



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Cemetery Committee Meeting held on Tuesday 19th July 2022 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Mandy Clarke; Richard Clarke; Audrey Gillard-Sprake (Chair); Andrew Larcombe; Les Sprake. Cllrs. Jonathan Rich and Kathy Thomas were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council. As the Committee was quorate, they did not utilise their 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
CC001 – 19/07/2022	Attendance Roll Call and Declarations of Interest 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.	
CC002 – 19/07/2022	Apologies for Absence Cllr. Conor Ogilvie-Davidson was absent due to work commitments. This apology was duly noted.	
CC003 – 19/07/2022	Election of Vice-Chair With one nomination for the position; it was resolved to elect Cllr. Mandy Clarke to the position of Vice-Chair of the Cemetery Committee.	
CC004 – 19/07/2022	Minutes & Actions i. The minutes of the Burial Committee meeting held on 22 nd June 2021 had only just been published and so they were not available in sufficient time for them to be reviewed by councillors. It was therefore agreed their approval should be deferred to the August Full Council meeting. ii. The Actions Register on Planner was not fully up to date. It was agreed for that the Clerk will completely update the Cemetery Committee Planner board by 29th July 2022. Going forward, the Clerk and the Chair to meet monthly at the cemetery to review progress on works and ensure the Actions Register is updated accordingly.	Clerk Clerk Clerk & AGS
CC005 – 19/07/2022	Items for Urgent Report As reported at the recent Full Council meeting, a local resident who had donated a bench for the Garden of Remembrance had complained about weeds growing in the area next to the bench. Cllr Audrey Gillard-Sprake had been in touch with the resident on a couple of occasions, and had arranged to meet her at the cemetery in the near future. In the meantime, the caretaker had carried out some weeding in the area, towards resolving the issue.	AGS

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CC006 – 19/07/2022	<p>Advisory Panel</p> <p>It was resolved to appoint a Cemetery 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.</p>	
CC007 – 19/07/2022	<p>Cemetery Sub-Committee</p> <p>It was resolved to appoint a Cemetery Sub-Committee, to work in line with the agreed Terms of Reference and Delegations, consisting of all members of the Cemetery Committee, along with the Chair and Vice-Chair of Full Council (as an ex-officio members).</p>	
CC008 – 19/07/2022	<p>Cemetery Related Policies & Procedures</p> <p>The list of polices that have been allocated to the Cemetery Committee as detailed on the Strategic Documentation Register was reviewed at the meeting.</p> <p>It was noted that there is only one main policy of relevance to this Committee, which is the Interment & Memorial Policy. The Clerk undertook to review the policy initially, marking-up the items that councillors need to review in detail, and providing suggested changes. The amended policy would then be circulated to all committee members for their comments and reviewed at an Advisory Panel meeting on 8th September 2022 at 7pm - location tbc.</p>	Clerk Clerk & Cllrs.
CC009 – 19/07/2022	<p>Risk Register</p> <p>It was noted that some sections of the Risk Register are general for grounds maintenance activities, for example, mowing and strimming and so would apply to the cemetery and other areas. However, there are other sections that are cemetery specific, such as grave digging, etc. and these are the only that would be reviewed by the Cemetery Committee.</p> <p>The Clerk was in the process of obtaining some specific risk assessments from the Institute of Cemetery and Crematorium Management (ICCM) of which the Parish Council is a member. This would cover areas such as reputational risk for not having the correct paperwork, for example. Topple testing of headstones will also come under this part of the review.</p> <p>The resulting documents will be shared with committee members for comment prior to the next Advisory Panel meeting, as several of them will also link to the Interment and Memorial Policy.</p>	Clerk Clerk & Cllrs.
CC010 – 19/07/2022	<p>Review of Finances 2022/23</p> <p>Councillors reviewed the income and expenditure report for the 2022/23 financial year for those budgets specifically linked to the Cemetery Committee.</p> <p>The income generated from interments was more than expected for the first quarter of the year. It was noted that the business rates for the year, had been invoiced, the utility expenditure was higher than expected due to the increasing fuel costs, there was an accrual against the waste disposal budget as an invoice for works in the previous financial year was still to be received. Also, there had been some tree and hedge works expenditure following the removal of those plants affected by Honey Fungus, of which there were some further costs for stump grinding associated with this issue.</p> <p>To assist with future budgeting the Clerk was asked to include within the report a breakdown on the income to identify between full burials and cremated remains, also, in and out of parish interments.</p>	Clerk
CC011 – 19/07/2022	<p>Review of Fees</p> <p>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.</p> <p>Last year, a significant amount of time was spent on reviewing the fees and they were subsequently increased. This year, it was resolved for the fees to remain the</p>	

