



## 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 Thursday 10<sup>th</sup> July 2014 at 7.30pm 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 respectively, providing her with full voting rights.

#### In attendance:

Tanya West – Parish Clerk

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

The meeting actually commenced at 7.52pm due to being preceded by a councillor site visit to Ashgrove Cemetery at 6.30pm. The following list of items was identified as tasks to be completed later in the year or as possible projects for the 2015/16 financial year:

- Removal of soil spoil heap, level ground, grass and make good.
- Create a wooden storage bin (similar to the compost heap) for the storage of woodchip.
- Reinstate the tarmac path along the row of Cypress trees.
- Repairs to wall and replacement of missing coping stones (wall adjoining Eckweek Lane has sections of cracking from close-growing trees - trees would need to be removed prior to repairs commencing).
- Clear brambles etc. from area next to wall, leaving a few specimen trees (section alongside Eckweek Lane).
- Levelling of the area to the right of consecrated plots, as it is currently difficult to maintain
- Dropping the kerbs at end of the paths to comply with DDA requirements.
- Tidying the boundary with Chapel View – clearing some of the existing trees/scrub leaving some specimen trees or maintaining as a Hawthorn hedge; which would be an added security feature and would give more privacy to mourners. Other possibilities would be an avenue of Lime trees or Norway Maples.

Ongoing annual maintenance:

- Hedge alongside Chapel Field and Eckweek Lane play park
- Hedge alongside Under Knoll

| Minute Ref.                | Agenda Item  | Action         |
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| <b>BSC001 - 10/07/2014</b> | <b>Apologies for Absence</b><br>Apologies for absence had been received from Cllr. Andrew Fraser who was away on holiday. His apologies were approved and accepted.  |                |
| <b>BSC002 – 10/07/2014</b> | <b>Election of Chair and Vice-Chair</b><br>Cllr. Kathy Thomas was nominated to stand as Chair. As no further nominations were received it was unanimously resolved to elect Cllr. Kathy Thomas as the Chair.<br>Cllr. Andy Larcombe was nominated to stand as Vice-Chair, there being no further nominations it was unanimously resolved to elect him as the Vice-Chair. | Clerk<br>Clerk |
| <b>BSC003 – 10/07/2014</b> | <b>Declarations of Interest</b><br>No additional interests, to those already disclosed to the Monitoring Officer, were   |                |

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|                                | declared.<br>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.   |  |
| <b>BSC004 –<br/>10/07/2014</b> | <b>Minutes</b><br>i. The minutes of the Burial Sub-Committee meeting held on 20 <sup>th</sup> May 2014 were agreed by all those present at that meeting and were duly signed by the Chair as a true and correct record of the meeting.<br>ii. The actions register was reviewed at the meeting and any items unresolved were carried forward. Cllr. Andy Larcombe agreed to make a record of any new actions raised during the meeting.  | AL   |
| <b>BSC005 –<br/>10/07/2014</b> | <b>Items for Urgent Report</b><br>There were no urgent items to report.  |  |
| <b>BSC006 –<br/>10/07/2014</b> | <b>Garden of Remembrance</b><br>The following were agreed in relation to the Garden of Remembrance:<br>➤ Paths should have a tarmac surface and care should be taken to ensure the garden is accessible to people of all abilities.<br>➤ Slabs should be put in to mark plots for cremated remains.<br>➤ A yew hedge should be grown from small saplings/whips.<br>➤ The garden should start in the centre of the allocated space and can be expanded as funds allow.<br>➤ Pergola will need to be octagonal to fit with the new and existing paths.<br>➤ Start with a row of plots for cremated remains on the outside edge of the path and consider adding a row on the inside of the path at a later date, as required.<br>➤ One seat should be installed, next to the memorial garden, funded by the Parish Council with the opportunity for residents to buy further benches as a memorial.<br>The budget would be allocated approximately as follows:<br>£8,000 – paths<br>£1,000 – slabs<br>£1,000 – hedge<br>£1,500 – garden<br>£ 500 – bench<br>➤ The Clerk to obtain three comparative quotes for installing tarmac paths with wood or concrete edging (quotation for each) and installing a drop-kerb for wheelchair access. A further meeting will be arranged once all quotations have been obtained. Cllrs John Bailey and Andy Larcombe offered to liaise with the contractor, once appointed.<br>➤ The Clerk to check on the number of days labour involved in planting the yew hedge and the best time for them to be planted in preparation for placing an order.<br>➤ The Clerk to find out the exact number of slabs required as plot markers for cremated remains and to calculate the quantity of gravel required to cover the area between slabs. Caretaker to install.<br>➤ All remaining items to be discussed at a future meeting. | Clerk<br>Clerk<br>JB/AL<br>Clerk<br>Clerk<br>Clerk |

8.34pm – Cllr. John Bailey left the meeting.

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| <b>BSC007 –<br/>10/07/2014</b> | <b>Update &amp; Decision - Cemetery Maintenance &amp; Improvements</b><br>The proceeding visit to the cemetery had identified a number of general maintenance issues and improvements that could be addressed, which are listed above. It was agreed that the Clerk would compile these items with associated estimated budgets to consider as part of next year's project spend. Additional suggestions included repairs/replacement of the entrance gates (possibly with wood) and water butts to collect rainwater from the cemetery workshop roof. Other items for investigation and possible action during the current financial year if | Clerk |
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|                                | funds allow included the installation of a skip to contain waste, repairs/repointing of the boundary wall following felling of trees and the supply and location of a storage container.   | Clerk |
| <b>BSC008 –<br/>10/07/2014</b> | <b>Update - Interments &amp; Memorials Records</b><br>i. It was noted that the following interments and memorials had been undertaken at Ashgrove Cemetery since the last meeting on 20 <sup>th</sup> May 2014:<br>a. None.<br>ii. Quotations for the refurbishment of the cemetery record books were still being obtained and would be reported back at a future meeting once they had all been received.   | Clerk |
| <b>BSC009 –<br/>10/07/2014</b> | <b>Update &amp; Decision – Policy for Interments &amp; Memorials</b><br>The Clerk tabled the draft document compiled to date explaining it had become evident there were more items to be included. It was agreed it should cover the Exclusive Rights of Burial (for which a 50 year term was suggested), the Exclusive Right of Memorial, cemetery fees, memorial type and sizing. An amended policy document to be circulated to all for further consideration at the next meeting. | Clerk |
| <b>BSC010 –<br/>10/07/2014</b> | <b>Date and Time of Next Meeting &amp; Future Agenda Items</b><br>The date of the next meeting of the Burial Sub-Committee is to be determined.  | Clerk |

Meeting closed at 9.18pm

Signed.....

Date.....