still applicable.	Clerk          Clerk & TE Clerk

	<p>iii. <b>To receive update on the digitisation of the burial records.</b> The burial records are continuing to be transferred to digital records.</p> <p>iv. <b>To receive update on Topple Testing of the memorials.</b> The Caretaker is due to undertake topple testing of the memorials. He requires a plot/memorial list to record the details accurately, which is being prepared.</p>	<p>Clerk</p> <p>CC &amp; Clerk</p>
<p><b>BC012 – 22/06/2021</b></p>	<p><b>Update &amp; Decision – Garden of Remembrance</b> Councillors received updates on the Garden of Remembrance and decisions were made as follows:</p> <p>i. <b>The removal of commemorative flowers/items/trinkets on graves.</b> It was noted that trinkets on graves continue to be a problem and, following discussion, it was <b>resolved</b> the following action should be taken:</p> <p>a. Permanent A5 signs should be erected (at regular intervals in the area for cremated remains and also in the lawn section) to advise people of the cemetery policy regarding trinkets on graves.</p> <p>b. A pavement sign should be placed in the gazebo advising that items not conforming to the policy will be collected during the week commencing 2nd August.</p> <p>c. An inventory should be kept of any items that have been removed, which would be kept in the Parish Office in a bag or box for each plot and a note left for the owner of the grave explaining why the items have been removed and contact details if they wish to collect them.</p> <p>d. The pavement sign should be amended (and a note put on relevant graves) to state that items against cemetery policy have been removed and they can be collected by appointment from the Parish Office until 1st September, after which time they will be disposed of.</p> <p>ii. <b>The scattering area at the Garden of Remembrance and to consider any further suggestions for improvements to this area.</b> It was suggested that, for the time being, efforts should be made to keep on top of the weeds in the scattering area, but to leave the wildflowers to grow. When these have finished flowering, the area can be sprayed prior to being replanted in the autumn. Thistles will need to be dug out, and if the area starts to look untidy, it should be mown. Councillors would need to make an effort to keep visiting to monitor the area and the Clerk could send regular follow-ups with photographs.</p> <p>iii. <b>The next phase of cremated remains interments.</b> Councillors discussed arrangements for the next phase of plots for cremated remains interments. It was <b>resolved</b> to recommend to Full Council to transfer the sum of £4,000 from Ear Marked Reserves to Committed Expenditure, to allow the works on the next phase of cremated remains plots to commence. It was <b>resolved</b> to accept the amended plan for the next phase of cremated remains plots, as discussed, as per appendix BC012i.</p> <p>iv. <b>Pergolas and planting around them and to consider extending further along the pathway.</b> It was agreed to defer the discussion on the pergolas to the next Advisory Panel meeting as it would be easier to review whilst on site at the cemetery. A cherry tree (as previously discussed) will be planted in the scattering area in autumn.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>BC013 – 22/06/2021</b></p>	<p><b>Update &amp; Decision – Cemetery Maintenance &amp; Improvements</b> Councillors received updates and considered suggestions and estimates for future works/improvements to the cemetery site as follows:</p>	

	<p>i. <b>Potential future project to upgrade the pathways at Ashgrove Cemetery.</b> The view was put forward that users of the cemetery tend to walk across the grass to visit a particular grave, rather than using the pathways. It was suggested therefore that this project should be deferred until the next Advisory Panel meeting, where it could be considered as a possible project for the next budgetary cycle. In the meantime, the existing paths should be kept in good order. An alternative to replacing the paths might be to remove them and grass over them.</p> <p>ii. <b>Potential future project to add an irrigation system at Ashgrove Cemetery.</b> It was suggested that this should be included as part of the Order of Known Business as a future project. The Clerk to obtain some up-to-date prices for review at the next Advisory Panel meeting.</p>	<p>Clerk Clerk</p> <p>Clerk</p>
<b>BC014 – 22/06/2021</b>	<p><b>Review of New Actions</b> The Clerk provided a summary of the new actions generated from the meeting and advised they would be captured on the Actions Register in Planner after the meeting.</p>	Clerk
<b>BC015 – 22/06/2021</b>	<p><b>Date and Time of Next Meeting &amp; Future Agenda Items</b> The date of the next Burial Committee meeting is to be determined. The date of the next Burial Committee Advisory Panel meeting is scheduled to be held on Thursday 30<sup>th</sup> September 2021 at 6.30pm at the cemetery and then at 7.30pm at Beacon Hall. Seating in the gazebo to be included for discussion at this Advisory Panel meeting.</p>	<p>Clerk</p> <p>Clerk</p>

Meeting closed at 9.35pm

Signed.....

Date.....

## Appendix BC010i – Adopted revised fees for Ashgrove Cemetery.

### Table of Fees, Payments and Sums Ashgrove Cemetery, Eckweek Lane, Peasedown St John, BA2 8PW

Fixed and settled by the Burial Committee and sanctioned by the Full Parish Council of Peasedown St John, acting as the Burial Authority for the Parish of Peasedown St John on the 20<sup>th</sup> July 2021, in accordance with Section 214 and Schedule 26 of the Local Government Act 1972, the Local Authorities' Cemeteries Order 1974 and SI 1977/204 Part 15 (1, 2 & 4) and Sch 2, Part II, para 6 to be payable on and from the 20<sup>th</sup> July 2021.

These fees, payments and sums replace those settled on 17<sup>th</sup> May 2016.

The term "standard" means a person who was an inhabitant of the civil parish of Peasedown St John immediately before death or before moving from the parish within a five-year period prior to death.

The fees do not include the digging of full burial graves – a price for cremated remains graves is listed below.

