



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 17th October 2023 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Fiona Carr; Mandy Clarke; Richard Clarke; Audrey Gillard-Sprake (Chair); Howard Hartley (Vice-Chair); Les Sprake.

In attendance:

Tanya West - Parish Clerk & RFO.

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

Minute Ref.	Agenda Item	Action
CC017 – 17/10/2023	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 – 17/10/2023	Apologies for Absence Apologies for absence had been received from Cllr Conor Ogilvie-Davidson due to work commitments and Cllr Jonathan Rich due to being away.	
CC019 – 17/10/2023	Minutes & Actions i. The minutes of the Cemetery Committee meeting held on 18 th July 2023 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of that meeting. ii. The Actions Register on Planner had been updated, although as most of the tasks were ongoing and included on the agenda, the updates were received throughout the meeting. The Clerk to update the Cemetery Committee Planner board with any new actions after the meeting.	Clerk
CC020 – 17/10/2023	Items for Urgent Report There were no items for urgent report.	
CC021 – 17/10/2023	Cemetery Related Policies & Procedures The Clerk advised that she had not yet finished the updates to the Interment and Memorial Policy to incorporate details and forms regarding the granting, exercising, and transferring the Exclusive Rights of Burial and Memorial. She advised there was a significant amount of amendment to the document in relation to this matter and it needed to be correct as it is being linked to training of all office staff. The Clerk to advise councillors once the amended document is complete for their review and comment prior to it being adopted.	Clerk Clerk & Cllrs.
CC022 – 17/10/2023	Risk Register Councillors received an update on the amendments to the sections of the Risk Register associated with Ashgrove Cemetery as follows: ➤ A new dog-waste bag dispenser and associated signage had been installed in an effort to combat dog fouling at the cemetery. The situation will be monitored. ➤ The hazard sign to be displayed at the entrance to the cemetery, when mowing is taking place, to make visitors aware, is still to be actioned. ➤ An inspection check sheet to undertake before using the mower needs to be put	Clerk Clerk

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	<p>in place, along with some additional training on emptying the mower collection bin to reduce noise etc.</p> <ul style="list-style-type: none"> ➤ It was suggested that the roller located at the cemetery should be secured to reduce any risk of theft or misadventure. ➤ The light in the toilet is being problematic as it keeps coming on at night and it should be sensor activated. The Caretaker to change the bulb to see if that resolves the problem. If not, an electrician to be contacted. 	<p>Clerk</p> <p>Clerk & CC</p>
<p>CC023 – 17/10/2023</p>	<p>Review of Finances 2023/24</p> <p>Councillors reviewed income and expenditure reports for the 2023/24 financial year for those budgets specifically linked to the Cemetery Committee and considered any items that may require additional funding for the 2024/25 financial year.</p> <ul style="list-style-type: none"> ➤ Income is currently lower than the anticipated budget for halfway through the year but will typically increase over the winter period. ➤ 605004 Cemetery Tree/Hedge Works: Currently £250, it was suggested that this budget should be increased to at least £1,000 for next year as ideally the hedges should be trimmed more frequently than at present. ➤ 605002 Cemetery Utilities: currently £600 – may be possible to reduce this for next year having negotiated new utility contracts. Clerk to check new utility bills as they arrive. ➤ Wildlife survey – these items will be covered by project money. ➤ Wildflower seed collection box – this could be something that is covered by the cemetery works budget in the future. ➤ Additional hand tools for gardening volunteers’ group – some budget may be required for equipment, such as tubs, kneeling pads, secateurs etc. <p>It was suggested that it might be worth swapping the salt store back to the main cemetery building so that the little shed can be used to store equipment for the gardening volunteers’ group. The Clerk to speak with the Caretaker about this and get it swapped over in readiness for the group to be set up.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk & CC</p>
<p>CC024 – 17/10/2023</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. A significant number of new or amended memorial applications have recently been received. These are being processed. There are three applications for new interments which will be undertaken at the cemetery within the next few weeks, details of which will be posted on the Cemetery Committee channel on Teams to keep councillors updated. ii. Photographing and documenting of the plots and memorials. The aerial images of the cemetery are still required to be actioned; Cllr Rich and the Clerk to arrange a time when the weather is suitable. iii. Digitisation of the burial records. This is almost complete; the files of the photographs of the old record books are currently being renamed for ease of access and searchability. iv. Topple Testing of the Memorials. The stone mason was unable to carry out the work in September. A new date has been requested, or if unable to continue with the works the Clerk will arrange for a new contractor. The Clerk to keep councillors updated on the situation. 	<p>Clerk</p> <p>Clerk</p> <p>JR & Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>CC025 – 17/10/2023</p>	<p>Garden of Remembrance</p> <p>Updates on the Garden of Remembrance were received, and decisions were made as follows:</p> <ol style="list-style-type: none"> i. Weeding of beds and formation of volunteer group to assist with this task. The contractor has made good progress on the weeding of the flower beds but there is still more to do, which should be complete within the next few weeks and following the appointment of the new Grounds and Maintenance Manager this work can then be taken forward by the staff and the volunteer group due to be 	<p>Clerk</p>

