



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 5th SEPTEMBER 2022

- 1. Present:** Councillors: T. Walton (Chairman); R. Campbell;
H. Parker; S. Parker; M. Tye
Mrs Carey (Clerk)

A letter of resignation had been received from Cllr Woollard. Cllr Walton took over as Chairman

- 2. Apologies:** Cllrs A. Barton; J. Clifford, Mr. T. Jones

- 3. Absent:** Nil

- 4. Public Question Time:** There were no members of the public present

- 5. Minutes:** The Minutes of the Meeting held 4th July 2022 were taken as read and was signed as being a true record

6. Matters Arising from the Minutes.

- a. **Lodge Maintenance:**
Replacement windows: Photographs of the windows have been taken and sent to Architectural Bronze Casements Ltd for them to supply a ball park figure for the cost of replacement windows. Clerk to send a reminder
- b. **Chapel and Lodge roof:** Continue to monitor
- c. **Hobbs Memorial:** Clerk to ask Chris to clean the memorial
- d. **War Memorial:** Regularly monitor the condition of the memorial.
- e. **Trees:** A copy of the survey had been received and circulated. A quotation had previously been received from Daniel Part in the sum of £1250 + vat for work to the trees in Year 2. A further quotation for work to trees in Year 1 received in the sum of £2955 + vat . It was agreed to identify any work that could be carried out by either the Groundsmen or the Cemetery Contractor and Cllr Walton will meet with Tony Jones to discuss this further.
Action: TW
- f. **Survey of top field:** The survey had been carried out on 5th and 6th of July and a copy of the interim report had been received and circulated. The surveyor will be looking at the potential for an electrical resistivity (ERT) survey. Clerk to establish that this would not cost any more than the agreed quotation for the survey.
- g. **Hedges:** Money will be built up in the budget to enable the Committee to look at this again at a later date
- h. **Broken railing by the gates:** A representative from Arthur Cole had looked at this and will give a quote for this and also the stays for the gates. Clerk to send a reminder for the quote.

Post Minute note: Quotation received in the sum of £500 + vat for the repairs to the railings and the gate stays

- i. **Pots by the Chapel:** It was suggested that Mediterranean herbs such as Rosemary and Sage could be planted. These could sit in flower pots which could be removed and other flowers planted. It was suggested that the Gardening Club may be able to help with this. Cllr Walton to pursue
Action: TW.

- j. **The headstone on the “Sawyer” grave:** This had been looked at during the walkround. Clerk to ask the Groundsmen to lay this down.

7. Issues raised at the walk round on 2nd August 2022:

- ***Check hosepipe connection at top of Cemetery in case it is a cause of the leak.***
Wessex Water has identified the leak as being by the back door of the Lodge and they will be carrying out the repairs. The Council has been advised not to turn on the standpipes until after the repairs have been completed and the water butts will be kept full.
- ***Tony Jones will tidy up the composting area at the top by the Cremated Remains section***
Tony Jones to be asked to tidy up this area
- ***Malin grave - Ask son to remove the “Mum” wreath***
The Clerk has spoken to the next of kin and he has given permission for the large wreath to be removed
- ***Move the Sheila Ann Millett headstone back slightly to be in line. Clerk to check which stonemason (2011)***
The Clerk has spoken to the stonemasons, James Long, who erected the headstone in 2011. As this is over ten years old it is no longer covered by the guarantee but they will carry out the work for £80 + vat
It was **agreed** to ask them to proceed with the work
- ***Check the Tree Report from Daniel Part to see if it includes the stand of Beech trees and the Beech tree overhanging the grave. Tony Jones will cut this back***
It was **agreed** to ask Tony Jones to cut back the Beech tree overhanging the grave. It is not included in the report from Daniel Part
- ***Tidy up the storage area into the field to see which items the tenant wishes to keep – meet with the tenant to discuss this***
The tenant has confirmed that she wishes to keep these items. She has tidied them up and will be putting up a screen in the near future.
- ***Heap of spoil - Tony Jones to level this out and push back. Clerk to ask James Long not to leave any spoil***
Clerk to ask Tony Jones to level this out as discussed
- ***Discussion on the history of the ha ha - Can this be filled in?***
It was agreed to discuss this at a later date when the outcome of the survey and use of the field is known.
- ***Obtain more whips from the Woodland Trust***
Cllr T. Walton agreed to speak to Cllr B. Walton about whips to fill in the gaps in the hedge
- ***Ask the Groundsman to shred the wood near the spoil heap***
The Clerk will ask the Groundsman to do this
- ***Ask the Groundsman to cut the hedge back along the track to the field***
The Clerk will ask the Groundsman to cut the hedge back
- ***Tidy up the area under the large conifer to clear the graves – located by the Chapel***
It was agreed to ask Tony Jones to tidy this up as discussed
- ***Clear out the rubbish behind the shed at the bottom of the Cemetery and ask the Groundsman what is in the shed***
Clerk to pursue this with the Groundsman
- ***Discuss the fallen headstones at the bottom of the Cemetery***
It was agreed to ask the Groundsmen to lay the “Sawyer” headstone down
- ***Ask Joel to remove the pallets in the corner of the bottom of the Cemetery below the Secret Garden***

