



BOX PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ZOOM ON 6th JULY 2020

- 1. Present:** Councillors: N. Botterill (Chairman); D. Evans; V. Hill; S. Parker;
R. Smith; M. Tye; A. Woollard
Mrs Carey (Clerk)
- 2. Apologies:** Cllr R. Campbell
- 3. Absent:** Nil
- 4. Public Question Time:** There were no members of the public present
- 5. Actions:** See Appendix to the Minutes
- 6. Minutes:** The Minutes of the remote Meeting held on 18th May 2020 were taken as read and will be signed as being a true record at the next proper meeting.
- 7. Matters Arising from the Minutes.**
 - a. Lodge Maintenance:** The remaining work to the Lodge had been agreed by Full Council. The carpets will be fitted next week and the extractor fans and full electric check carried out shortly. An Energy Performance Certificate survey had been carried out and the report will be received shortly. Hunter French had been appointed as the Letting Agents
 - b. Chapel and Lodge Roof:** Waiting for the decision on the Planning application
 - c. Hobbs Memorial:** Monitor regularly
 - d. War Memorial:** Monitor regularly
 - e. Trees:** Work carried out
 - f. Hedges:** The hedges will be cut at the appropriate time
 - g. Secret Garden:** Committee had looked at this
 - h. Driveway/new access:** Clerk to ask for the work for the two parking spaces outside the Lodge to be carried out.
 - i. Hedging behind Chapel:** The contractors had planted the mixed hedging.
Remove from Minutes
 - j. CCTV:** Two new SD cards had been purchased and one had been installed. Cllr Botterill to carry out a check at the end of August and report at the next meeting.
- 8. Health and Safety Issues:**
 - **Safety of headstones:** Further check of the headstones to be carried out in September.
 - **Risk Assessments:** Cllr Hill asked that all Committees review the Risk Assessments. Clerk to circulate these to all Councillors
- 9. Mapping of the graves:** Cllr Smith is completing this
- 10. New larger lockable notice board:** The new notice board will be delivered shortly.
- 11. Green Burials:** It was agreed that there should be at least two small permanent markers to use as reference points for the map to show where the green burials were. Cllr Botterill to get costings for the posts. A map would need to be drawn up.
- 12. Grave spaces and future use:** The Committee had met on Wednesday 20th May to look at where the next row of graves should be placed. It had been agreed that more graves could be

put on the end of the existing area and also an additional row behind the single row of graves on the edge of the path.

The Committee discussed what needed to be done to prepare the new field before this can be used and it was agreed that a survey would have to be carried out to establish the depth of the land. It was proposed that the survey be carried out in the Autumn.

13. Management of the Cemetery: It was agreed that the flower beds and bushes at the top of the Cemetery needed attention. It was agreed that Cllrs Botterill and Woollard would meet with T.J. Jones & Sons to discuss what could be done.

14. Items for discussion:

- **Cemetery gates:** It was agreed that the gates would need to be repainted at some time in the future. There also needed to be a retention point to keep the gates open. These are currently tied back and look untidy. Clerk to speak to the Listed Buildings Officer.

Post Minute Note: The Listed Buildings Officer has stated that the iron gates could be held back on stays which could be installed without listed building contents. She suggested three local blacksmiths who should be able to supply these.

- **The Lodge garden area:** The garden area for the Lodge needs to be tidied up and delineated. It was agreed to ask the Listed Buildings Officer for her advice and also to speak to T.J. Jones & Sons regarding planting flowering shrubs in the border under the windows.

Post Minute Note: The Listed Buildings Officer has stated that a hedge would not need listed building permission whereas a fence or railing would need consent. She has suggested Yew which is traditionally grown in church yards, providing an evergreen plant that could be cut once a year. Alternatively Box or Lavender plants could be used to delineate the boundary.

15. Correspondence: Nil

16. Headstones: The following applications had been received;

Additional inscription	Florence Louisa Hall	James Long
Additional inscription	Rodney John Scarth	James Long
Headstone	Edward and Iris Sibbick	James Long
Additional inscription	Derek Bray	James Long
Tablet	Marie Kelly	Hobbs Marble & Granite
Tablet	Anna Grayson	James Long
Tablet	John Webb	James Long
Headstone	William Avery	James Long
Headstone	Maurice Cottell	James Long

17. Items of report and future agenda items:

- Covid-19 risk assessments to be drawn up for the reopening of the play area; toilets etc. To be discussed at Policy & Finance meeting
- The weeds along the wall of the Cemetery need clearing
- The notice board at Ashley needs repairing
- The Chairman reported that she had received a letter of resignation from Cllr Whitford. She had also received a letter of resignation from the Rudloe Steering Group from Cllr Davies
- Litter bin by the Common needs emptying
- It was reported that someone had been seen sitting on the bridge portal and had been reported to the police.

18. Date of next meeting: 7th September 2020

Chairman

Meeting closed at 7.58 pm