

PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Burial Sub-Committee Meeting held on Tuesday 26th July 2016 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis (Chair), Stephen Goodwin, Simon Kidd, Andy Larcombe, Lesley Mansell, 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.

Cllr. Rod Bridges was also present at 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

<u>Public Session:</u> There was one member of the public present; Peter Provest. Peter thanked the Clerk for providing him with a copy of the pre-reading and advised the Councillors that he was totally happy with the planting scheme proposed for the Memorial Garden and that his donation be used towards this. He did however express concerns that a shelter/gazebo may end up being a 'hang-out' and would generate anti-social behaviour in the Cemetery.

| Minute Ref. | Agenda Item | Action | | |
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| BSC001 - | Election of Chair | | | |
| 26/07/2016 | Cllr. Jo Davis was elected to Chair the meeting. | | | |
| BSC002 - | Apologies for Absence | | | |
| 26/07/2016 | Apologies were received from Cllr. Kathy Thomas who was absent due to being | | | |
| | away on holiday. This apology was duly noted. | | | |
| BSC003 - | Declarations of Interest | | | |
| 26/07/2016 | No additional interests, to those already disclosed to the Monitoring Officer, were | | | |
| | declared. | | | |
| BSC004 - | Minutes | | | |
| 26/07/2016 | i. The minutes of the Burial Sub-Committee meeting held on 23rd September 2014 had been circulated earlier that afternoon; unfortunately as not all councillors present at that meeting had sufficient time to read them, their approval was deferred until the next Finance & Amenities Committee meeting on 1st November 2016. ii. The minutes of the Burial Sub-Committee meeting held on 3rd May 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. Proposed by: Cllr. Stephen Goodwin Seconded by: Cllr. Andy Larcombe Agreed by the majority of those present. iii. An update on the actions from the last meeting had been circulated as perreading. The Clerk advised that now all the minutes were complete a full actions register of all the outstanding items would be circulated to all committee members. | Clerk | | |

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| BSC005 - | Items for Urgent Report | | | |
| 26/07/2016 | An email received from a village resident was read out and noted: "I just wanted to | | | |
| | say that I went to the cemetery today and saw the peace garden area. The flowers | | | |
| | were absolutely stunning. Please pass that comment on to the Gardener and his | | | |
| | team. Thank you." | | | |
| BSC006 - | Update & Decision – Interments and Memorials | | | |
| 26/07/2016 | i. Since the last meeting on 3 rd May 2016 the following interments have taken place at Ashgrove Cemetery: Button (full burial); Hemms (cremated remains interment); Kennedy (cremated remains interment); Kirkham (cremated remains interment); Willey (cremated remains interment); Will (cremated remains in | | | |
| | interment); Radford (cremated remains interment); Willcox (cremated remains interment). | | | |
| | ii. Since the last meeting on 3 rd May 2016 applications for new | | | |
| | memorials/inscriptions have been agreed at Full Council meetings. No new applications had been received for consideration at this meeting. | | | |
| BSC007 - | Update & Decision – Garden of Remembrance | | | |
| 26/07/2016 | Pre-reading provided an update on the Garden of Remembrance with summaries and suggestions for the next phase of works (see appendix BSC007i). The following decisions were made: | | | |
| | Memorial Garden - Planting | | | |
| | It was resolved to proceed with the three silver birch trees and herbaceous drift planting with year-round interest as detailed in the pre-reading, to be undertaken during the autumn up to a value of £2,500+VAT (£1,000 of which to be the donation from Peter Provest). | Clerk | | |
| | Proposed by: Cllr. Andy Larcombe | | | |
| | Seconded by: Cllr. Stephen Goodwin | | | |
| | Agreed by the majority of those present. | | | |
| | Production majority of those processing | | | |
| | Memorial Garden - Sculpture The options were discussed and mainly due to possible vandalism and cost, it was resolved not to have a sculpture as a feature in the Memorial Garden for the time being. | | | |
| | Proposed by: Cllr. Andy Larcombe | | | |
| | Seconded by: Cllr. Karen Walker Agreed unanimously. | | | |
| | Agroca anaminoadly. | | | |
| | Shelter/Gazebo It was resolved to instruct the Clerk to obtain some samples of wood and materials and to obtain some quotations for a structure to fit in the proposed location. Options to be presented for the structure should include an octagon gazebo and a pergola and they should be presented to the Finance & Amenities Committee in November. | Clerk | | |
| | Proposed by: Cllr. Karen Walker Seconded by: Cllr. Simon Kidd Agreed unanimously. | | | |
| | Next Phase of Cremated Remains It was noted that based on the current cremated remains interment rates at the Garden of Remembrance the area allocated will be full by July 2018 and so a second area for allocation should be considered. It was resolved to allocate areas around the circular pathways, in a clockwise direction, and for the Caretaker to measure out the relevant areas, calculating the number of plots it would allow and to work with the Clerk to obtain prices for their creation for inclusion in the budget calculations at the November Finance & Amenities Committee meeting. | Clerk | | |

