



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 25th July 2017 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Stephen Goodwin, Simon Kidd, Andy Larcombe

Cllrs. Kathy Thomas and Jonathan Rich were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council respectively providing them with full voting rights.

Cllr. Tom Clifford was also present for part of the meeting and although 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: There was one member of the public present; Peter Provest. Peter raised two points:

- Congratulating the Committee and the Cemetery Staff on all the work done in the Garden of Remembrance over the past year; particularly the landscaping and planting scheme of the Memorial Garden.
- Concerns regarding the erection of a gazebo at the site with regards to it becoming a 'hang-out' and encouraging anti-social behaviour.

Cllr. Larcombe thanked Peter for his feedback. He advised that the design of the gazebo would be open-sided and so any person standing in it should be visible from all sides so hopefully it will not be desirable as a location for anti-social activity.

Cllr. Jonathan Rich stated that he had been approached by a member of the public regarding the memorial bench seats asking if a bench could be shared with others wanting a memorial to reduce the cost. This matter was discussed later in the meeting (minute BSC009 – 25/07/2017 refers).

Minute Ref.	Agenda Item	Action
BSC001 – 25/07/2017	Election of Chair Cllr. Andrew Larcombe was elected to Chair the meeting.	
BSC002 – 25/07/2017	Apologies for Absence Apologies were received from Cllr. Jo Davis who was absent due to being away on holiday, and, although not summoned to the meeting, apologies were also received from Cllr. Edward Jones. Both apologies were duly noted.	
BSC003 – 25/07/2017	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 Ashgrove Cemetery and that she considered the trinket-type items on graves to be disrespectful in some situations.	
BSC004 – 25/07/2017	Minutes i. The minutes of the Burial Sub-Committee meeting held on 26 th July 2016 had been circulated in advance of the meeting; it was proposed they be accepted as a true and correct record of the meeting and were duly signed by the Chair.	

	<p>Suggestions included a continuation of Somerset Gold Self Binda (the same material as the pathways in the Garden of Remembrance) however due to problems with this it was felt that tarmac would be a more suitable option. It was therefore agreed for the Caretaker to lay tarmac in the four grassed triangles that the gazebo will cover to blend in with the bulk of the existing tarmac pathway. The pergolas are now available for collection from the supplier and will be erected once the gazebo is in place.</p> <p>Somerset Gold Self-Binda Pathways The condition of the Somerset Gold Self-Binda pathways has been raised as a concern; in some areas, they have become very sandy and the material has not bonded together. The Clerk and Chair of Council met with the contractor on site to discuss this. He advised that one of the main problems was when the pathway was laid it was very dry. From the Clerk’s subsequent research, it is understood that water should have been added to the mix/sprayed to pathways at the time of lay but the Contractor advised that he was informed by the supplier of materials that this is not needed and instead relies on atmospheric moisture/rain for it to bed in properly (which did not happen for some time after it was laid due to the severe dry spell).</p> <p>The contractor also said that the amount of footfall would make a difference. The cemetery does not have a high footfall and as such is not naturally compacted. We should therefore factor in maintenance of the path every 2-3 years. He suggested that the areas which are particularly bad could be scarified, re-worked with new material and cement and then compacted using a whacker plate or similar. He proposed this would take 2 days at £300/day. He also stressed that although he installed the path and is a landscaper he is not looking to undertake maintenance contracts on his installations.</p> <p>The matter was discussed and it was resolved for the Caretaker to undertake these maintenance works, with the help of additional labour if required, at a time suitable for him to do so. Also, that the condition of the pathways is reviewed in 12 months’ time and a regular maintenance programme is introduced. The cost of these works to be deducted from the Garden of Remembrance Maintenance budget. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Simon Kidd Agreed unanimously.</p> <p>Next Phase of Cremated Remains Plots Following discussions at the November Finance & Amenities Committee meeting (minute. F&A032 – 01/11/2016) £4,000 has been ear marked from Reserves for the next phase of cremated remains plots. Since the first cremated remains interment at the Garden of Remembrance in February 2016 there have been 10 plots taken and there is space for 20 more in the gravel bed. Therefore, at current rates, the next phase will not be required until approximately July 2020. It was therefore agreed that the works to install the next phase will be carried out in the autumn of 2018 to provide the best chance of survival for the new yew hedging.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>8.05pm – Cllr. Tom Clifford arrived at the meeting.</p>		
<p>BSC008 – 25/07/2017</p>	<p>Update & Decision – Cemetery Maintenance & Improvements Councillors received updates (shown in blue text below) on those items which were outstanding, or recently completed, from the original schedule of improvement works identified at the Ashgrove Cemetery site meeting on 10th July 2014:</p>	

