



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 2nd SEPTEMBER 2024

- 1. Present:** Councillors: M. Tye (Chair); A. Barton; H. Parker;
B. Walton; D. Wright
Mrs Carey (Clerk)
- 2. Apologies:** Cllr J. Clifford
- 3. Absent:** Nil
- 4. Public Question Time:** There were no members of the public present.
- 5. Declaration of Interest relating to items on the Agenda:** Cllr Tye declared that her son-in-law was an electrician with Greenacres Electrical Ltd.
- 6. Minutes:** The Minutes of the Meeting held on 1st July 2024 were taken as read and were signed as being a true record.
- 7. Matters Arising from the Minutes.**
 - a. Lodge Maintenance:**
Replacement windows: On-going. Money added to the budget
 - b. Chapel and Lodge roof:** Continue to monitor
 - c. Information Boards:** Draft of information for the Information Board received from Alan Payne. It was agreed that as well as the history the Board should also detail the Cemetery Environment.
It was agreed to set up a Working Group comprising Cllrs: H. Parker; M. Tye; B. Walton and T. Walton to meet with Alan Payne to discuss this further. Money to be put in the budget for next year.
 - f. Stone trefoils on Chapel:** Money had been put in the budget for these.
- 8. Cemetery Maintenance:**
 - a. Front boundary wall**
The quotation from Paul Emerson in the sum of £2740 had been accepted and he would carry out the work in the Autumn.

Quotation from Tree Parts Ltd in the sum of £380 to treat the stump had been agreed and the work had started on this.

Paul Emerson will liaise with Daniel Part over this.
 - b. Update on Biodiversity Plan:** The Ecological Survey was almost finished – a map needs to be added. Melissa will send the report by next week
 - c. Painting of front gate and gutters and downpipes on Chapel:**
The quotation from Andrew Perkins to paint the gutters and downpipes on the Chapel in the sum of £840 had been accepted and he will start the work on 14th September.

Further consideration to be given to asking the Community Payback Team to wash and clean the main gates and section of railings and to clean and hammerite the small gate.

d. **Use of Community Payback Team**

The toilet at the back of the Lodge had been repainted.

The following work for the Community Payback Team had been discussed with Guy Pearce:

- Skim path at bottom end leading up to the top Cemetery
- Cut back the overgrowth/hedges on the track between bottom and top Cemetery
- Move and relocate the bench at the end of the track to assist access to the top Cemetery
- Treat seats using Teak Oil
- Cutting of hedges at top of the Cemetery
- Put guttering and downpipes for water collection on both sheds
- Clear the weeds growing in the parking spaces by the Lodge
- Clear the Laurel trees on the bank under the wall
- Create compost bay at the bottom end of the Cemetery by the Shed
- Water butt by the bottom shed

e. **Garden of Remembrance**: Continue to monitor

f. **Repair to Esso Pipeline on edge of Cemetery**: On-going

g. **Cleaning of Hobbs Memorial**: The Assistant Groundsman had cleaned the Memorial. It had taken 2¼ hours and it was agreed that £30 would be taken out of the Cost Centre for the work to the Hobbs Memorial

h. **Contract for Maintenance of Cemetery**: Clerk to ascertain figures for next year's contract for discussion with the budget **Action: MC**

9. Items for discussion:

a. **Hedgehog shelters for Cemetery**: This was discussed and it was agreed that there were plenty of natural shelters

b. **Swallows nest in Chapel Porch**: The nests have been active for a number of years. Assistant Groundsman to continue to clean up the mat etc.

c. **Clearing of shed to store wheelbarrows**: It was agreed that Daniel Part could use the boxes of tree guards currently stored in the shed.

d. **Report on damage to large beech tree**: One of the large beech trees near the entrance to the new field had splintered and fallen across the other trees and graves. Daniel Part and the Groundsmen had cleared this as a matter of Health & Safety at a cost of £1480 + vat. Wood chippings had been delivered to the Common.

A report had been received from Tree Parts Ltd in the sum of £795 + vat for the remedial work to the adjacent Cherry tree and the secondary low bough of the Beech tree.