	Standard	Out of Parish
<b>Adult's Fees</b>		
Full Burial of Adults	200.00	400.00
Grave Purchase	300.00	900.00
<b>TOTAL</b>	<b>500.00</b>	<b>1,300.00</b>
Burial of Adult cremated remains	80.00	240.00
Grave Purchase	220.00	500.00
<b>TOTAL*</b>	<b>300.00</b>	<b>740.00</b>
*The Garden of Remembrance section has designated cremated remains burial plots; these come with a granite marker slab included in the above listed price. Please submit an application for memorial for any additional memorial/inscriptions to this slab.		
Digging Fee (for cremated remains only)	75.00	75.00
Scattering of Ashes	40.00	80.00
Levelling charge after 12 months (full burial)	40.00	80.00
<b>Children's Fees</b>		
Burial of child of under 1-month	Free	N/A
Burial of a child over 1 month but under 16	Free	40.00
Grave Purchase	50.00	125.00
<b>Total</b>	<b>50.00</b>	<b>165.00</b>
Burial of child's cremated remains over 1 month to 16 years	Free	33.00
Grave purchase	50.00	125.00
<b>Total</b>	<b>50.00</b>	<b>158.00</b>
<b>Monuments, Gravestones, Tablets &amp; Monument Inscriptions</b>		
Permission to enter and erect a Headstone	100.00	200.00
Permission to enter and erect a tablet	75.00	150.00
Permission to enter and add an inscription	50.00	100.00

**For further information contact the parish office as above**

**Appendix BC011i - Adopted revised application form for permission to erect a memorial/add an inscription at Ashgrove Cemetery.**



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**Application for Permission to Erect a Memorial/Add an Inscription  
 Ashgrove Cemetery, Peasedown St. John**

Full Name of Deceased:	Applicant name:
Grave number:	Telephone number:
Was the deceased a resident of the parish? YES / NO Does applicant have exclusive right of burial? YES / NO	Address (including email address where possible):
Type of memorial:  Headstone <input type="checkbox"/> Headstone and base <input type="checkbox"/> Inscription only <input type="checkbox"/>	Signature and Date:
Name & Address of stonemason:	Please supply a sketch of the proposed memorial or attach a photograph showing the design:
Size of proposed memorial: Headstone: Base: Foundation:	
Proposed inscription:	
Fee enclosed:	



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### **Memorial Regulations Ashgrove Cemetery, Peasedown St. John**

All memorials must have the plot location reference number detailed on the rear base of the memorial. The correct plot reference number will be provided by the Parish Office.

#### **Garden of Remembrance**

Any memorial for the Garden of Remembrance cremated remains plots must be located on the granite slab provided. The size of the slab is 2ft x 2ft. The overall dimensions of any memorial placed on this slab must not exceed 2ft in any direction, and the overall dimensions must include the actual slab itself. The slab is 30mm thick and should also include the plot location reference number engraved on the rear edge.

If you require any flower holders for the plot these too must be within the above dimensions and located onto the slab.

The Parish Council also now has a policy on items being placed on and around memorial within the Garden of Remembrance which details as follows:

Any tributes in relation to the cremated remains plots should be kept within the 2ft square of the granite slab provided as part of the plot. This includes any memorial stone, vases, flowers, and trinkets.

This is done so that the gardens can be maintained and cared for safely and efficiently and that their overall appearance is one that visitors find to be pleasant.

From 2021 the Parish Council now permits a memorial flower vase/container to be located behind the granite slab. This must not exceed 8" x 8" x 8" in size.

The Parish Council acknowledges that people grieve and wish to remember their loved ones in many ways and so on special occasions such as festivals and anniversaries, we will permit additional flowers etc. to place around the grave, for a period of two weeks.

Please be aware that any items not contained within the slab will be subject to removal, and will be kept for a period of 30 days, for collection by the owner, after this time they will be disposed of.



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All memorials must have the plot location reference number detailed on the rear base of the memorial. The correct plot reference number will be provided by the Parish Office.

#### **Lawn Section**

The sizes of memorials permitted for the lawn interments at Ashgrove Cemetery:

For the right to erect or place on a grave or vault in respect of which an exclusive right of burial has been granted:

- A headstone 2 feet 6 inches in height on a base not exceeding 1.5 foot by 3 feet. Any erection on the base may not exceed 8 inches projection by 12 inches in height.

If you require any flower holders for the plot these too must be within the above dimensions and located onto the base slab.

The Parish Council also now has a policy on items being placed on and around memorial within Ashgrove Cemetery which details as follows:

Any tributes in relation to the grave should be kept within the base of the headstone. This includes any memorial stone, vases, flowers, and trinkets.

This is done so that the gardens can be mowed, maintained, and cared for safely and efficiently and that their overall appearance is one that visitors find to be pleasant.

The Parish Council acknowledges that people grieve and wish to remember their loved ones in many ways and so on special occasions such as festivals and anniversaries, we will permit additional flowers etc. to place around the grave, for a period of two weeks.

Please be aware that any items not contained within the base of the headstone will be subject to removal, and will be kept for a period of 30 days, for collection by the owner, after this time they will be disposed of.





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### Memorial Regulations Ashgrove Cemetery, Peasedown St. John

By signing this document, I agree to adhere to the Memorial Regulations that apply at Ashgrove Cemetery (as listed overleaf).

Name of Applicant*:	Name of Deceased:
Telephone number:	Grave number:
Email address:	
Signature:	
Print Name:	
Date:	

\*To be the person/s who has the Exclusive Right of Memorial or to whom this Right will be issued.

Two copies to be completed:  
One to be retained by the Parish Council Office  
One to be retained by the applicant.

**Appendix BC012i – Agreed plan for the location of the next phase of cremated remains plots at Ashgrove Cemetery. Works to commence autumn/winter 2021.**

