



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON 7th JULY 2025

1. **Present:** Councillors: M. Tye (Chair); H. Parker, B. Walton; and T. Walton
Mrs M. Carey (Clerk); Mr S. Vickery (Clerk)
2. **Apologies:** Cllrs R. Duncan; R. Haslett.
3. **Absence:** Nil
4. **Public Question Time:**
There were no members of the public in attendance.
5. **Declarations of Interest:** Nil
6. **Election of Vice Chair.** Cllr H. Parker was unanimously voted in as the Vice Chair for 2025/26
7. **Minutes:** The Minutes of the Cemetery Management Committee held on 3rd March 2025 were taken as read and signed as a true record.
8. **Matters / Actions arising from the Minutes**
 - a. **Feedback on the Community Payback Team and future works.**
Not much work had been done at the Cemetery by the CPT but they are returning on Friday 11th July to clear some of the nettles and cut back some of the overgrowth on the trackway and to trim the hedges behind the headstones. They will be asked to carry out a visual check for nesting birds
 - b. **Update on work to the trees**
The branch on the large conifer in Garden of Remembrance had been removed at no cost

Haloing of Veteran Yews

Work to trim Yew Trees T1, T2 and T4 was agreed. Quotation received from Tree Parts Ltd

It was **recommended** that the work be carried out in the sum of £1640 be accepted.

After discussion it was agreed to leave the grass area and to mow this regularly. The wood chip would be utilised elsewhere. This is an area that could be offered if any parishioner wished to donate a seat
 - c. **Work to Lodge door** – The repainting had been completed by LP Property Services at a cost of £127 and the front door bell removed.

- d. **Repairs to Book of Remembrance** – The repairs to the Book of Remembrance had been carried out at a cost of £800.

After discussion it was **recommended** that the Cabinet be relocated from the Chapel to the Council Chambers.

It was agreed that a notice with information of the new location for viewing the Book of Remembrance would be displayed in the Chapel.

- e. **Repairs to parking space by Lodge**: The resin bonding repair kit had been received and the Grounds team will complete the repairs shortly. They were also asked to check if any areas along the main path and around the Chapel needed attention to prevent the growth of weeds.

- f. **Annual Inspection of headstones.**

Cllr M.Tye, together with Cllr H.Parker, will carry out the annual inspection of headstones w/c 21st July 2025.

- g. **Map of Cemetery – update from Cllr H. Parker**

There was a discussion about the best map of the Cemetery. OS, Parish online and Grid Reference Server were options. There might be the potential for finger post signs to be considered. **Action: Clerk will check.**

- h. **Content for Interpretation Boards**

There was a suggestion for two interpretation boards, one to show the Cemetery history and the other to promote the Council's bio-diversity policy.

Action: Cllr M.Tye will give the content further thought.

9. Items from the Cemetery Visit (taken at Committee end)
See Item 10e.

10. Items for discussion:

- a. **Quotation for repairs to trefoils on the Chapel.**

It was **recommended** that the quotation from Paul Emerson in the sum of **£1800** for work to repair and clean the trefoils be accepted.

- b. **Quotation from James Long for repairs to headstone KD14.**

It had been agreed that the headstone should be laid down. The quote was no longer required, but James Long would be asked to remove the dowels from the headstone.

- c. **Verbal abuse against Cemetery Contractors.**

A letter of warning had been sent in respect of the unauthorised cutting. The Clerk has reminded the contractors to strim around the grave. Any future abuse will be reported to the authority.

d. Report on service of Septic tank.

The system had been serviced at a cost of £240 + vat It was reported that the tank now needs to be emptied. Cleansing Services will be contacted to carry this out.

Action: Clerk

e. Issues raised at the walkround.

The walkaround was very useful. Phil Jones had also attended

After discussion it was agreed that, as the existing site for Green Burials was too hard to dig, these will be sited in the Garden of Remembrance. They would be of single depth with no reserving of graves in advance. The old green burial site could be used as a potential Cremated Remains site.

An area at the top of the new part of the Cemetery had been identified for new full graves. This will be marked out to ascertain how many graves they could be and a map drawn up. Daniel Part had advised that there should be a 1.5m space allowed in front of the grass surrounding the birch trees.

Phil Jones offered to carry out test digs in the New Field to ascertain the suitability of using this for full interments.

Secret Garden – laurel issue. It was agreed to keep trimming back and keep to a shaped and low ‘trial’ hedge just above the stumps.

Clerk to ask Paul Emerson to check the Laurels in the front boundary wall.

Action: Clerk

Concrete pathway up from beside the Lodge into the top section. The lower part needs repairing. It was agreed to look at option ie reconcreting with possible green concrete; grasscrete etc. Patch repair is not an option.

Action: H.Parker and Clerk to obtain options.

Garden of Remembrance. The wrong plants and unauthorised cutting has continued by one family. The family will be reminded of the Cemetery rules.
- they could purchase an Ashes plot as an alternative.

Action: Clerk to send a letter

Proposed new hedge at top end of Cemetery Field. Cllr M.Tye discussed the potential of replacing the barbed wire fence with a natural fence, comprising a variety of bush types. The horse-owner would be asked for her advice on types, friendly to animals. The Woodland Trust had some discounts for packs of bushes. Clerk will forward horse-owner contact details. The Cotswold Wardens would be able to plant once a shallow trench has been dug with a degradable membrane. There is also the potential to make an entrance /exit from the rear of the Chapel in to the new field. The lease would potentially be tied to the horse lifetime. Quotes for digging the trench and the membrane to be obtained. It was suggested that the Committee do a walkround of the New Field prior to the next meeting.

Action: Cllr Tye and Clerk.

11. Review Forward Plan/ Risk Assessment and Asset Management

The Forward Plan was noted.

12. Applications for headstones:

Christine Bainton dec'd	additional inscription	James Long
Dorothy Le Sueur dec'd	additional inscription	James Long
David Hill dec'd	additional inscription	James Long
Colleen Milne dec'd	Headstone	James Long

13. To receive any correspondence.

- a. **Cemetery Lodge EICR check:** Report received from HF Lettings. There are small remedial works required. Clerk to ask the agents to get these carried out. It was also agreed to remind the agents that the windows must be opened regularly to avoid compensation and build up of mould
It was suggested that the options for the future management of the Lodge could be discussed at a Building Management Committee meeting

14. Items of report and future Agenda items.

- a. Options for the Management of the Lodge – (future Buildings Committee).
- b. Cleaning of War Graves – to be carried out in July
- c. War Memorial planting. Cllr Walton to circulate a report for consideration at the Planning & Conservation meeting.
- d. Tree cutting on A4 – to be discussed at the Planning & Conservation Committee meeting
- e. OSM to be asked to remove the planter at the Bassetts
- f. It was reported that one of the Gigaclear green cabinets had been hit and was loose
- g. It was reported that The St Nicholas Church in Colerne is an Eco Cemetery site

15. Dates of next meeting: Monday 1st September 2025.

Chair

The Council meeting ended at 8.29pm.