



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 3<sup>rd</sup> JULY 2023**

- 1. Present:** Councillors: M. Tye (Chairman); A. Barton; B. Walton; T. Walton  
Mrs Carey (Clerk)
  
- 2. Apologies:** Cllrs J. Clifford; H. Parker; S. Parker  
The apologies were accepted
  
- 3. Absent:** Nil
  
- 4. Public Question Time:** There were two members of the public present.  
Mr Alan Payne gave a presentation on the history of Box Cemetery and his proposals for putting this, together with burial records, onto the website.  
  
He highlighted some of the graves in the Cemetery and gave a brief history of the people. He has about 180 stories that he could write of people buried in the Cemetery and it is his wish to honour the memory of these people. He would like personal tributes from family members to be included.  
  
He shared the website of Reading Old Cemetery and the A-Z of graves and suggested that something similar could be put onto the website.  
  
There is already a record of burials up to about 2003 and this would need to be updated to the present time.  
  
With regards to the cost, this would be dependent on whether a separate website was required or whether it could be put onto the existing site.  
  
If the Council wish him to go ahead with this he was proposing four open day sessions for members of the public in Box Library in May next year to give any of their family's history.  
  
He envisaged that it would take up to two years to complete this and there would need to be maps and markers for the graves
  
- 5. Declaration of Interest relating to items on the Agenda:** Nil
  
- 6. Election of Vice Chairman:** Cllr. H. Parker had agreed to stand as Vice Chairman for the Committee and this was agreed.
  
- 7. Minutes:** The Minutes of the Meeting held 4<sup>th</sup> May 2023 were taken as read and were signed as being a true record
  
- 8. Matters Arising from the Minutes.**
  - a. Lodge Maintenance:** HF Lettings have reported that some of the windows in the Lodge cannot be opened as they had been painted over. It was agreed to ask them to send someone in to free these at an estimated cost of £75  
Replacement windows: To be considered with the budget
  - b. Chapel and Lodge roof:** Continue to monitor

- d. **Survey of top field:** Cllr Walton had contacted Geosphere again for an update on the survey but had not received a reply.
- e. **Broken railing by the gates/gate stays:** The broken railings have been repaired and the gate stays installed at a cost of £600
- f. **Check of Lightning Conductor:** Cllr Barton agreed to chase up the check on the air terminals with Paul Silk.
- h. **Establishment of Friends of Box Cemetery Group:** Cllr Tye was proposing a working party on 15<sup>th</sup> October. She will include this in an article for the Parish Magazine. She will liaise with Cllr Bean on this. **Action: MT**
- i. **Issues raised on the walk round:**
  - A site for a further bench had been identified in the Garden of Remembrance
  - Locking post into top Cemetery – it was agreed that this be removed for a trial period. It was suggested that the flower tubs could be put either side. The width of the byre trolley would have to be established.
  - Notice board – it was proposed to relocate this to the other side of the path by the seat. Clerk to speak to the Groundsman
  - Mr Palmer's parents' grave - the Clerk had written to Mr Palmer to inform him that no damage had been caused to the kerbs by the machinery and the Parish Council would not be paying for any more repairs. The quote from James Long for the replacement of the kerbs had been sent to him. In the meantime Mr Palmer has carried out a further repair to the kerb.
  - Cllrs H. Parker and M. Tye to carry out a further safety check of the headstones
  - It was agreed to draw up a list of appropriate plants that could be planted on the kerbed graves – this would replace the use of plastic flowers. To be included in the Cemetery Rules which Cllr Tye will simplify **Action: MT**
  - The Clerk had asked Tony Jones to include the dates of when the grass was cut on the monthly invoices

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

**On line Cemetery history following the presentation by Mr Alan Payne:** It was **proposed** and agreed to proceed with this in principle. Costings relating to the website would be discussed further with the budget. A working party comprising Cllrs Tye; T. Walton; Mr and Mrs Payne and Caroline Moorhouse would discuss this further. It was suggested that Claire Dimond may wish to join this.

**Report on stone trefoils in Chapel entrance:** These had been inspected by Paul Emerson and a report drawn up and circulated. He had supplied a quotation for the eventual replacement of the damaged stone which would be considered with the budget. It was agreed to proceed with the making of a template and producing drawings of the existing moulding at a cost of £306. The Clerk had approached the Listed Buildings Officer and he had suggested that a lime putty could be used to create an artificial stone and build up the stone. Clerk to forward his letter to Paul Emerson and ask for a quote for this.

**Discussion on an article in the Parish Magazine to explain some of the new rules; dogs on lead, removal of plastic wrapping on flowers and not using plastic flowers etc:**  
Article to be submitted by 12<sup>th</sup> July **Action: MT**

## **10. Forward Plan and Risk Assessment:**

- Septic tank - the tank had been emptied in June 2023. The last service was carried out in April 2021. To be added to the Forward Plan

## **11. Correspondence:**

- Three letters had been received from Parishioners regarding the length of grass in the Cemetery. One of the graves had been inspected and this is being cut regularly. A reply had been sent. The other letters did not specify any particular grave. It was reported that the Judge from the Best Kept Village Competition had remarked that the Cemetery was "exemplary"

- Applications for memorials: The following applications had been received

Kayla Joanne Reynolds dec'd	Additional inscription	James Long
Alero Brigitte Malin dec'd	Headstone	James Long
John Smith dec'd	Additional inscription	James Long

## **12. Monitoring of Budget**

The Hobbs Bequest of £7200 is currently in the earmarked reserves. It was agreed that this would be put into a fixed term deposit but the minimum amount that can be invested in £10,000. One of the existing fixed term deposits for £12500 is due to mature on 8<sup>th</sup> August. It was **recommended** that the capital of £12500 together with the £7200 plus another £300 (£20k) be reinvested into two fixed term deposits.

## **13. Items of report and future agenda items;**

- a. **Request to reserve a new grave**: A request had been received to reserve a new grave near to a recent interment of a family member. If it was next to the recent burial this could have been purchased as a double plot but unfortunately it is not and therefore could not be reserved.
- b. **Footpath 71**: the proposal to put a kissing gate on F71 at the top of the Cemetery by the Green Burial site to be put onto the next Agenda. It was also suggested that the hedge at the top of the Cemetery could be replanted.

## **14. Date of next meeting and walkround**: 4<sup>th</sup> September 2023

*Meeting closed at 8.35 pm*

**Chairman**