



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Burial Committee Meeting held on Tuesday 25th June 2019 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Audrey Gillard-Sprake; Samantha Heathcote; Andrew Larcombe; Conor Ogilvie-Davidson; Claire Parfitt (Chair); Les Sprake

Cllr. Jonathan Rich was also present at the meeting, in his capacity as Vice-Chair of Full Council providing him with full voting rights.

In attendance:

Tanya West – Parish Clerk

Public Session: No members of the public were present at the meeting. However, the Clerk reported she had taken a telephone call from Mr Peter Provest who was unable to attend. He raised concerns that the shrubs previously agreed to be planted were not of significant height and he recalled their intention was to provide varying height throughout the Garden of Remembrance. The Clerk had confirmed that a few of the shrubs were taller (e.g. the Witch Hazel), however, the suppliers had advised that the success rates for the shrubs growing would be better if smaller plants were used. The Clerk had agreed to send some photographs of the shrubs to Mr Provest to help evidence the larger specimens that have been planted.

Minute Ref.	Agenda Item	Action
BC001 – 25/06/2019	Election of Vice-Chair It was unanimously resolved to elect Cllr. Jonathan Rich to the position of Vice-Chair of the Burial Committee. Cllr. Rich advised that once other members of the Committee feel more confident and familiar with the running of the Council he is quite prepared to stand down and allow another member to take on the role.	
BC002 – 25/06/2019	Apologies for Absence Apologies were received from Cllr. Kathy Thomas who was absent due to being away on holiday. This apology was duly noted.	
BC003 – 25/06/2019	Declarations of Interest No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
BC004 – 25/06/2019	Minutes i. The minutes of the Burial Sub-Committee meeting held on 24 th July 2018 had previously been approved at the Finance & Amenities Committee meeting on 25 th September 2018, however, they were circulated prior to the meeting to provide background information to new councillors and a refresher for those returning. ii. The outstanding actions relating to the cemetery had been transferred from the Finance & Amenities Committee and all members of the committee had been given access to the Burial Committee Actions Register on 'Planner'. These were reviewed, and it was noted that most of the outstanding actions were already listed as an agenda item for further discussion at the meeting.	

BC005 – 25/06/2019	Items for Urgent Report It was reported that a part-used container of slug killer had been located on one of the grave plots at the cemetery. The Caretaker had raised concerns to the Clerk as the product contained Metaldehyde which is being phased out by the Government due to the significant harm it causes to wildlife and the environment. The matter was discussed, and the Clerk was requested to display a notice at the cemetery (on the notice board and by the outside tap) advising the use of slug pellets is banned in the cemetery, also to incorporate the matter into the relevant herbicide/pesticide policy for sign off at the relevant Full Council meeting.	Clerk Clerk
BC006 – 25/06/2019	Advisory Panel It was resolved to appoint a Burial Committee Advisory Panel, made up of all members of the Committee, to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference detailed on the Advisory Panel Record Form.	
BC007 – 25/06/2019	Burial Sub-Committee It was resolved to appoint a Burial Sub-Committee, to work in line with the agreed Terms of Reference and Delegations, consisting of all members of the Burial Committee, along with the Chair and Vice-Chair of Full Council.	
BC008 – 25/06/2019	Burial Related Policies & Procedures The list of policies that have been allocated to the Burial Committee as detailed on the Strategic Documentation Register was reviewed at the meeting. As there are only two of them, it was resolved to review them both at an Advisory Panel meeting which was scheduled to be held on Tuesday 30 th July 2019 at 7pm at Beacon Hall. The Clerk was requested to email out a reminder, along with a copy of the policies, to all the committee members.	Clerk
BC009 – 25/06/2019	Review of Finances 2019/20 Councillors reviewed the income and expenditure report for the 2019/20 financial year for those budgets specifically linked to the Burial Committee. It was noted that the budget for the Business Rates for the cemetery is insufficient and so the £137.63 shortfall will have to be covered by another of the operational budgets. The waste disposal budget was discussed; with a view to disposing of the increase in grass clippings (now that the Council has a mower which can collect clippings). Prices for an ‘open’ skip to be held at the site long-term to be obtained. In the longer term, options for composting the clippings to also be investigated.	Clerk Clerk
BC010 – 25/06/2019	Update & Decision – Interments and Memorials i. No applications for new memorials or amendments to existing memorials had been received for consideration at this meeting. ii. The granite temporary plot markers, for the new full burial sections (F and J) are due to be delivered to the cemetery by the end of the week. The Caretaker to install them as soon as possible. iii. Cllr. Parfitt reported that she had been working with the Clerk to provide more accurate plans of the cemetery and improved access to burial records. Cllr. Parfitt is undertaking aerial photography of each of the sections which will make it easier to highlight/identify the separate plots and is also photographing each of the memorials. The Clerk is updating the website with information on the deceased for each section of the cemetery (details available include grave plot number; name of the deceased; date of death and date of interment). The aim is to have all details and photographs accessible via the website and an accurate site plan on display on the cemetery notice board.	Clerk CP & Clerk
BC011 – 25/06/2019	Update & Decision – Garden of Remembrance Updates on the Garden of Remembrance were received as follows: i. Changes to the ‘seasonal’ beds located around the scattering area. It was reported that these beds provide some floral/vegetation interest	