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	<p>same, except for the cremated remains grave digging fee, which is to increase from £75 to £100 due to the rise in staff hourly rates associated with the work involved. The line item to also be reworded to 'digging and preparation' fee. The Clerk to publish the revised fees and issue to the relevant funeral directors.</p>	Clerk
<p>CC012 – 19/07/2022</p>	<p>Update & Decision – Interments and Memorials Councillors received updates on the following:</p> <ul style="list-style-type: none"> i. Interments and memorials since the last meeting. Going forward, it was agreed for the Clerk to notify committee members of any forthcoming interments and details of any memorials that have been approved. ii. Photographing and documenting of the plots and memorials. Cllr Rich and the Clerk to work together regarding some drone aerial photography of the cemetery. The remainder of the memorial photographs and cataloguing of the images file names to be completed by the end of August 2022. iii. Digitisation of the burial records. The burial records are continuing to be transferred to digital records and the Clerk advised the Committee that most of the plot maps on the website had been updated with details of the deceased. The remainder of this information to be uploaded to the website by the end of August 2022. iv. Topple Testing of the Memorials. The topple testing of the memorials is planned to be undertaken in September. If it is not completed by the October Committee meeting, then a decision will need to be made about externally contracting these works. 	<p>Clerk</p> <p>JR & Clerk Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>CC013 – 19/07/2022</p>	<p>Update & Decision – Garden of Remembrance Updates on the Garden of Remembrance were received, and decisions were made as follows:</p> <ul style="list-style-type: none"> i. The removal of commemorative flowers/items/trinkets on graves. It was noted that the removal of the unauthorized items from the cremated remains plots, in line with the cemetery regulations, had not been as problematic as originally expected. It was agreed that the graves need to be checked monthly going forward to ensure adherence to the regulations. It was reported that the price of steel had significantly increased and so the trinket related signs had also increased in price and the number originally suggested was over the Clerk's sign off. It was resolved to purchase three posts and signs to be installed by the end of August 2022. One to be located at the entrance to the cemetery and the other two to be in the Garden of Remembrance. ii. Scattering area at the Garden of Remembrance. Weeds continue to be an issue and the Caretakers do not always have available time to clear them at this time of year, along with the mowing and strimming that also needs to be actioned. Self-employed people were utilised earlier in the year, but this stopped in June and the weeds had grown significantly since. It was resolved to arrange for a suitable self-employed person to weed the cemetery regularly, on a trial basis from August to October, with the cost to be deducted from the cemetery works budget, and if additional funds are required a request to be made to the Finance & Amenities Committee for it to be deducted from the Infrequent Operational Expenditure budget. The matter to be reviewed at the October Committee meeting, along with establishing a budget to cover this for the 2023/24 financial year. iii. The second phase of the cremated remains interments section. The granite slabs were the only outstanding action on the second phase of the cremated remains interments. The Clerk to continue to follow up with the supplier. There are some slabs in storage for the meantime. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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CC014 – 19/07/2022	<p>Update & Decision – Cemetery Maintenance & Improvements Councillors received updates and considered suggestions for future works and improvements to the cemetery site in preparation for the Council’s budgeting process for the next financial year, including:</p> <p>i. Upgrading the Pathways It was suggested that a price could be obtained from Nu Landscapes to replace the self-binding gravel paths, in the Garden of Remembrance, with resin-bonded gravel. This would give an idea of the additional funds that might be required so that different options could be considered. It was noted that some sections of the tarmac pathways may also need replacement, and Northavon could be asked to provide a quote to give an idea of the potential cost. It was suggested that some money should be allocated to the cemetery every year for larger maintenance projects of this kind. It was suggested that a site meeting should be carried out on Monday 5th September at 7.00pm to review the pathways so the options could be discussed at the Advisory Panel meeting later that week. The Clerk to send out invites.</p> <p>ii. Trees It was noted that the tree survey needs to be redone and the surveyor should be advised some trees have had honey fungus. The tree nursery area was now covered in bind weed, and Cllrs Richard Clarke, Andy Larcombe and Les Sprake agreed to meet at the cemetery later in the week to clear it.</p> <p>iii. Irrigation System It was resolved to raise an action to investigate how to increase the water pressure at the cemetery, which would enable the use of the hose to water the Garden of Remembrance and the water bowser/pump elsewhere at the cemetery. To be reported back at the next meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>RC, AL, LS</p> <p>Clerk</p>
CC015 – 19/07/2022	<p>Review of New Actions 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>	<p>Clerk</p>
CC016 – 19/07/2022	<p>Date and Time of Next Meeting & Future Agenda Items The date of the next Cemetery Committee meeting is scheduled to be held on Tuesday 18th October 2022 at 7pm at Beacon Hall. The date of the next Cemetery Committee Advisory Panel meeting is scheduled to be held on Monday 5th September at 7.00pm at the Cemetery and then again on Thursday 8th September 2022 at 7.00pm – location to be confirmed.</p>	<p>Clerk</p> <p>Clerk</p>

Meeting closed at 9.07pm

Signed.....

Date.....