



## PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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### Minutes of the Cemetery Committee Meeting held on Tuesday 11<sup>th</sup> April 2023 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.

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

**In attendance:**

The Parish Clerk & RFO was absent from the meeting due to illness. Cllr Jonathan Rich took notes at the meeting for the Clerk to write the minutes upon her return.

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

Minute Ref.	Agenda Item	Action
CC041 – 11/04/2023	<b>Attendance Roll Call and Declarations of Interest</b> The attendance roll call was undertaken (those present are detailed above). No further interests to those already disclosed to the Monitoring Officer were declared.	
CC042 – 11/04/2023	<b>Apologies for Absence</b> Cllr. Conor Ogilvie-Davidson was absent due to work commitments and Cllr. Kathy Thomas was absent due to lambing commitments. These apologies were duly noted.	
CC043 – 11/04/2023	<b>Minutes &amp; Actions</b> i. The minutes of the Cemetery Committee meeting held on 24 <sup>th</sup> January 2023 had been circulated in advance of the meeting; it was <b>resolved</b> that they be accepted as a true and correct record of that meeting. The Chair to sign a copy once the Clerk returns to the office in order to print them. ii. Some of tasks on the Actions Register on Planner had been updated, although further updates were required. The Clerk was instructed to update all the actions on Planner by 31 <sup>st</sup> May 2023.	Clerk & AGS  Clerk
CC044 – 11/04/2023	<b>Items for Urgent Report</b> There were no items for urgent report.	
CC045 – 11/04/2023	<b>Cemetery Related Policies &amp; Procedures</b> The amended Interment and Memorial Policy will be included on the April Full Council meeting for ratification.	Clerk
CC046 – 11/04/2023	<b>Risk Register</b> The amended Risk Register associated with Ashgrove Cemetery will be included on the April Full Council meeting for approval.	Clerk & Cllrs.
CC047 – 11/04/2023	<b>Review of Finances 2022/23 &amp; 2023/24</b> Councillors reviewed the income and expenditure report for the 2022/23 financial	

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	<p>year and for the 2023/24 financial year for those budgets specifically linked to the Cemetery Committee.</p> <p>The only transaction for the 2023/24 financial year, was for the cemetery business rates, which had come in under budget for the year.</p> <p>Due to the delay with the tople testing, the relating costs will now be charged within the 2023/24 financial year.</p>	
<p><b>CC048 – 11/04/2023</b></p>	<p><b>Interments and Memorials</b></p> <p>Councillors received updates and decisions were made as follows:</p> <p>i. <b>Interments and memorials since the last meeting.</b> There had been a full burial interment since the last meeting and a couple of cremated remains interments are in arrangements for the next few weeks.</p> <p>ii. <b>Photographing and documenting of the plots and memorials.</b> Cllr Rich's drone is now repaired, and he will take some aerial images at the cemetery when he has spare time and when the weather is suitable. A time to be arranged between Cllr Rich and the Clerk so as not to disturb anyone at the cemetery or conflict with funerals etc.</p> <p>iii. <b>Digitisation of the burial records.</b> This is almost complete; with a few wordings of memorials remaining to be checked. There were recently a couple of requests for burial records information, and this was easily actioned using the updated digital records. However, there are some anomalies on the older records as the exclusive rights purchaser has been listed as the funeral director, and so the family members are not always listed in the records. The Office Staff are undertaking a course in the transfer of exclusive rights to help in investigating such issues.</p> <p>iv. <b>Topple Testing of the Memorials.</b> A request to St John's Church, in order to obtain permission from the Area Dean before proceeding with Topple Testing, had taken time to resolve. The permission is required in accordance with Statutory Instrument No. 204 of the Local Authorities' Cemeteries Order 1977, in that the Dean must be notified and given time to raise any objections due to having consecrated ground within the cemetery. Permission has now been issued and so a new date in June 2023 has been rearranged with the stone mason to undertake the tople testing. Notices have been sent to the press and will be published accordingly. The Clerk to updated Planner to advise members exactly why the Dean is required to be involved and to include any required updates to the Risk Register.</p>	<p>JR &amp; Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>CC049 – 11/04/2023</b></p>	<p><b>Garden of Remembrance</b></p> <p>Updates on the Garden of Remembrance were received, and decisions were made as follows:</p> <p>i. <b>Weeding of beds.</b> The phormiums have been removed and the dogwood has been cut back. The Caretakers will be undertaking weeding, however, at the last Personnel Committee meeting it was felt that no further advertising of the job vacancy should take place until the full review of tasks is complete. In the interim, contractors and volunteers will be assisting the Caretakers in weeding the area. The Clerk to update members on weeding dates and publish on Facebook asking for volunteers to assist.</p>	<p>Clerk</p>