	<p>throughout the year. They are currently planted with dahlias, heucheras, grasses, heathers and some annuals. The plants are monitored and any that fail are replaced when ordering the summer/winter bedding plants. It was agreed to leave the beds with the existing plants but the Clerk to ensure that the weeding of these beds is maintained.</p> <p>ii. The next phase of cremated remains interments. The ear-marked reserves for this project were reallocated to other projects during the last financial year. It was previously agreed to have alternate hedges of 'Box' and 'Yew' for the remaining sections, which will be slightly more expensive, but the works should still be in the region of £4,000. This project needs to be planned for autumn 2020 and as such budget will need to be included for the 2020/2021 precept.</p> <p>iii. Combined donations and plaques for the remaining memorial benches for the Garden of Remembrance, also to agree pricing for memorial roses. The Clerk was requested to include the previously agreed prices for the benches in the relevant policy document and to prepare the draft prices for the memorial roses ready to be reviewed at the Advisory Panel meeting on 30th July. It was further suggested that an article is included in the Autumn newsletter providing full details of the interment and memorial options that the cemetery provides. The name 'Ashgrove Cemetery' was also raised; it was felt that it is not instantly recognisable what facilities are provided. Alternatives were suggested, for example, 'Ashgrove Cemetery and Garden of Remembrance'. Further consideration would be given to this point at the Advisory Panel meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk & Cllrs</p>
<p>BC012 – 25/06/2019</p>	<p>Update & Decision – Cemetery Maintenance & Improvements Councillors received updates and considered suggestions and estimates for future works/improvements to the cemetery site as follows:</p> <p>i. Installation of additional external tap as a temporary measure to assist with watering/irrigation. Due to mowing/weather the timing of this work cannot be specified; the Caretaker has advised it will be actioned over the next few weeks when it's too wet to mow.</p> <p>ii. Review of the tarmac pathways and repairs to the 'Somerset Gold' pathways around the cemetery. The Caretaker will continue to repair/upgrade the Somerset Gold pathways as phased sectional works. This is an autumn/winter task as it needs the damper weather to help bind the materials. A map of the tarmac pathways has been prepared, labelling the different sections and identifying any issues. The Caretaker walks the pathways on a regular basis monitoring any deterioration. Any changes are recorded. The project to repair the pathways has already been included on the future projects list but will be of significant expense. This process helps to minimise risk and demonstrates the pathways are monitored.</p> <p>iii. The 'sink hole' at the cemetery. There has been no movement on this sink hole since the hole was topped up with gravel last year. It will continue to be monitored by the Caretaker.</p> <p>iv. Removal of commemorative flowers/items on graves and consider any feedback received. Contact details and addresses for those 'Exclusive Right' holders have been sourced for all cremated remains plots within the Garden of Remembrance. A letter advising them to remove trinkets and to keep their items within their slab was reviewed and amended at the meeting. It was agreed that the revised letter will be sent out in early July (avoiding the weekends) and councillors will</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>be informed once they have been sent, so they can be prepared for any feedback. Any responses will be reported to the Burial Committee for discussion at the next meeting.</p> <p>v. Planning for additional resource for weeding of beds and mowing/trimming of grass during May 2020. The workload during month of May has been an issue for the past two years, with the summer bedding preparation and planting and the start of the growing season impacting on the weed growth and mowing at the cemetery. Suggestions to help alleviate this problem were discussed and it was resolved for the Clerk to obtain prices for additional resource to support the Caretaker during the month of May and to report back at a future meeting, so any necessary funding can be provided for the next financial year.</p> <p>vi. Drainage issues and potential of collapsing pipe. The recurring issues with the toilet and drain becoming blocked continues; the most recent incident being earlier this month. It has been a problem for some years and is caused by a collapsing section of pipe which needs replacing. It was resolved for the Clerk to work with the Caretaker to obtain costings with a view to actioning this work during the current financial year.</p>	<p>Clerk</p> <p>Clerk</p>
BC013 – 25/06/2019	<p>Review of New Actions Councillors reviewed that the actions generated from the meeting had been correctly captured on 'Planner'. It was agreed to 'park' the outstanding action relating to foamstream weed control as it was now felt the weeding issue would be addressed by the additional labour in May (minute BC012 - 25/06/2019 refers). It will be revisited if the suggested increased resource does not happen.</p>	
BC014 – 25/06/2019	<p>Date and Time of Next Meeting & Future Agenda Items The date of the next meeting of the Burial Committee is to be determined.</p>	

Meeting closed at 8.56pm

Signed.....

Date.....