



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 Cemetery Committee Meeting held on Tuesday 18th October 2022 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Mandy Clarke (Vice-Chair); Richard Clarke; Audrey Gillard-Sprake (Chair); Andrew Larcombe; Les Sprake.

In attendance:

Tanya West – Parish Clerk & RFO

Public Session: There were two members of the public present at the meeting who addressed the Council regarding an application for a memorial (item CC021 – 18/10/2022 refers).

Minute Ref.	Agenda Item	Action
CC017 – 18/10/2022	Attendance Roll Call and Declarations of Interest The attendance roll call was undertaken (those present are detailed above). No further interests, to those already disclosed to the Monitoring Officer, were declared.	
CC018 – 18/10/2022	Apologies for Absence Cllr. Conor Ogilvie-Davidson was absent due to work commitments. Cllrs. Jonathan Rich and Kathy Thomas were both absent due to being away. These apologies were duly noted.	
CC019 – 18/10/2022	Minutes & Actions i. The minutes of the Burial Committee meeting held on 19 th July 2022 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly. 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 28 th October 2022. The Clerk and the Chair had not met monthly, as agreed at the last meeting due to holidays etc. so it was agreed to book in these dates so as to ensure a regular review on progress of works and that the Actions Register is kept up to date.	Clerk Clerk & AGS
CC020 – 18/10/2022	Items for Urgent Report There were no items for urgent report.	
CC021 – 18/10/2022	Cemetery Related Policies & Procedures Councillors received an update on the Clerk's review and suggested amendments to the Interment and Memorial Policy. Councillors also considered a request in relation to the amendment of the specifications of memorials in the lawn section of Ashgrove Cemetery. It was noted that the current regulations for memorials in the lawn section of the cemetery state: <i>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.</i>	

Minute Ref.	Agenda Item	Action
	<p>It was also noted that the policy had not been properly reviewed since 2015. Some examples of memorials that have been installed without the correct permissions were presented and reviewed. The request for an extended memorial from the members of the public was considered and after much discussion it was resolved to agree to extend the existing memorial permitted space by a further six inches. To enable a tablet style memorial to be abutted to the base of the existing memorial and for it to be no larger than the width of the current base stone and be flush to the ground so it can be mowed over easily.</p> <p>It was explained that the Council arrived at this decision due to the policy not being full dated and on the proviso that the new extended stone is installed below mowing depth so as not to impact on maintenance of the cemetery.</p> <p>It was further resolved to update the cemetery rules and regulations, with all updates, including cremated remains, lawn section and with the proviso that the Parish Council can, by exception, decide on individual requests, without setting precedence.</p> <p>The Clerk to update the document accordingly and to include the amended document for ratification at the November Full Council meeting.</p>	<p>Clerk</p> <p>Clerk</p>
<p>CC022 – 18/10/2022</p>	<p>Risk Register</p> <p>Councillors received an update on the sections of the Risk Register associated with Ashgrove Cemetery.</p> <p>It was noted that further reviews and updates were required in relation to the topple testing and the pathways.</p> <p>The Clerk to make the amendments to the Risk Register, as discussed, and to share with councillors in due course.</p>	<p>Clerk & Cllrs.</p>
<p>CC023 – 18/10/2022</p>	<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 continued to be more than expected for the first half of the year.</p> <p>The Clerk advised that Hobbs Marble & Granite require payment of their invoice prior to commencing works on the cutting of the granite slabs for the second phase of the cremated remains plots. It was resolved to pay the invoice from Hobbs Marble & Granite of £4,200+VAT to enable delivery of the next batch of 30x cremated remains slabs.</p> <p>The Clerk also commented that the budget for waste removal will require to be increased in the new financial year.</p>	<p>Clerk</p> <p>Clerk</p>
<p>CC024 – 18/10/2022</p>	<p>Interments and Memorials</p> <p>Councillors received updates and decisions were made as follows:</p> <ol style="list-style-type: none"> i. Interments and memorials since the last meeting. There had been two interments since the last meeting and there would be another the following day. It was commented that the system is working more effectively since the Clerk has been given delegated powers. ii. Photographing and documenting of the plots and memorials. Cllr Jonathan Rich and the Clerk to work together to obtain some drone images. The Clerk to arrange with Cllr Rich on his return from holiday and update Planner with a revised due date. iii. Digitisation of the burial records and consideration of possible links to the Bath Burial Index. The Clerk was continuing with transferring the burial records from written to digital format in readiness to upload to the website. It was resolved for the Clerk to finish the digitisation of burial records before considering linking in with the Bath Burial Index and defer consideration of the linkage to the January 2023 meeting. 	<p>JR & Clerk</p> <p>Clerk</p> <p>Clerk</p>

