



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 6th MARCH 2023

- 1. Present:** Councillors: T. Walton (Chairman); A. Barton;
H. Parker; S. Parker; P. Rice; M. Tye
Mrs Carey (Clerk)
- 2. Apologies:** Cllr R. Campbell
- 3. Absent:** Cllr J. Clifford
- 4. Public Question Time:** There were no members of the public present
- 5. Declaration of Interest relating to items on the Agenda:** Nil
- 6. Minutes:** The Minutes of the Meeting held 10th January 2023 were taken as read and were signed as being a true record
- 7. Matters Arising from the Minutes.**
 - a. Lodge Maintenance:**
Replacement windows: Architectural Bronze Casements Ltd has supplied an information estimate figure of £5366 + vat. This will be discussed with the budget for next year
 - b. Chapel and Lodge roof:** Continue to monitor
 - c. Hobbs Memorial:** Clerk has instructed the Groundsman not to clean the memorial until after the start of the next financial year and to keep a record of the time it takes
 - d. Survey of top field:** Cllr Walton agreed to speak to Geosphere **Action: TW**
 - e. Hedges:** Money will be built up in the budget to enable the Committee to look at this again at a later date
 - f. Broken railing by the gates/gate stays:** Clerk to remind Arthur Cole.
Post Minute note: The gate stays are ready but will have to wait for better weather to install them.
- 8. Risk Assessments:** Cllr Walton had drawn up a revised format for the Risk Assessment. This was reviewed and the issue of the Lightning Conductor was added.
- 9. Discussion on items raised at the walk round prior to the meeting:**
 - Grave ND3 by Cherry Tree: A letter had been received regarding the damaged caused to the grave by the tree roots. The Committee had looked at this. The ground is very uneven but the tree roots cannot be removed as this would undermine the surrounding graves. It was agreed to put up a notice advising caution when accessing these graves.
 - Digging of graves; Tony Jones had stated that there has been significant increase in the size and shape of coffins which has meant an increase in the amount of soil that has to be taken out. His charges for digging the graves had therefore increased. This may cause a problem with the spacing between new graves and this should be considered when mapping out new areas.
 - Cutting of grass; It was agreed that Jones & Sons would follow the Cemetery Diversity Action Plan with regard to the mowing regime

- Artificial flowers: Following the revision to the rules prohibiting artificial flowers on graves it was agreed that the Clerk would need to identify and write to the permit holders of the graves in question advising them that the flowers would be removed.
- Creation of access gate from footpath at top of field: It was agreed to discuss provision of a gate into the Cemetery from the footpath with the budget for next year.

10. Secret Garden

Working Party to meet on 26th March from 10am – 4 pm to clear the Secret Garden

11. Discussion on the establishment of Friends of Box Cemetery Group

It was agreed to put an article in the Parish Magazine asking for people to join **Action: TW**

12. Items for discussion:

- Cleaning of seats: This will be carried out by the Groundsmen

13. Correspondence:

- a. Check of Lightning Conductor: Notification that the electrical test to the lightning conductor earthing system had been carried out at a cost of £50 + vat by Dawsons Steeplejacks. They have stated that the inspection to the air terminals is overdue. This would require a laddered high level inspection at a cost of £876 + vat. It was agreed that a second quote be obtained.

Post Minute note: Second quotation received from Wiltshire Steeplejacks in the sum of £600 + vat

14. Health and Safety Issues:

- Safety of headstones: Cllrs R. Campbell and H. Parker to carry out a further check

Quotations received for repairs to identified headstones as follows:

JF 15 – Margaret and Patricia Tucker	£348.00
MN 4 – Mays and Kelly Memorial	24.00
KB 16 - Frances Rosina Hall	24.00
TfA12 – Sheila Ann Millett	120.00

Clerk to try to identify the next of kin to ask for payment of the repairs. This may be possible with the newer headstones but not with the older ones

15. Forward Plan: An updated version had been circulated and was reviewed.

16. Memorial applications: The following applications had been approved:

Irene Janis Cannings Additional inscription James Long

17. Items of report and future agenda items:

- a. Rubbish behind bottom shed: It was reported that there is still some rubbish to be removed.

18. Date of next meeting: **Thursday** 4th May 2023

Meeting closed at 8.00 pm

Chairman