

PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Burial Sub-Committee Meeting held on Tuesday 27th January 2015 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Calvin Bird, Kathy Thomas (Chair), Dave Walker

In attendance:

Tanya West – Parish Clerk

Public Session: One member of the public was present; Peter Provest, who acknowledged an update received from the Clerk, had answered most of his queries but he was seeking confirmation that the Scattering Meadow and the Garden of Remembrance would be ready by 10th July 2015 in readiness for a remembrance service he is planning. He intends to invite the local Methodist minister to unveil the memorial bench previously agreed for him to fund. It was replied the Sub-Committee did not foresee any reason the site would not be ready in time. Mr Provest stayed for the remainder of the meeting.

Minute Ref.	Agenda Item	Action
BSC037 -	Apologies for Absence	
27/01/2015	Apologies for absence had been received from Cllr. John Bailey who was away due	
	to family matters and from Cllr. Andy Larcombe who was in London with work	
	commitments. Both apologies were noted.	
BSC038 –	Declarations of Interest	
27/01/2015	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.	
BSC039 –	Minutes	
27/01/2015	i. The minutes of the Burial Sub-Committee meeting held on 23 rd September 2014	
	were not yet available so their approval would be deferred until the next	Clerk
	meeting.	
	ii. The minutes of the Burial Sub-Committee meeting held on 21 st October 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.	
	iii. The minutes of the Burial Sub-Committee meeting held on 9 th December 2014	
	had been circulated and, subject to the following amendments underlined	
	below: minute BSC033-09/12/2014 - 'The Clerk, working with the Chair, was	
	requested to explore any funding schemes available and to speak to water	
	management companies to obtain advice and possible ballpark figures for	
	future consideration.' and minute BSC032-09/12/2014 – 'It had been previously	
	<u>agreed</u> that once the scattering meadow is flowering a section will be mown	
	through to the middle in order for ease of access for scattering.', were agreed	Clerk
	by all those present at that meeting and were duly signed by the Chair as a true	
	and correct record of the meeting.	
	iv. The actions register detailing all actions logged at the last meeting had been	
	circulated and the pending items were reviewed at the meeting with the	

	following points raised: a. It was noted that the budget allocated for the construction of the skip pit	
	and the removal of the spoil heap would need to be referred to the	
	Finance & Amenities Committee in order to agree to carry forward to the	Clerk
	new financial year as the works would now not be carried out until the	
	end of March/beginning of April.	
	b. Initial investigations had been undertaken on the harvesting of	
	rainwater. This project will not be cheap but should be cost effective in	Clerk &
	the long-run. Chair and Clerk to continue investigating for report back.	KT
	c. The Clerk still to access the old burial software system to check records	Clerk
	and consider suitability for future use. The Clerk to circulate a list of all outstanding actions after the typing of the	Clerk
	minutes for this meeting.	CIEIK
BSC040 -	Items for Urgent Report	
27/01/2015	There were no urgent items to report.	
BSC041 -	Cemetery Legislation Briefing	
27/01/2015	As Cllrs. Bailey and Larcombe were absent it was agreed to defer the summary of	Clerk
	the NALC Legal Topic Note 64 - Tombstones and Memorials until the next meeting.	AL&JB
BSC042 -	Garden of Remembrance	
27/01/2015	It was noted the construction of the pathways was scheduled for late February	
	(weather permitting) and that the contractor was due to meet with the Clerk later	Clerk
	that week to finalise the details of ordering the materials etc. The Clerk was	Clerk
	requested to discuss DDA compliance of the scattering meadow with him and to arrange for the top soil removed from the pathways to be stored in a location at	Clerk
	the cemetery until it can be used on the Memorial Garden or elsewhere at a	CIEIK
	later date.	
	A paper on suggested planting for the seasonal beds surrounding the scattering	
	area was presented at the meeting and discussed. It was resolved to spend a	Clerk &
	maximum of £500 on plants for the seasonal beds with the choice of plants	KT
	being determined between the Caretaker, the Chair and the Clerk. The paper	.
	included a climbing plant for each bed and due to resource levels the Clerk was	Clerk
	requested to investigate some cost-effective obelisks rather than the Caretaker	
	 making them. Options for the Memorial Garden section were discussed and a 'rock-type' 	
	garden with shrubs and architectural plants was suggested and considered as	
	having big impact and minimal maintenance. An offer of some free limestone	
	boulders had been received from a local quarry on the condition a donation	
	plaque is displayed and they are collected at the expense of the Parish Council.	
	This was discussed, and it was resolved to take up the offer of the limestone	Clerk
	boulders including the condition of installing a plaque to acknowledge the	
	donation, and to pay, up to a value of £300, for a local farmer to transport them	
	to the cemetery.	Clark
	Until works commence on the Memorial Garden section it was requested that the Carotakor pick up the grass in this area each time after mowing	Clerk
	 the Caretaker pick up the grass in this area each time after mowing. Memorial bench seats were discussed with teak and recycled plastic options 	
	considered; the latter being preferred due to minimal maintenance	
	requirements. The Clerk was requested to obtain pricing for the recycled plastic	Clerk
	seat that is installed on the Recreation Ground and to present it to the next	
	meeting of the Finance & Amenities Committee for their approval.	
	The remaining items to complete the project were briefly discussed, including	
	the gazebo. The Clerk advised she was obtaining some costings for a bespoke	Clerk
	package as due to the dimensions it was proving difficult to purchase a ready-	Olark 0
	to-install package. The Clerk to provide Cllr. Calvin Bird with the dimensions for	Clerk &
	a contact of his to provide a comparison quotation.	CB

