



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON 2nd DECEMBER 2019

1. **Present:** Councillors: N. Botterill (Chairman); D. Evans; R. Smith;
Mrs Carey (Clerk)
2. **Apologies:** Cllrs R. Campbell; V. Hill; M. Tye; A. Wollard; S. Parker
3. **Absent:** Nil
4. **Public Question Time:** There were no members of the public present
5. **Actions:** See Appendix to the Minutes
6. **Minutes:** The Minutes of the Meeting held on 7th October 2019 were taken as read and signed as being a true record.
7. **Matters Arising from the Minutes.**
 - a. **Lodge Maintenance:**

Windows: The stone mullions had been removed using a gentle poultice system. Waiting advice from the Crittal Window firm regarding the repairs required

Condition of Lodge: The redecoration is taking place and it had been agreed that tiles be put in the kitchen and by the back door. New carpets will be needed downstairs and possibly upstairs. Sovereign Damp Proofing are dealing with a damp issue in the front porch. The Council is now liable for Council Tax
 - b. **Chapel and Lodge Roof:** These have both been checked. Continue to check at regular intervals.
Post Minute note: The contractors have reported that there two tiles have come off the Chapel Roof
 - c. **Hobbs Memorial:** Quotation for repainting the lettering in the sum of £345 + vat. An additional £240 + vat quoted for machine cleaning the monument and releveling it. The cost for this will come out of the interest received.
 - d. **War Memorial:** It was reported that one of the blocks on the War memorial had blown. Quotation received in the sum of £245 + vat. Clerk to ask for the work to be carried out as soon as possible.
 - e. **Trees:** Clerk had asked the tree surgeon for advice re the two trees by the front boundary wall.
Post Minute note: The tree surgeon has advised that the Cherry by the wall has had work carried out on it previously – clearance from the cable above and a light canopy reduction. It has some dead wood, shows minimal extension growth at the tips. This tree is unlikely to cause damage to the perimeter wall at present or in future given its slow growth rate and age He would recommend removing the multi-stemmed sycamore adjacent due to its poor habit and likely ultimate size which would disrupt the wall. Quote £40 There are also one laurel, four yews and a final laurel on manageable size at present. He would recommend trimming them all to contain their size and stop them encroaching over the wall onto the footpath - Quote £60
 - f. **Hedges:** The hedges will be cut at the appropriate time
 - g. **Secret Garden:** Continue to monitor the condition of the Secret Garden. There are still a lot of nettles.
 - h. **Driveway/new access:** Quotation received for the resurfacing of the two parking spaces to match the driveway in the sum of £3600 + vat. Money had been put in the budget for this
 - i. **New seat:** Clerk to pursue this with Cllr Cox

9. Health and Safety Issues:

- **Safety of headstones:** Quotation received from James Long to repair the Amos Guy memorial for £490+ vat; the Cyril Long Memorial for £248 + vat and the Webster memorial for £168 + vat. Money had been included in the budget for this work.
- The John Hewin memorial which has a large crack at the bottom of the headstone will be replaced free of charge.

10. Mapping of the graves; Cllr Smith is completing this

11. Review of Charges for the Cemetery; Full Council had resolved to increase the fees by 5% from 1st April 2020 and by at least 5% for the following year. "Under 12" will be changed to "under 16" in the table of fees

12. New larger lockable notice board; This will cost about £550. Money had been included in the budget and it will be purchased in the next financial year

13. Green Burials; Advice on how the Green Burials should be marked being obtained from Aaron Bewley

14. Correspondence:

- Request received to put a flat tablet on graves in front of two of the existing headstones. It was agreed not to grant permission as this could damage the machinery when cutting the grass.

15. Items of report and future agenda items:

- Risk Assessments – to be reviewed at the next meeting
- Clerk to remind the contractors to plant the mixed hedging behind the Chapel
- Skip to be ordered in the New Year to remove all the rubbish
- Cllr Evans to investigate the possibility of changing the Secret Garden into a Pets Cemetery
- Lights for the Xmas tree – 1500 lights to be purchased at a cost of £89.99

16. Date of next meeting: 3rd February 2020 – Grave inspection to be carried out in the afternoon prior to the meeting.

Chairman

Meeting closed at 8.05 pm