



## 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 Sub-Committee Meeting held on Tuesday 21<sup>st</sup> October 2014 at 6.30pm at the Beacon Hall, French Close, Peasedown St John

**Present:**

**Councillors:** John Bailey, Calvin Bird, Andy Larcombe (Vice-Chair), Kathy Thomas (Chair), Dave Walker Cllr. Karen Walker was also present at the meeting, in her capacity as Vice-Chair of Full Council, providing her with full voting rights.

**In attendance:**

Tanya West – Parish Clerk

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

Minute Ref.	Agenda Item	Action
BSC022 - 21/10/2014	<b>Apologies for Absence</b> Cllr. Andrew Fraser had sent his apologies, which were duly noted.	
BSC023 – 21/10/2014	<b>Declarations of Interest</b> No additional interests, to those already disclosed to the Monitoring Officer, were declared. 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 the Ashgrove Cemetery.	
BSC024 – 21/10/2014	<b>Minutes</b> i. The minutes of the Burial Sub-Committee meeting held on 23 <sup>rd</sup> September 2014 were not yet available so their approval would be deferred until the next meeting. ii. The review of the actions register was deferred until the next meeting.	Clerk Clerk
BSC025 – 21/10/2014	<b>Items for Urgent Report</b> There were no urgent items to report.	
BSC026 – 21/10/2014	<b>Update &amp; Decision – Policy for Interments &amp; Memorials</b> The draft Policy for Interments & Memorials had been considered and endorsed by the Policy & Personnel Committee at their meeting on 14 <sup>th</sup> October 2014 ready for recommending it for adoption at Full Council. However, since then, further information on walled graves had been obtained and it discussed whether this should be included in the policy. It was explained that a walled grave is not necessarily a large vault but also refers to graves when an erection of a low-walled structure may be necessary if a shallow grave is encountered upon a reopening. The policy on shallow depth graves from the Institute of Cemetery & Crematorium Management (ICCM) was consulted; it made recommendations in preventing the occurrence of shallow graves and how to deal with them if encountered (including walled graves). The matter was discussed and it was resolved that the Parish Council neither accepts nor objects to walled graves but any application or requirement for one would be considered on its individual merits. It was further resolved that any future requests for interments at Ashgrove Cemetery would require a grave digging order to be completed as per the	Clerk Clerk

	recommendation of the ICCM. Information on both these resolutions would need to be incorporated into the Policy for Interments and Memorials and an amended draft policy document to be circulated to all councillors for adoption at the next Full Council meeting.	Clerk
<b>BSC027 – 21/10/2014</b>	<b>Date and Time of Next Meeting &amp; Future Agenda Items</b> The date of the next meeting of the Burial Sub-Committee is scheduled to be held on Tuesday 9 <sup>th</sup> December 2014 at 7pm at the Beacon Hall.	Clerk

Meeting closed at 6.50pm

Signed.....

Date.....

DRAFT