Clerk to pursue this with the Groundsman

- **Tony Jones will lift the conifer by the entrance to the Secret Garden**

Clerk to ask Tony Jones to do the work

- **Clerk to circulate the report from Daniel Part to the Committee members**

The report had been circulated

- **The laurels at the entrance to the Secret Garden need sorting out**

It was agreed to discuss this further at the next meeting.

- **Discuss how much of the nettles to cut back in the Secret garden**

It was agreed that the whole area needs tidying up. Cllr Walton will speak to Tony Jones

- **Discuss possibility of Willow Arch out into the adjoining field from the Secret Garden**

It was felt that a Willow Arch would attract wasps and that it would be best to look at an alternative way to go into the adjoining field.

- **The Hazel that has been coppiced is too large - check the tree report**

Cllr Walton to speak to Tony Jones about this

- **Restake the Rowan tree in the Secret Garden – Tony Jones**

It was agreed to ask Tony Jones to do this

- **Groundsman to clean the Hobbs Memorial**

Clerk to ask the Groundsman to clean this

- **Clear the vegetation on the side of the bottom part of the Cemetery to expose the cesspit**

Clerk to ask the Groundsman to clear this area

9. Climate Strategy Action Plan – SMART objectives:

The suggestions to carry forward are:

- Planting of a hawthorn hedge in front of the fence: look at with next year's budget – grants could be obtained for this
- Privet hedges beside the track; There are gaps in the hedges which need filling in
- It was felt that there were lots of planting opportunities in the Cemetery which would need to be discussed with next year's budget
- It was agreed to plant flowers along the bank under the front wall. It would need to be planned when to do this.
- Creation of a wildflower area along the bottom part of the old Cemetery in front of the stream
- Use of composting area – It was agreed to ask the contractors to put the leaves in the composting area and discuss use of green waste with them. Tony Jones agreed that they would tidy up the composting area and use them for the leaves

- 10. Forward Plan for the Cemetery Management Committee;** The revised draft was discussed and a few amendments suggested. It was agreed to include a plan for the extension and the new field should be under a separate heading. The Climate Strategy Action Plan objectives will be built into the Forward Plan.

A map for the Green Burial area to be drawn up.

11. Items to be considered with the budget for 2023/24:

The Committee agreed to look at the cost of the Grounds Maintenance Contract and the Clerk will ascertain the Contract price for the next 12 months. A draft feasibility study into the cost of the maintenance of the Cemetery by Council staff had been commenced by Cllr Wright. Cllr S. Parker and R. Campbell agreed to continue with this to compare the cost of using a contractor against employing a member of staff. This had been raised by the Personnel Committee.

It was agreed to look at whether the £5000 allocated to cost centre 4288 – road extension/landscaping relating to the entrance into the new field needs to be carried forward at this stage.

It was agreed to look at whether there should be a separate budget heading for work to the Secret Garden.

Cost Centre 1215 - £7200 held for the Hobbs Bequest. It was **recommended** that this should be invested in a twelve months fixed deposit

It was agreed that there were no new items to be included in the budget at this stage.

12. Correspondence:

- a. **Renewal of Cemetery Lodge tenancy;** The tenancy is up for renewal on 14th November 2022. It was **recommended** that the Parish Council offer to renew the contract for a further twelve month as they have been good tenants; In light of the current energy situation it is **recommended** that there should be no rent increase for the next twelve months.
- b. **Palmer grave;** In November last year the Parish Council had agreed to pay for a one off repair to this grave at a cost of £140 + vat. Advice had been taken from James Long who had stated that “the kerbs have been cemented with neat cement which will not keep them attached. They need to be drilled and doweled together in order to create stability. It appears that the damage is through age and weathering and not damaged caused by a mower”. A complaint had been received that the kerbing has been damaged again. The Clerk has asked James Long for further advice on this.
- c. Letter received from a Parishioner asking for no plastic in the Cemetery and that glass vases should be used. It was agreed that this would not be possible as it could be a Health and Safety issue if the vase was broken. The Committee will discuss the use of plastic flowers at a future meeting.

13. Applications for headstones;

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| Additional Inscription | - | Peter Jones dec'd | James Long |
| New headstone | - | Jack Sheppard dec'd | James Long |

14. Items of report and future Agenda items: Nil

15. Date of next meeting: 7th November 2022

Meeting closed at 8.45 pm

Chairman