



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON 3<sup>rd</sup> JUNE 2019**

- 1. Present:** Councillors: N. Botterill (Chairman); R. Campbell; V. Hill;  
R. Smith  
Mrs Carey (Clerk)
- 2. Apologies:** Councillor D. Evans  
**Apologies for Walkround:** Cllr: R. Smith
- 3. Absent:** Nil
- 4. Public Question Time:** There were no members of the public present
- 5. Election of Vice Chairman:** Richard Campbell was elected Vice Chairman of the Committee
- 6. Actions:**

<b><u>Issue raised</u></b>	<b><u>Start Date</u></b>	<b><u>Actionee</u></b>	<b><u>Due date</u></b>
Map for graves for new interment section	June 2019	Clerk/Cllr Botterill	August 2019
Request for new seat. Waiting to hear from family	December 2018	Cllr Cox	August 2019
Resetting of camera	December 2018	Clerk	August 2019
Gaps in hedge behind Chapel – plant mixed hedging in Autumn	October 2018	Committee	Autumn
Inspect dead trees overhanging the Secret Garden	March 2019	Clerk	August 2019
Quotations for improvements to parking area by Lodge	March 2019	Clerk	August 2019
Lodge Windows – speak to Listed Buildings Officer	June 2019	Clerk	August 2019
Repaint lettering on Hobbs memorial	June 2019	Clerk	August 2019
Safety of headstones check	June 2019	Cllr Smith	August 2019
Aerial view of Cemetery	June 2019	Cllr Smith	August 2019

- 7. Minutes:** The Minutes of the Meeting held on 4<sup>th</sup> February 2019 were taken as read and signed as being a true record.

### **8. Matters Arising from the Minutes.**

#### **Update on issues:**

- **Chapel roof – quote for coping stones:** A quotation had been received in the sum of £12930 plus a provisional sum of £4500 for replacement stonework. As this was only a suggestion and not imperative work it was agreed to leave this for the time being. ***Remove from Minutes***

- Assessment of usage left in existing graves: There is enough space left for the foreseeable future. A map for the next full interment section will be drawn up.
- Replacement of finials: The work has been done. **Remove from Minutes**
- Request for new seat: Waiting to hear from the family.
- Reinstatement of sunken graves: This has been done. **Remove from Minutes**
- Driveway resurfacing – Work to the resurfacing to commence on 4th June  
**Post Minute note: On commencement of work it was noticed that several of the kerbing stones were badly broken and would need replacing in order to hold the resin bonding. An additional £400 for digging out, purchase and replacement of twenty kerbing stones had been agreed.**
- Resetting of Camera: Clerk to remind ES Electrical
- Gaps in hedging behind Chapel: Look at planting mixed hedging in the Autumn.
- Markers for graves: These have been purchased and fixed to the graves. **Remove from Minutes**
- Dead trees overhanging sunken garden: Clerk to send a reminder to W. Wolf
- Number markers on graves: This has been done. **Remove from Minutes**
- Parking Area by Lodge: Clerk will speak to the Listed Buildings Officer and obtain quotations.  
**Post Minute note: The Planning Officer has confirmed that Planning permission is not necessary as the works are covered by Part 12 Class A A.1 of the General Permitted Development Order 2015 as the works are less than 200 cm in capacity.**

#### Matters Arising:

- Use of existing burial ground: Continue to monitor. Mark out a new section for interments
- Lodge Maintenance: Continue to monitor. Clerk to approach the Listed Buildings Officer re the Lodge windows. **Action: Clerk**
- Chapel and Lodge Roof: See report above.
- Chapel and stained glass window: The work to the small stained glass window had been completed. **Remove from Minutes**
- Hobbs Memorial: Principle money of £7200 received. This will be invested. Letting on the memorial to be repainted. **Action: Clerk**
- War Memorial: Continue to monitor
- Trees: Continue to monitor all the trees.
- Hedges: The hedges will be cut at the appropriate time
- Secret Garden: Continue to monitor the condition of the Secret Garden
- Driveway/new access: As reported above the work the driveway was being carried out
- Septic tank: The work to upgrade the Septic tank had been completed. **Remove from Minutes**
- Removal of Ash Trees: Continue to treat these
- Additional Water Butt: This has been purchased
- Headstone on JB6 (Morgan): This has been repositioned. **Remove from Minutes**

#### 9. Items raised on walkround

- Garden by Lodge: Clerk to ask the Contractor to tidy this up
- Old graves in top section: Some of the old graves in the top section need weeding. Clerk to ask the Contractor to do this
- Seat in Garden of Remembrance: this needs treating
- Area of long grass behind Chapel: Clerk to ask the Contractor to cut this.  
**Post Minute note: This has been done. Some areas left longer to enable to wild flowers to reseed.**

#### 10. Health and Safety Issues:

- Safety of headstones: Cllr Smith will carry out a six monthly check in the near future.

#### 11. Applications for memorials:

Edward and Joyce Jolly dec'd	Headstone	James Long
Conrad Brigden dec'd	Headstone	James Long

**12. Correspondence:**

Copy of The Journal received from the Institute of Cemetery and Crematorium Management

**13. Items of report and future agenda items:**

- a. **Aerial photo of Cemetery:** Cllr Smith will look into this **Action: RS**
- b. **History of Chapel:** This will be replaced shortly
- c. **Change to date of next meeting:** This will be discussed at P&F

**14. Date of next meeting:** Scheduled for 5<sup>th</sup> August but this will be rearranged.

**Chairman**

*Meeting closed at 7.50 pm*