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	<p>established to assist with this work. There were two volunteers who came forward from the article in the newsletter, along with some existing volunteers who have offered to help. The Clerk to work with Cllr Howard Hartley regarding the establishment of this group, some of which will be met whilst helping at the winter planting day on 31st October 2023.</p> <p>ii. Removal of commemorative flowers/items/trinkets on graves and installation of signs. Three trinket signs were installed at the cemetery earlier in the month and photographs provided in the pre-reading. There are a further three signs in storage to be erected as the area is developed. The signs can be moved if the location does not prove suitable. Trinkets and items on graves will continue to be monitored and letters will be issued/items removed as required in line with Parish Council policy.</p> <p>iii. Planting at the scattering area at the Garden of Remembrance. This section is still to be weeded. The Clerk is arranging for this to take place with a contractor. It should be completed within the next few weeks after which some additional perennial plants can be purchased and planted over the autumn to provide them with maximum time to become established prior to the spring.</p> <p>iv. To review the tender documents and quotations to replace and extend the pathways within the Garden of Remembrance and make associated recommendations to Full Council. At previous meetings, the tender process and specification for the replacement and extension of the pathways at the Garden of Remembrance was agreed and the deadline was 6th October. The tender documents were published as pre-reading along with a summary document and were discussed at the meeting. It was noted there was a significant variation in the price range; with all of them being more than the ear marked reserve allocated for the project. However, one of contractors had provided a price, just over the budget, and if the irrigation pipework project is deferred, and the £4,000 allocated to that were used, there would be sufficient funds available. The Clerk was asked to arrange a site meeting with this contractor in order to obtain further details and answer any questions. To include information on any guarantees offered on the works and to look at any samples they have available. It would also be an opportunity to discuss site access, timeframes etc. The Clerk was instructed to invite all councillors to this site meeting, to provide them with an opportunity to ask questions. Furthermore, directly after the site meeting, the Clerk to arrange an Advisory Panel meeting for members of the Cemetery Committee only, in order to form any recommendations to Full Council in relation to this project.</p>	<p>Clerk & HH</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk & All Cllrs.</p>
<p>CC026 – 17/10/2023</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, as follows:</p> <p>i. Review of quotations received for installation of a new water pipe and irrigation standpipe as an alternative option to the proposed new bib tap Ashgrove Cemetery. Following discussions under item CC025 – 17/10/2023, it was agreed to defer the discussion on this item until the pathways project is determined. It was suggested that Full Council may reconsider the funding of this pipework project if any monies are available toward the end of the financial year.</p> <p>ii. Waste removal. Once the winter planting is complete (as this will generate more waste) another collection of the waste from the bottom car park will be arranged.</p>	<p>Clerk</p> <p>Clerk</p>

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	iii. Tree nursery. Cllr Kathy Thomas and volunteers have been regularly weeding this area to keep it free of bind weed as the saplings continue to grow. iv. Wildlife Survey. Cllr Howard Hartley confirmed that Avon Wildlife Trust had conducted a survey of wildlife at the cemetery, although the writing up of their report had been delayed and is now scheduled to be available in November so will be reviewed at a future meeting.	KT HH & Clerk
CC027 – 17/10/2023	Date and Time of Next Meeting & Future Agenda Items The date of the next Cemetery Committee meeting is scheduled to be held on Tuesday 30 th January 2024 at Beacon Hall.	

Meeting closed at 8.27pm

Signed..... Date.....

DRAFT