	The Clerk agreed to produce a list of action items for the Garden of	Clerk
	Remembrance, with a suggested priority order, for consideration at the next	CICIN
	meeting.	
BSC043 -	Update & Decision – Cemetery Maintenance & Improvements	
27/01/2015	The concrete pillars had been installed and the delivery of the container would be	
	actioned shortly.	
	The Clerk reported some quotations for the entrance gates and signage had been	Clerk
	received but more were still awaited. It was requested that once received, these	
	quotations be considered by the Finance & Amenities Committee at their next	Clerk
	meeting.	
	The schedule of improvements works identified at the site meeting on 10 th July	
	2014 was reviewed and the update is detailed below:	
	Removal of soil spoil heap, level ground, grass and make good. Due to be	
	undertaken by contractor late March/early April.	
	Create a wooden storage bin (similar to the compost heap) for the storage of	
	woodchip. Caretaker pricing timber - two bins will be required; one for dumping	
	fresh chippings and other to contain mature chippings ready for use. It was	Clark
	suggested the timber remaining from the football pitch fence be utilised – Clerk to liaise with Caretaker.	Clerk
	 Reinstate the tarmac path along the row of Cypress trees. Insufficient budget 	
	for the 2014/15 or 2015/16 financial year for this project to proceed. To be	Clerk
	rolled over for consideration for the 2016/17 financial year.	OICIN
	 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 already removed	
	outside of the boundary wall and cracks in wall are being monitored. Coping	Clerk
	stones to be replaced by Caretaker in near future.	
	Clear brambles etc. from area next to wall, leaving a few specimen trees	
	(section alongside Eckweek Lane). The Caretaker had cleared these brambles;	
	a paper presented at the meeting provided photographs and explained	
	specimen trees had been very few, most of which were growing too close to the	
	cemetery wall. The Caretaker recommended they be removed and specimen	
	maples be planted instead, this was presented at the meeting and it was agreed	Clerk
	to purchase 3 Norway Maples and 2 Crimson King Maples, with tree stakes, for	
	a cost of £161.51+VAT to be deducted from remaining funds in the 'Cemetery	
	 Tree Works' budget. Levelling of the area to the right of consecrated plots, as it is currently difficult to 	
	maintain. To be actioned pending removal of spoil heap.	Clerk
	 Dropping the kerbs at end of the paths to comply with DDA requirements. 	OICIN
	Quotations currently being obtained from the pathways contractor. It was	
	requested the quotation be presented to the Finance & Amenities Committee	Clerk
	for consideration at their next meeting.	
	> 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. The Caretaker had advised this work could be undertaken with	
	additional labour and chipper but a definite plan of works would be required	
	prior to commencing. It was agreed that prior to commencing work along this	
	boundary the Clerk would advise the residents of the detail of the maintenance	Clerk
	work to be undertaken. As this is not urgent work it will be undertaken once the	
	Caretaker has actioned other outstanding tasks and so a plan would be	
	considered at a future meeting.	
	Following agreement by the Planning & Environment Committee to purchase	

