



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Burial Sub-Committee Meeting held on Thursday 20th March 2014 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: John Bailey, Calvin Bird, Kathy Thomas, Karen Walker
Cllr. Andy Larcombe was also present at the meeting but as not formally appointed to this Sub-Committee was able to join in discussions but was unable to vote.

In attendance:

Tanya West – Parish Clerk

Public Session: One member of the public was present at the meeting but did not wish to raise any items.

Minute Ref.	Agenda Item	Action
BSC001 - 20/03/2014	Apologies for Absence Apologies for absence had been received from Cllr. Andrew Fraser who was absent due to work commitments. His apologies were approved and accepted.	
BSC002 – 20/03/2014	Election of Chair and Vice-Chair 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. It was resolved to defer electing a Vice-Chair until the remaining members of the Finance & Amenities Committee had been invited to join the Burial Sub-Committee.	Clerk
BSC003 – 20/03/2014	Declarations of Interest 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.	
BSC004 – 20/03/2014	Items for Urgent Report There were no urgent items to report.	
BSC005 – 20/03/2014	Burial Board Regulations The Clerk briefly explained the legal framework under which Ashgrove Cemetery and the Burial Sub-Committee must operate and had issued copies of the following documents as pre-reading: Statutory Instruments No. 204 – The Local Authorities' Cemeteries Order 1977 NALC Legal Topic Note LTN 64 – Tombstones and Memorials DCA 'Guide for Burial Ground Managers' It was agreed for the Sub-Committee members to read this information at their leisure to become familiar with the relevant legislation.	All Cllrs.

<p>BSC006 – 20/03/2014</p>	<p>Garden of Remembrance It was confirmed there is significant cross-over between the Garden of Remembrance project and the Terms of Reference of the Burial Sub-Committee. It was therefore agreed to recommend responsibility be established with the Burial Sub-Committee but reports to still be provided at Full Council. A quotation for a gravel pathway had been obtained. It was resolved that quotations were needed for tarmac pathways to compare. Further quotations were also needed for the wall, permanent markers for ashes plots and yew hedging in various heights. The Clerk to establish the correct sizes required for the ashes plot markers.</p>	<p>Clerk Clerk & AL Clerk</p>
<p>BSC007 – 20/03/2014</p>	<p>Cemetery Layout and Plot Provision The cemetery layout and provision for ashes plots, possibly to be established prior to the creation of the Garden of Remembrance, was discussed. The Caretaker had advised that if a grassed area were to be used plots would require to be suitably spaced so they could be maintained using a small mower with a collection basket, which would also need to be purchased. Alternative options were considered including gravel, bark chippings, flower beds etc. It was resolved to investigate how other cemeteries manage ashes plots and to establish information and costings from stone masons, undertakers etc. to provide feedback at the next meeting.</p>	<p>Clerk</p>
<p>BSC008 – 20/03/2014</p>	<p>Cemetery Maintenance & Improvements The following maintenance works and suggested improvements were reported:</p> <ul style="list-style-type: none"> ➤ The timing sensor for the light recently installed in the toilet needs amending so it remains lit for a longer period of time. Caretaker to action. ➤ The soil spoil heap near the conifers needs to be removed, either before or during part of the path excavation works. Quotations to be obtained. ➤ The unsafe cemetery boundary wall is being re-built this week. ➤ The Clerk confirmed that the area of land to the left of the pedestrian section of Eckweek Lane outside of the cemetery wall is under the ownership and responsibility of the Parish Council. It was requested the hedge running along this right of way be reduced in height to allow more light onto the footway. The Clerk to liaise with the Caretaker accordingly. 	<p>Clerk Clerk Clerk</p>
<p>BSC009 – 20/03/2014</p>	<p>Cemetery Fees Pre-reading provided a comparison of fees for interments and memorials for other local cemeteries against that of Ashgrove Cemetery. It was resolved to recommend to the Finance & Amenities Committee the fees be increased in a similar structure to that of Paulton Parish Council’s cemetery, to also include proposed charges for ashes plots. Exclusive Rights of Burial and Memorial were also explained and discussed and it was resolved to recommend to the Finance & Amenities Committee a term of 50 years be applied for Exclusive Rights.</p>	<p>Clerk Clerk</p>
<p>BSC010 – 20/03/2014</p>	<p>Policy for Interments & Memorials The establishment of a Parish Council policy for interments and memorials was discussed. It was noted it should include reference to exclusive rights. It was resolved for the Clerk and Chair to work together using policies from other cemeteries as a basis.</p>	<p>Clerk & KT</p>
<p>BSC011 – 20/03/2014</p>	<p>Cemetery Records A brief update was provided by the Clerk on the process for logging interments and maintaining records. It was resolved for the Clerk to provide copies to the members</p>	<p>Clerk</p>

	<p>of the Sub-Committee of all the forms so as to help with their understanding of the processes and associated responsibilities. The Clerk also advised that she had scheduled a couple of days in the summer for the Parish Office staff to go through the record and to match the entries to the memorials stones photographing each and logging on a computerised system.</p>	Clerk
<p>BSC012 – 20/03/2014</p>	<p>Date and Time of Next Meeting & Future Agenda Items The date of the next meeting of the Burial Sub-Committee is scheduled to be held on Tuesday 20th May 2014 at 7.30pm following the Planning & Environment Committee meeting.</p>	Clerk

Meeting closed at 9.13pm

Signed.....

Date.....

DRAFT