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| | Proposed by: Cllr. Karen Walker | | | |
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| BSC008 - 26/07/2016 | Seconded by: Clir. Stephen Goodwin Agreed unanimously. Update & Decision - Cemetery Maintenance & Improvements Councillors received the below updates (brown text) on previously agreed maintenance works and improvements to Ashgrove Cemetery: Removal of soil spoil heap, level ground, grass and make good. The soil was removed, the site levelled and reseeded. Area still has a high level of weeds to grass but it is improving and the area is mowed on a regular basis along with the rest of the cemetery. Complete. Create a wooden storage bin (similar to the compost heap) for the storage of woodchip. Caretaker creating specification and pricing timber - two bins will be required; one for dumping fresh chippings and other to contain mature chippings ready for use. The timber remaining from the football pitch fence is not suitable for the job. Superseded by minute F&A084-20/10/2015 (see below). Reinstate the tarmac path along the row of Cypress trees. Insufficient budget in previous financial years for this project to proceed. Clerk to obtain quotations and report to the November 2016 Finance & Amenities Committee meeting for consideration as part of the 2017/18 budgeting process. 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). 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. The Clerk checking back through records to make certain that this is wall movement and that they have not been tampered with. Clerk to continue to monitor and report back at a future meeting. Clear brambles etc. from area next to wall, leaving a few specimen trees (section alongside Eckweek Lane). The Caretaker has cleared this site and the Maple trees have been planted and are established. Complete. | Clerk | | |
| | Complete.Tidying the boundary with Under Knoll – clearing some of the existing | | | |
| | it has subsequently been rescheduled for August. The Caretaker has suggested that the top layer of soil is removed as it is of poor quality and only permits weed growth. It could be replaced using the top soil located in the bottom cemetery car park and reseeded with grass. This would dramatically improve the look of this area and any decision on what to do with the remaining trees/planting improvement plan can still be taken at a later date. It was resolved that a mini-digger is hired, additional labour booked and that the Caretaker undertakes this work all within the Cemetery operational budget. Proposed by: Cllr. Dave Walker | Clerk | | |
| | Seconded by: Cllr. Andy Larcombe | | | |

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| | Agreed unanimously. | |
| | F&A084 – 20/10/2015 Parish Amenities Ashgrove Cemetery/Caretaker's Workshop – Pre-reading provided details and costings for wood chip/waste storage bays and 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. 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. Expenditure to be deducted from the 'Capital Projects – Garden of Remembrance' budget and to be installed when the Caretaker's time permits. This item can continue to be actioned by the Caretaker, during the autumn or a contractor may wish to be employed. It should be noted that if a contractor is assigned, then quotations will need to be obtained; the project will probably cost more and depending on their availability still may not be actioned prior to the autumn. The Caretaker has advised this job could be accommodated during September but this will depend on decisions made regarding the Garden of Remembrance. The Clerk to speak with the Caretaker prior to the meeting to provide further details for councillors to make an informed decision. The budget this cost is assigned to may also need to be reconsidered, depending on the decisions made under agenda item BSC007-26/07/2016. Options were discussed and it was resolved for the Clerk to obtain quotations from contractors to erect a screening fence in this area, as per the specification | Clerk |
| | previously agreed, and to bring them to Full Council in September for consideration as it is likely the cost for this project will need to be deducted from Reserves. Proposed by: Cllr. Dave Walker Seconded by: Cllr. Andy Larcombe | |
| | Agreed unanimously. | |
| BSC009 – 26/07/2016 | Update & Decision – Fees and Policy 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. Proposed by: Cllr. Jo Davis Seconded by: Cllr. Dave Walker Agreed unanimously. | Clerk |
| | 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 the next Finance & Amenities Committee meeting in November. | Clerk |
| BSC010 - | Date and Time of Next Meeting & Future Agenda Items | |
| 26/07/2016 | The date of the next meeting of the Burial Sub-Committee is to be determined. | |

| Meeting closed at 8.16pm | |
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| Date | |