	<p>➤ Wood chip/waste storage bays and/or a screening fence, both for the lower car park area in an attempt to tidy the area which is being used to store various operational materials. <i>It was considered, that although the bins would look smarter, the fence would be more practical. It was resolved that a 'hit and miss' style fence be installed along the three grassed sides of the cemetery lower car park for a value of up to £3,000 net to include all materials and any additional labour required.</i> It was originally planned for the Caretaker to action this work but it was eventually undertaken by a contractor. The fence was completed in April 2017. It was reported that it would be beneficial to gate off all, or part of, this fenced area to be able to use it as a lockable compound. It is suggested this could be done by fitting a metal-framed gate infilled with timber so the finish is the same as the fence. The Clerk to work with the Caretaker regarding this suggestion and if considered a priority to obtain quotations and options for consideration at a future Finance & Amenities Committee meeting so the works can be budgeted for the next financial year.</p> <p>➤ Reinstate the tarmac path along the row of Cypress trees. <i>Insufficient budget for the 2014/15 or 2015/16 financial year for this project to proceed. To be rolled over for consideration for the 2016/17 financial year. Pending. Clerk to obtain quotations and report to the November 2016 Finance & Amenities Committee meeting for consideration as part of the 2017/18 budgeting process. Budget for this work was not included as part of the 2017/18 budgeting process and neither has it been allocated any Ear Marked Reserves.</i> At some point in the near future all the tarmac paths at the cemetery will need to be resurfaced as they are started to break up in several places. This can either be done as a piece-meal project or all the paths actioned as a larger project (which is likely to be more cost effective). It was resolved that the Clerk obtains quotations to redress all the tarmac paths in the cemetery with a view to adding sufficient budget for this project for the 2018-19 financial year. Proposed by: Cllr. Jonathan Rich Seconded by: Cllr. Andrew Larcombe Agreed unanimously.</p> <p>It was suggested that the maintenance of these pathways could be added to the Assistant Caretaker's job role.</p> <p>➤ 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). <i>One tree located outside of the wall had been removed and the wall has been repointed and 'tell-tales' fitted. These have been monitored for movement in the wall and it has recently been noted that one of them has moved by a couple of millimetres. After checking the records, it was established that this was not due to movement of the wall but due to tampering.</i> The tell-tale has been re-set and continues to be monitored. Repairs to a section of the wall between nos. 29 and 31 Under Knoll were carried out in July and a further tell-tale is due to be fitted to this area before the end of the month. Wall repairs are now complete and the tell-tales will continue to be monitored.</p> <p>➤ Tidying the boundary with Under Knoll – 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. <i>Problematic trees have been removed and the reseating of the coping stones and repairs to the wall have been actioned.</i> The Caretaker removed the top layer of soil with a mini-digger as it was of poor quality and replaced it using the top soil located in the bottom cemetery car park and reseeded with grass.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
--	---	---

DRAFT

	<p>This has improved the look of this area and made it easier to maintain. It was therefore agreed to leave the area as it is for the time being, maintaining the plants and trees that are there. Any further improvement plan can be considered at a later date.</p>	
BSC009 – 25/07/2017	<p>Update & Decision – Fees and Policy The Memorial Tree, Shrub and Bench Donation Policy was reviewed. It had been suggested that, once the pergolas are erected along the pathway to the Garden of Remembrance area, memorial roses could be grown along them to provide a more affordable memorial alternative to the bench seats. It was agreed, that when time permits, the Clerk drafts a new section to this policy to incorporate memorial roses as an option. The amended draft document to be considered at a future Finance & Amenities Committee meeting.</p> <p>It was noted that there are still two bench seats remaining to be installed at the Garden of Remembrance. Various enquiries have not proceeded due to the cost. The Clerk was requested to investigate into whether there was space on the seats to accommodate more than one plaque in which case the cost of a seat could perhaps be shared by several families. Details to be brought back for consideration at a future Finance & Amenities Committee meeting.</p> <p>In accordance with the Financial Regulations 9.3, the fees/charges for Ashgrove Cemetery were reviewed. It was deemed they remain competitive and as such it was resolved that they remain the same for the current year.</p> <p>The Clerk was, however, requested to incorporate the additional fees to the list for the memorial bench seats and memorial roses, also the fees for the foundation slabs as discussed under minute BSC006. Once prices have been determined, the Clerk to bring the document back to the Finance & Amenities Committee for review and approval.</p> <p>The Clerk advised that the Policy for Interments and Memorials at Ashgrove Cemetery requires some updating to incorporate all the changes to the Garden of Remembrance and as such agreed to make these amendments and for the revised document to be considered at a future Finance & Amenities Committee meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
BSC010 – 25/07/2017	<p>Date and Time of Next Meeting & Future Agenda Items The date of the next meeting of the Burial Sub-Committee is to be determined.</p>	

Meeting closed at 8.30pm

Signed.....

Date.....