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	<p>ii. <b>Removal of commemorative flowers/items/trinkets on graves and installation of signs.</b> Grave holders appear to be keeping to the regulations; some items have been temporarily outside the boundaries during anniversary/special dates which is permitted. The trinket signs are due to be delivered within two weeks. The Clerk to updated Planner accordingly.</p> <p>iii. <b>Planting at the scattering area at the Garden of Remembrance.</b> Several of the bulbs that were planted had been dug up by birds/animals. The Caretaker has since replanted these, and the bulbs/plants are growing well. Additional perennial plants are required which will be purchased with the new financial year budget. Once planted a mulch of wood chip applied to suppress the weeds. The Clerk to confirm dates of purchasing and planting once known.</p> <p>iv. <b>Upgrading and extending the pathways within the Garden of Remembrance – Review of specification document.</b> Since the last meeting it had been determined that the cost of undertaking the upgrading of the pathways within the Garden of Remembrance are likely to be in excess of £25k and so will require to be advertised on Contracts Finder. Consequently, a draft specification document has been drawn up which was reviewed by councillors at the meeting. The specification document included three options for the type of pathway surface: Option A – resin bonded gravel. Option B – Buff tarmac using existing pathway base. Option C – Buff tarmac with a deeper base. It was noted that Option B is likely to be the cheapest option, but it was uncertain as to whether the existing base depth would be sufficient for the pathways to have a significant lifetime. Feedback on this matter should be obtained from the contractors. Councillors reviewed the document at the meeting, and it was <b>resolved</b> to proceed with the publishing of the tender document but removing option B and option C, as it was agreed that resin bonded gravel was the surface required.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>CC050 – 11/04/2023</b></p>	<p><b>Cemetery Maintenance &amp; Improvements</b> Councillors received updates and made associated decisions on the general maintenance of Ashgrove Cemetery and considered any works to be undertaken, as follows:</p> <p>i. <b>New bib tap Ashgrove Cemetery.</b> The installation of a bib-tap nearer to where the water supply comes into the cemetery building was going to be actioned by the Assistant Caretaker, but due to time constraints and other jobs taking priority this will now be contracted out. It will be actioned as operational if within the Clerk’s sign off limits. The Clerk to update members on these works and resultant increase to the water pressure.</p> <p>ii. <b>Boundary walls – review of any cracks and associated quotations etc.</b> The contractor who had previously undertaken works on the walls and buildings at the Cemetery advised he had walked the full length of the walls around the cemetery and did not find anything of concern in the way of stability. He added that any visible cracks are from movement at some time in the past and the walls around them are solid. As such he did not feel any work was necessary but advised it would be prudent to take pictures of the worst cracks on a yearly basis and compare with the previous year to make sure they are stable and not moving around. The boundary walls to be reviewed at the next site meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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	<p>It was also raised that a resident from a property neighbouring the cemetery had requested to erect some screening to provide privacy for themselves and for mourners at the cemetery. This was discussed and it was <b>resolved</b> that the Council has no objection to the resident erecting some screening in their garden so long as it causes no damage to the boundary wall and is undertaken at their own expense.</p> <p>The hedge at the back of the cemetery wall along Under Knoll was raised as it requires cutting back. The Clerk to arrange to be actioned with the Caretakers.</p> <p>iii. <b>Waste removal.</b> The contractor is due to remove the waste removal from the bottom car park later this week. There is a large amount of wood chip in this area, which will remain as it is required to mulch the flower beds in May, following the summer planting.</p> <p>iv. <b>Tree nursery.</b> The saplings are continuing to grow. The Assistant Caretaker to weed this area later in the week.</p> <p>v. <b>Entrance gates.</b> The cemetery gates need cleaning and repainting and repairing following one of The repaired and repainted cemetery gates are due to be delivered and reinstalled by the contractor on Friday 14<sup>th</sup> April 2023.</p>	<p>AL &amp; Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<b>CC051 – 11/04/2023</b>	<p><b>Review of New Actions</b> The Clerk to capture any new actions generated from the meeting on the Actions Register in Planner after the meeting.</p>	Clerk
<b>CC052 – 11/04/2023</b>	<p><b>Date and Time of Next Meeting &amp; Future Agenda Items</b> The date of the next Cemetery Committee meeting is to be determined. It was noted that a site meeting in the near future should be arranged by the Clerk.</p>	Clerk

Meeting closed at 8.30pm

Signed.....

Date.....