



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 Tuesday 9th December 2014 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: John Bailey, Calvin Bird, Andy Larcombe (Vice-Chair), Kathy Thomas (Chair), 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.

In attendance:

Tanya West – Parish Clerk

Public Session: One member of the public was present; Peter Provest, who asked the Sub-Committee for confirmation that the scattering meadow and the garden of remembrance would be ready by July 2015 in readiness for a remembrance service he is planning. He had attended the Burial Sub-Committee meeting on 23rd September but had concerns as the minutes for this meeting were not yet available and neither had he received confirmation in a letter. It was replied the minutes would be circulated later that week and the Garden of Remembrance would be discussed later in the meeting. Mr Provest remained for the remainder of the meeting to listen to the update.

Minute Ref.	Agenda Item	Action
BSC028 - 09/12/2014	Apologies for Absence With all members present at the meeting no apologies were received.	
BSC029 – 09/12/2014	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. Cllr. John Bailey advised that one of the companies quoting for the landscaping works at the Garden of Remembrance was known to him, having previously undertaken work at his house. Cllr. Andy Larcombe advised of the same for another of the companies. Neither interest was pecuniary and so both members were able to join in discussions and vote.	
BSC030 – 09/12/2014	Minutes 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 meeting. ii. The minutes of the Burial Sub-Committee meeting held on 21 st October 2014 had been issued but not in sufficient time for all to have read them so their approval was deferred until the next meeting. iii. The actions register had not been circulated but verbal updates were provided at the meeting. It was noted that the hedges at the cemetery had been cut back but the borders were still remaining, the response to Peter Provest's letter was still outstanding. The Clerk was requested to update the action log and circulate to members.	Clerk Clerk Clerk Clerk

BSC031 – 09/12/2014	Items for Urgent Report There were no urgent items to report.	
BSC032 – 09/12/2014	Garden of Remembrance It was resolved to evoke Standing Order 10.a.vi and to defer this agenda item until the end of the meeting.	
BSC033 – 09/12/2014	<p>Update & Decision – Cemetery Maintenance & Improvements</p> <p>An update was provided on the previously agreed improvement works, with particular reference to the clearance of the spoil and creation of the skip pit. The Clerk was requested to obtain a definite date from the contractor.</p> <p>The arrival of the container was pending on the concrete pillars being installed to ensure the ground is level prior to arrival. The Caretaker to complete if possible or alternative arrangements made.</p> <p>The Clerk advised a water meter had been installed at Ashgrove Cemetery on 24th November 2014 as part of Bristol Water’s campaign for the compulsory installation of water meters to all commercial properties. The implications of this were discussed, particularly with the filling of the water bowser for the summer planting scheme. Calculations had indicated that it would now cost in the region of £60 to fill the bowser and, depending on the weather, potentially costing the Parish Council £3300 per year to water the existing hanging baskets, beds and planters. It was noted the operational budget would need to be increased appropriately.</p> <p>Due to the costs involved it was suggested that alternative sustainable options be considered such as rain water harvesting, improving water retention of the soil etc. It was commented that to achieve the volumes of water necessary any rainwater harvesting would need to be large-scale and the logistics of transferring the water to the bowser would also need investigating. The Clerk 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.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
BSC034 – 09/12/2014	<p>Update – Interments and Memorials Records</p> <p>i. No interments had taken place at Ashgrove Cemetery since the meeting on 23rd September 2014. However three applications for memorials had been approved (Mullins, Hemms and Pulsford) and the base for the memorial stone for Dunscombe & Rowe had been replaced. The Clerk advised that the income generated by the Cemetery was currently at 50% of the estimated budget for the year.</p> <p>ii. The Clerk advised she had a conversation with Rev. Matthew Street regarding sharing information on burial records with a view to perhaps making them available online in the future. This matter would be included for discussion at a future meeting.</p>	Clerk
BSC035 – 09/12/2014	<p>Update & Decision – Policy for Interments & Memorials</p> <p>Photographs of some of the memorials at Ashgrove Cemetery were viewed and discussed at the meeting in the context of what types of memorial should be permitted in the future. It was considered that new memorials should be in-keeping with existing, however, this presented difficulties with some of the older types having maintenance issues with kerb stones, others being too large etc. It was therefore resolved to include in the Policy for Interments and Memorials that any application for memorial is to be referred to the Burial Sub-Committee for consideration.</p>	Clerk

7.58pm – It was agreed to adjourn the meeting for a comfort break.

8.13pm – It was agreed to reconvene the meeting.

<p>BSC032 – 09/12/2014</p>	<p>Garden of Remembrance A verbal update was provided by the Clerk on works undertaken to date at the Garden of Remembrance. It was suggested that once the scattering meadow is flowering a section should be mown through to the middle in order for ease of access for scattering. It was also noted that any further works would have to be undertaken after the pathways had been constructed. The Clerk was requested to obtain planting options for the seasonal beds ready for the next meeting.</p> <p>Quotations had been received for the formation of the pathways for which a specification had been provided. These were tabled at the meeting and a period of time was set-aside for Councillors to review them. The quotations were then assessed on an individual basis, with costings compared against the remaining project budget (£12,250 with the potential of an extra £2,500 from the Recreation Ground Boundaries project dependent on the approval of Full Council).</p> <p>It was resolved for the Garden of Remembrance pathway landscaping works (to include the construction of four spaces for seats to be located) to be awarded to SGS; the surface to be constructed of Selfbinda Somerset Gold limestone mixed with white cement and for concrete edging stones to be used and all for a maximum cost of £12,750. The Clerk to negotiate with the contractor regarding the direct supply and purchase of materials and for the works to commence as soon as possible.</p> <p>It was noted that budgets, for the additional works to the Garden of Remembrance, need to be collated ready for consideration by the Finance & Amenities Committee at their meeting on 6th January 2015. The Clerk was therefore requested to obtain quotations/estimates for the following items:</p> <ul style="list-style-type: none"> ➤ Dropped kerbs ➤ Gazebo/pergola ➤ Yew tree hedge ➤ Cremated remains plot-marker slabs ➤ Planting options for seasonal beds. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>BSC036 – 09/12/2014</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 27th January 2015 at 7pm at the Beacon Hall.</p>	<p>Clerk</p>

Meeting closed at 8.47pm

Signed.....

Date.....