It was **recommended** that this be accepted.

e. **Positioning of the new flower containers on the path**: The new flower containers had been removed to obtain access to clear the fallen tree and for the grave digger to dig a grave. It was agreed to ask both Daniel Part and Tony Jones for feedback from them about how the positioning of the containers and how they could work round these using the track for access. **Action: MC**

f. **Haloing of Yew Trees**: Report received from Tree Parts Ltd for work to five Yew Trees in the total sum of £2800 + vat

It was **recommended** that at the present time only work to Tree 4 located adjacent to the Lodge should be carried out at a cost of **£480 + vat**. The Groundsmen will help with this to get further training.

The additional work will be considered with the budget for next year.

- g. **Work to front door of Lodge:** Quotations for the work to be obtained. Clerk to arrange access to the Lodge with the letting Agents.
- h. **Working Group** – use of Cemetery Grounds - ongoing

10. Other Issues:

- a. **Yellow Rattle:** to be sown in the central area of the old Cemetery after this has been cut back by the Contractors
- b. **EICR Check on Chapel:** The EICR had been carried out at a cost of £194 + vat. A report on the remedial work received in the sum of **£65 + vat** It was agreed that this be carried out. The work to be tied in with work to the other properties – the Buildings Management Committee will discuss the EICR reports at the next meeting.
- c. **Glass and ceramic items:** All glass and ceramics items have been removed from the Cemetery. Notes had been left stating that all items removed, except where they are broken, have been placed in the Chapel anteroom for collection by the end of October after which they will be removed/recycled
- d. **Report on Book of Remembrance:** The cabinet for the Book of Remembrance had been relocated to the main part of the Chapel. The notice will be put up on the wall.

Post Minute note: It was reported that the spine of the Book was wet again.

- f. **The Lodge:** It was reported that during the electrical storm on Sunday 1st September the Lodge had been struck by lightning causing a power surge which had destroyed the boiler fuse box and a double socket in the Lounge. The electrician has visited the site and recommends that a Surge Protector Device is fitted to stop this happening again. Quotations for the repairs and the SPD being obtained. The Clerk will contact the Insurance Company.

Post Minute note: Two quotations received in the sum of £265 + vat and £466.33 + vat. Work to be carried out at by Greenacres Electrical Ltd at a cost of £265+ vat as a matter of urgency.

It was further established that work was required to the boiler at a cost of £917.99 + vat.

The Insurance Company has settled a claim for the work in the sum of £919.99

11. Issues raised on the walkround

- Maple tree at top of the Cemetery which has had the bark stripped
- Creation of additional composting areas
- Use of water butt
- Empty composting bins by the bottom shed
- Ask Tony Jones to mow the nettles at the bottom of the Cemetery by the stream and to take the brambles back
- Discuss work for the Working Party - Take Laurel trees down behind the Yew Tree (4) at front of Secret Garden
- Build frame work for dead hedge before cutting down
- Set dates for the Working Party

12. Health & Safety Items:

- a. **Safety check of headstones:** This had been carried out and quotation received from James Long for repairs to five headstones at a cost of £640 + vat.

It was **recommended** that the quotation be accepted

13. Forward Plan/Risk Assessment and Asset Management:

The Forward Plan updated and circulated. A draft Asset Management document had been drawn up.

Training re the Forward Plan had been discussed at the Full Council meeting

14 Correspondence:

- a. Letter requesting permission to place an urn containing ashes on the top of a grave in the Cemetery. It is a legal requirement for all ashes to either be scattered or buried in a container at the legal depth. Leaving ashes in an urn on the top of a grave is not allowed.
- b. Request received for a person's coffin to be placed the other way round in a grave. It was agreed that this could be done but any headstone would have to be in line with others
- c. A parishioner was asked whether more plants or shrubs could be put in at the top part of the cemetery to replace the old flower beds that were removed. The Council did not intend to plant any more shrubs but it was suggested that bulbs could be planted around the seat

15. Applications for headstone:

James Long	Arthur Williams dec'd	Headstone
Young Johnson	John Alexander Beckett dec'd	Headstone

16. Items of report and future agenda items: Nil

17. Date of Working Party: To be arranged for November

18. Date of next meeting: 4th November 2024

Meeting closed at 8.05 pm

Chair