



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE **HELD ON 3RD FEBRUARY 2020**

- 1. Present:** Councillors: N. Botterill (Chairman); R. Campbell; D. Evans; M. Tye;
A. Woollard
Mrs Carey (Clerk)
- 2. Apologies:** Cllrs V. Hill; R. Smith
- 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 2nd December 2019 were taken as read and signed as being a true record.

7. Matters Arising from the Minutes.

a. Lodge Maintenance:

Windows: The broken glass in the windows had been repaired. Work to the lead lights being carried out this week. The windows had been cleaned ready for painting internally but the outside redecoration had not been done

Condition of Lodge: The renovations are nearly complete and the old carpets had been removed. Once the redecoration and work to the kitchen floor had been completed new carpet can be ordered. Quote to be obtained for two extractor fans. It was suggested that these be humidity sensitive.

Post minute note: Quotation for fitting and testing of two extractor fans with humidistats received in the sum of £746.27 + vat

The front door had been repaired and painted and the side door had been repaired. It was agreed to book a chimney sweep

Small skip to be ordered to remove all the rubbish.

- b. Chapel and Lodge Roof:** Two tiles had come off the roof and damaged a parked car. The area around the Chapel had been cordoned off for safety reasons and A.J. King will carry out a full survey on the roof as soon as possible.

Post Minute Note: Survey report received stating that the roof had deteriorated rather more quickly than anticipated and for safety sake it was advised that the front elevation be replaced sooner rather than later. The rear elevation could be carried out at a later date as this elevation does not have the same urgency regarding safety. Quotations for the work being obtained

- c. Hobbs Memorial:** Clerk had asked James Long to carry out the repairs and cleaning
- d. War Memorial:** Quotation from Marcus Mitchell in the sum of £70 had been accepted.
- e. Trees:** Quote for the work received in the sum of £100. This will be carried out
- f. Hedges:** The hedges will be cut at the appropriate time
- g. Secret Garden:** Committee to look at the Secret Garden at the next meeting
- h. Driveway/new access:** Quotation accepted for the resurfacing of the two parking spaces to match the driveway in the sum of £3600 + vat. Money had been put into the budget and the work will be carried out shortly.
- i. Hedging behind Chapel:** The contractors had planted the mixed hedging.

- j. **Pets Cemetery:** Cllr Evans had looked into this. She reported that there is a large Pets Cemetery in Pennsylvania, Bath which is linked to local Vets. There was a discussion and it was felt that there was no demand for this in Box and that it was advisable to keep pets separate from a human cemetery. A letter of concern about this had also been received. In the circumstances it was agreed not to pursue this further

8. Health and Safety Issues:

- **Safety of headstones:** James Long had been asked to carry out the necessary repairs. Further check to be carried out on 23rd March

9. Mapping of the graves: Cllr Smith is completing this

10. New larger lockable notice board: It was agreed that a metal notice board be purchased.

11. Green Burials: Advice on how the Green Burials should be marked being obtained from Aaron Bewley. Cllr Tye offered to pursue this as well.

12. Correspondence:

- An issue had been raised re the digging of a reserved grave which was positioned in the middle of existing graves. Some of the dirt etc had been put onto an adjacent grave. The Clerk had spoken to both the Funeral Directors and the gravediggers to ensure that care is taken when graves are dug. It was agreed to add wording to the rules for the Cemetery.
- Request received for allowing flowers to be put onto a grave. It was confirmed that there could be no flowers or flower vase in the middle of the grave as this would interfere with the grass cutting.

13. Items of report and future agenda items:

- Risk Assessments – to be reviewed at the next meeting
- CCTV – Cllr Botterill had met with Cllr Hill and checked the disc on the CCTV. Concerns had been raised about youngsters using cannabis behind the Chapel. Unfortunately the disc had been full and had stopped recording on 8th January but nothing had shown up prior to that date. The pictures had been downloaded and the disc cleared. It was **proposed** that two 32 gb SD cards be purchased. The images would be checked every three months and the time verified as being correct.

15. Date of next meeting: 27th April 2020

Chairman

Meeting closed at 8.05 pm