	additional notice boards; locations at the Cemetery were discussed. Subject to sufficient project budget being available it was agreed for a Parish Council general notice board to be located on the outside wall of the Cemetery at the entrance and for a second noticeboard to contain a plan of the cemetery to be located on the wall of the Caretaker's workshop building.	Clerk
D00044		
BSC044 – 27/01/2015	 Update – Interments and Memorials Records i. Since the last meeting on 9th December 2014 three interments had taken place at Ashgrove Cemetery; McCardle (full burial), Jermin (full burial), Boyce (cremated remains). ii. Since the last meeting on 9th December 2014 three applications for new 	
	 memorials (Boucher, Filer and Holborn) and one application for memorial inscription (Jermin and Boyce – same headstone) had been received. They were considered individually and it was unanimously agreed to accept them all. The Clerk explained the process to follow; informing the applicant/stone mason and checking and recording the headstone once installed. iii. The Clerk explained that in order to comply with legislation a cemetery-wide memorial safety inspection was due. The Caretaker had undertaken training back in 2010 but inspection reports had not been generated and the ICCM 	Clerk
	recommend refresher training every three years. After some discussion is It was resolved for the Caretaker and the Clerk to attend the training session scheduled for June 2015 and following this the Clerk to report back to the Sub-	Clerk
	Committee with a schedule of work involved and estimated time it would take to inspect the whole cemetery with a view to it being undertaken later in the year.	Clerk
	iv. Cemetery records maintenance is ongoing with the Clerk still to obtain a further quotation for repairing of the record books. However a quotation for a fire proof storage cabinet had been received with prices in the region of £1200. It was noted that as the cabinet would be used for items other than the burial records	Clerk
	other budgets could be considered. It was resolved to refer the matter to the Finance & Amenities Committee with the recommendation a fire-proof cabinet is purchased using remaining funds from the IT Software and Hardware budget.	Clerk
BSC045 – 27/01/2015	Update & Decision – Policy for Interments & Memorials A <i>Memorial Tree, Shrub and Bench Donation Policy</i> had been drafted with the intention it be incorporated into the main <i>Policy for Interments and Memorials at</i> <i>Ashgrove Cemetery</i> , which had been circulated to councilors prior to the meeting. This was discussed and it was resolved it be recommended to Full Council for adoption at the meeting on 17 th March 2015, subject to the Clerk amending the wording relating to the shrubs and trees to reflect that specific species had not yet been agreed, also, subject to the Finance & Amenities Committee approving the	Clerk
	options on benches. A copy of the Grave Digging Audit form was tabled at the meeting and the Clerk had explained the difficulties in obtaining some of the information from the grave digger e.g. casket measurements and in getting the form signed. This was discussed and suggestions were made for amending the form and obtaining some	
	of the information directly from the undertaker. It was resolved for the Clerk to amend the form to reflect these changes and to include the revised form in the	Clerk
	Policy for Interments and Memorials at Ashgrove Cemetery. The Clerk was also instructed to ask the Caretaker to check the dimensions of each newly dug grave in order to comply with requirements.	Clerk
	The Clerk was requested to create an Application for Scattering Cremated Remains form to be considered at the next meeting.	Clerk
	The Clerk was requested to create a Topple Testing Record form following the training session scheduled for June 2015.	Clerk

BSC046 – 27/01/2015	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 3 rd March 2015 at 7pm at the Beacon Hall.	Clerk
	Meeting closed at 9.21pm	
Signed	Date	