



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 3<sup>rd</sup> MARCH 2025**

- 1. Present:** Councillors: M. Tye (Chair); A. Barton; J. Clifford; R. Haslett; H. Parker; B. Walton; T. Walton; T. Walton  
Mrs Carey (Clerk)
- 2. Apologies:** Nil
- 3. Absent:** Nil
- 4. Public Question Time:** There was one member of the public present.
- 5. Declaration of Interest relating to items on the Agenda:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 6<sup>th</sup> January 2025 were taken as read and were signed as being a true record.
- 7. Matters Arising from the Minutes.**
  - a. **Lodge roof:** A.J.King Roofing had replaced the loose tile and had confirmed that the roof is in good order.
  - b. **Information Boards:** Committee members to consider what content, photos etc they would like to go on the Boards.  
**To be discussed as at Agenda item at the next meeting**
  - c. **Feedback on Community Payback Team:**  
The Community Payback Team had carried out a lot of work in the Cemetery and there are two further visits scheduled in March and they will be asked to look at the extra pods for the composting; cutting grass in the Garden of Remembrance; Cutting brambles in the veteran tree area and installing another dead hedge
  - d. **Update on tree work:** A report, particularly on the large Cypress tree by the Garden of Remembrance area, received from Daniel Part had been circulated to Committee members. This will need to be considered in the future if the Council was to consider extending the grave area at this location. The tree had been cut back from the path
  - e. **Work to front door of Lodge:** Quotation for the work received in the sum of £380 to repair the bottom part of the door. The quote does not include the painting. It was suggested that the Councillors could undertake the painting and this could be done in the Chapel in the Spring.  
£500 to be put in the budget for this
  - f. **Front boundary wall**  
The work had been completed in the sum of £2740. Thanks were given to Paul Emerson for an excellent job.  
He had been asked to check the condition of the rest of the wall.
  - g. **Parking spaces outside the Lodge:** To be repaired using resin bond repair kit. Work to be carried out in the Spring.
  - h. **Notice board in Chapel:** Work to repaint the notice board had been completed in the sum of £125
  - i. **CCTV signs:** The new signs are now in position

## **8. Cemetery Maintenance:**

### **Issues raised on walkround:**

- Formal bug hotel using pallets. This could be placed between the two trees next to the hedge
- Holly bush behind Chapel – the crown had been raised on this. The Clerk had written to the family of the adjacent grave to ask if they had carried out the work. In light of this it was agreed to amend the Cemetery Rules to add the following:

“Box Parish Council inspects memorials annually and may identify work required if a headstone is in a dangerous or dilapidated state. Repairs may be undertaken, or a headstone may be laid flat to prevent accident but whenever possible, family will be contacted. It is a family’s responsibility to ensure that Box Parish Council have up to date contact details.

Only Parish Council staff or their assigned contractors may maintain the trees, shrubs, grass and hedges within the Cemetery. If there are any difficulties please contact the Clerk to the Council”

- The position for an extra composting area had been identified which the Community Payback Team could construct. Alternatively the bin from the bottom part of the Cemetery could be repositioned.

## **9. Items for discussion:**

### **a. Renewal of Maintenance Contract:**

It is **recommended** that the Contract for the maintenance of the Cemetery be renewed from 1<sup>st</sup> April 2025 in the sum of £8873.28.28 +vat

- b. Inspection of headstones:** Cllrs Tye and Parker will check the headstones shortly
- c. Hobbs Memorial and Bequest:** A copy of the Will of Lilian Hobbs together with an extract from the Box PCC records had been circulated.
- d. Book of Remembrance:** Some of the money invested from the Hobbs Bequest could be used for the repairs to the Book of Remembrance and it was suggested that an entry for Lilian Hobbs be added to the Book. Quote for the repair to be obtained from George Bayntun

Cllr T Walton had been looking at whether there could be a digital record on the Book which could be accessed on the website or linked to the website.

- e. Cleaning of War Graves:** Letter received from the Commonwealth War Grave Commission stating that the headstones were inspected and cleaned last year. This is in line with the Commission’s two-to-four year cycle of maintenance. The Regional Manager has stated that the teams are due to be in the Wiltshire Area for their inspection and cleaning cycle in July and the graves will be inspected and cleaned during their rounds. He has also stated that he will try and get a volunteer to visit before then.
- f. Garden of Remembrance:** It was reported that a new headstone had appeared which had been moved to the approved site
- g. Secret Garden:** The work had been completed by the Community Pay Bank Team and there were photographs of this in the Report by the Committee Chair. The Chapel Meadow had been cleared and wild flowers seeded. It was agreed that it would be helpful to have a map of the Cemetery to indicate the different areas, compost bins etc. Cllr Parker was pursuing this **Action: HP**

## **10. Health & Safety Items:**

- a. Safety check of headstones:** Next safety check to be carried out shortly

## **11. Forward Plan/Risk Assessment and Asset Management** The Forward Plan to be updated. A draft Asset Management document had been drawn up.

**12. Correspondence:**

- a. **Double interment plot:** An area had been suggested and agreed.

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

- a. **Interpretation Boards:** The content for the boards to be an Agenda item for the next meeting
- b. **Certificates re compliance with ECO Cemetery Site.** Information of the work being carried out by the Parish Council to be put on the interpretation boards. To be discussed at the next meeting
- c. It was stated that if the new composition of committees is approved the Cemetery Management will become part of the Open Spaces Committee. The Chapel and Lodge would be under the Buildings Committee
- d. **Working party:** To meet on 23<sup>rd</sup> March to build the bug hotel and weed the front border

**14. Date of next meeting:** tba

*Meeting closed at 7.45 pm*

**Chair**