Minute Ref.	Agenda Item	Action
	<p>The Clerk to allocate some time each week for updating these records.</p> <p>iv. Topple Testing of the Memorials. As per discussion as the last meeting, topple testing had not been undertaken in September and so a quotation from outside contractors to undertake the topple testing was being obtained. It was resolved to authorise the Clerk to spend up to £1,000 net for external help to complete the topple testing, to be taken from the cemetery works operational budget.</p>	<p>Clerk</p> <p>Clerk</p>
<p>CC025 – 18/10/2022</p>	<p>Garden of Remembrance Updates on the Garden of Remembrance were received, and decisions were made as follows:</p> <p>i. Weeding of beds and splitting of larger plants e.g., phormiums. This will be actioned during the autumn.</p> <p>ii. The removal of commemorative flowers/items/trinkets on graves and installation of signs. The Clerk reported that she had chased up production of the signs and would update Planner with a revised date of the end of November. Budget to come from Garden of Remembrance.</p> <p>iii. Scattering area at the Garden of Remembrance. The scattering area had been sprayed with weedkiller, but it was noted that it would still benefit from additional weeding under contracted amenities works, should budget allow.</p> <p>iv. Formal hedges and replacement of dead plants. It was noted that hedge plants had been ordered to replace those that had died during the unusually dry summer.</p> <p>v. Second phase of the cremated remains interments section. Following the decision under item CC023-18/10/2022, the slabs would be arriving shortly.</p> <p>vi. Gazebo and pergola and associated planting. It was noted that help would be required for this under contracted amenities works.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>CC026 – 18/10/2022</p>	<p>Cemetery Maintenance & Improvements Councillors received updates and made associated decisions on the general maintenance of Ashgrove Cemetery and considered any works to be undertaken during the current financial year or to be suggested for future projects, as follows:</p> <p>i. Upgrading the Pathways. The Caretaker had provided a written report following a visual inspection of the paths within the Cemetery. The report provided photographs of any potential trip points and holes evident, marking them on a plan to help identify the approximate locations to the photographs. The report noted that most of the overall path sections are in a satisfactory state of repair with most of the small holes and imperfections requiring monitoring rather than repair. There were a couple of sections that could potentially be removed, and a replacement surface laid. The Caretaker was thanked for his work on the report and councillors agreed for the holes/imperfections to be monitored, with check log maintained and any significant deteriorations to be reported at future meetings for consideration. Northavon and Nu Landscapes have both been asked to provide quotes for replacing the bonded gravel path surface around the Garden of Remembrance with an alternative surface, and to give a price for extending the path around the scattering area to a complete circle. One quotation has been received to date and at this stage, buff coloured tarmac looks to be the most cost-effective alternative, being half the cost of resin-bonded gravel. A second quotation was due to be received in time for the meeting following a</p>	<p>Clerk</p>

Minute Ref.	Agenda Item	Action
	<p>visit to the cemetery by the contractor. Unfortunately, it had not been received and so would be carried forward to a future meeting.</p> <p>ii. Irrigation system at Ashgrove Cemetery. Back in August 2018 the Caretaker had a site meeting at the cemetery with an engineer from Bristol Water regarding the possible installation of a standpipe to be located within the Garden of Remembrance to improve irrigation at the site (notes from that meeting are detailed below). As the installation of a standpipe would involve major earth works, the Caretaker suggested a temporary resolution (the installation of a bib-tap located outside of the cemetery building) until such time that works can be undertaken to install permanent standpipes, perhaps incorporating with the resurfacing of the tarmac pathways. This bib-tap had never been installed. The Clerk to arrange as part of the operational works at the Cemetery.</p> <p><u>Notes of site visit to cemetery with engineer from Bristol Water:</u></p> <ul style="list-style-type: none"> ➤ If the standpipe is within the property boundary there are no restrictions on what the Parish Council can do. ➤ If a new supply from road is required, this will be chargeable as a new supply. ➤ The Parish Council can dig their own trenches, but these must be at least 750mm deep and there must be a stop tap before the standpipe. ➤ There is sufficient mains water pressure for this. Currently the outside tap has weak pressure but the inside tap good pressure. The problem with the outside tap is within the existing pipework. ➤ It should be possible to take a T joint off the supply before it goes into the building, because the pipe there is a 1" galvanised pipe ➤ As an interim measure, the PC could fit a 22mm bib-tap in a different location nearer to where the supply comes in. This could be covered over so that it would be only for staff use. ➤ The benefit will be that it will allow staff to fill the bowser quickly and could be used with around 100m of hose for watering at the cemetery. ➤ A new standpipe could be installed when new pathways are done. Tree roots might be an issue and there is a foul drain where the supply comes in which would need to be dealt with when putting in the new standpipe. <p>iii. Boundary walls – review of any cracks etc. Photographs of the crack in the wall raised by Cllr Sprake at the Advisory Panel meeting had been circulated. The builder who had previously undertaken repairs to the boundary wall had been contacted and is due to visit the cemetery and check the walls (where accessible) and will provide advice and subsequent quotations on any works required.</p> <p>iv. Waste removal. Waste removal from the bottom car park is now being actioned on a regular basis. However, since emptying the planters and flower beds earlier in the week there is now additional waste; this will be cleared in the new year. The mulch wood chipping and some usable topsoil remains. It was noted that the blue plastic barrels that belong to the Scouts are still being stored at the car park. The Parish Office to speak with the Scouts about having them removed or if the Scouts no longer require them, the Parish Council will repurpose them as water butts at the allotments.</p> <p>v. Tree nursery. Since the councillors undertook the clearing of the bind weed from the tree nursery back in July, it has returned. Regular weeding of this area is required to prevent it from choking the tree whips. It was discussed if councillors would continue to volunteer to maintain this area, however, the Clerk was requested to ensure this area is included within the weeding programme and is covered under</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

Minute Ref.	Agenda Item	Action
	the contracted amenities works.	
CC027 – 18/10/2022	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.	Clerk
CC028 – 18/10/2022	Date and Time of Next Meeting & Future Agenda Items The date of the next Cemetery Committee meeting is scheduled to be held on Tuesday 24 th January 2023 at 7pm at Beacon Hall. It was reported that the cemetery gates are in need of a clean and maybe painting. The Clerk to investigate under operational works.	Clerk

Meeting closed at 9.10pm

Signed.....

Date.....

DRAFT