



BOX PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ZOOM ON 2nd NOVEMBER 2020

- 1. Present:** Councillors: N. Botterill (Chairman); R. Campbell; D. Evans
S. Parker; M. Tye; A. Woollard
Mrs Carey (Clerk)
- 2. Apologies:** Cllr 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 remote Meeting held on 7th September 2020 were taken as read and will be signed as being a true record at the next proper meeting.
- 7. Matters Arising from the Minutes.**
 - a. **Lodge Maintenance:** A new tenant moved into the Lodge on 1st October. Following advice from a plumber it had been agreed not to pursue the shower at the present time.

Garden: This quotation for the planting of shrubs was agreed and the contractor will carry out the work shortly.

Parking area by Lodge: Clerk has reminded the contractor again about the work being carried out. If he is unable to do this further quotations will be sought.
 - b. **Chapel and Lodge Roof:** The work to the Chapel roof will commence on 4th November 2020.
 - c. **Hobbs Memorial:** Monitor regularly
 - d. **War Memorial:** Monitor regularly
 - e. **Trees:** Clerk to remind Joe Thomas about a copy of the tree survey
 - f. **Hedges:** At the present time the maintenance of the hedges are on the Groundsman's Terms of Reference. It was agreed that the Committee Chairman meets with the Groundsman to discuss the work required to the hedges. If the work is outside of his scope it was agreed to obtain further quotations for a one off cut to reduce the size of the hedge and look at renegotiating the Cemetery Maintenance contract from next year to include the regular cutting of the hedges in the future. To be discussed with the budget.
 - g. **Secret Garden:** Continue to monitor
 - h. **Cemetery gates:** Quotations for the iron stays had been received ranging from £47 to £160 each. It was agreed to meet with Arthur Cole to discuss the sizes etc.
- 8. Health and Safety Issues:**
 - **Safety of headstones:** Further check of the headstones had been carried out. Further information needed for the bottom section. James Long had been asked to refix and relevel the memorials in the top section at a cost of £320 +VAT
 - **Risk Assessments;**
The front boundary wall needs repointing. Clerk to ask Marcus Mitchell for his advice.
- 9. Mapping of the graves;** Cllr Smith is completing this

- 10. Green Burials:** Quotation received for two concrete posts to mark the positioning of the Green Burials received from J.H. Jones & Sons in the sum of £260 + vat. This had been accepted. A map would need to be drawn up.
- 11. Grave spaces and future use:** It had proved difficult to get a surveyor to look at the ground in the new field. This will be pursued further.
- 12. Management of the Cemetery:** Further quotations were being obtained for the work. However, in light of the current financial situation it was agreed that this would have to be considered with the budget. The work could be carried out in separate stages ie removing the flower beds first and then plant the trees at a later date.
- 13. Items on graves and photos on headstones:** It was felt that there could be some leeway from the time of burial until the time that the grave is returfed and the Cemetery Rules could be amended to stating that the Council would ask for all unnecessary remembrance items to be removed prior to the returfing. With regards to items on older graves it was agreed to look at this in the Spring and contact the next of kin where necessary.

There is one grave where a separate small memorial has been erected on the middle of the grave without permission. Clerk to write to the next of kin.

- 14. Charge for permission to erect a headstone:** A parishioner had been upset by the stonemasons including a charge to the Parish Council for the erection of a headstone. It was agreed to write to the resident concerned to apologise for what had happened. The Cemetery Rules had been amended to include a statement that there is an application fee payable to the Parish Council for all headstones, additional inscriptions etc. The Clerk will speak to the stonemasons to clarify the situation with them.

- 15. Benches:** Following the discussion at Full Council it was agreed that no more benches are required in the Cemetery at the present time.

- 16. Headstones:** The following applications had been received:

Maurice Cottell dec'd	Headstone	James Long
Peter Worthing dec'd	Headstone	James Long

- 17. Correspondence:** Nil

- 18. Items of report and future agenda items:**

- **Bench for War memorial**; Clerk to ask the Groundsman to reinstate the bench
- **Bus shelters**; The bus shelters at the Northey and Hedgesparrow Lane need cleaning
- **Procedure for burials**; Clerk to go through the procedure with the Committee Chairman; Council Chairman and Vice Chairman

- 19. Date of next meeting:** 4th January 2021

Chairman

Meeting closed at 7.05 pm