



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON 1st OCTOBER 2018

- 1. Present:** Councillors: V. Hill (Chairman); N. Botterill; S. Gould; R. Richards;
M. Tye
Mrs Carey (Clerk)
- 2. Apologies:** Councillors: J. Cox; S. Parker
- 3. Absent:** Nil
- 4. Public Question Time:** There were no members of the public present
- 5. Actions:**

| <u>Issue raised</u> | <u>Start Date</u> | <u>Actionee</u> | <u>Due date</u> |
|---|--------------------------|------------------------|------------------------|
| Cleaning of Hobbs Memorial | October 2018 | Chris Drake | asap |
| Seat and gravel border by War Memorial | October 2018 | Joel Arney | End October 2018 |
| Clear the nettles from the trees in the Secret Garden | October 2018 | Contractor | By Spring |
| Submit planning application for driveway and revised quotes | October 2018 | Clerk | asap |
| Check if work to finial on gatepost is covered by insurance | October 2018 | Clerk | asap |
| Carry out safety check on headstones | August 2018 | Cllrs Cox and Tye | asap |

- 6. Minutes:** The Minutes of the Meeting held on 6th August 2018 were taken as read and signed as being a true record.

7. Matters Arising from the Minutes.

- a. **Use of existing burial ground:** Continue to monitor
- b. **Lodge Maintenance:** Boiler serviced in July 2018
- c. **Chapel Roof:** Two small tiles need to be replaced. There was criminal damage to the back of the Chapel roof over the weekend of 29th August which was reported to the police and a crime number issued. A section of the guttering was damaged, together with the hopper and some tiles dislodged. Quotation for the work received in the sum of £1262 which has been passed to the Insurance Company.

- d. **Chapel and stained glass window:** The mesh in the lead work in the small round window on the right hand side of the Chapel at the top is broken and water is coming in. Three quotations received as follows:
- Quotation of £120 – this would be required in order to assess the damage prior to full quote being obtained
 - Quotation of £650 to repair the damage but the Parish Council would have to supply the scaffolding to access the window
 - Quotation for £1394 from Dawsons for the total work including access to the window and repair
- It is **recommended** that the quote from Dawsons be accepted
- e. **Hobbs Memorial:** The latest payment from the Bequest received from the PCC was in December 2012. The PCC are pursuing this. Clerk to ask Chris to clean the memorial **Action: Clerk**
- f. **War Memorial:** The seat had been delivered and will be installed shortly. It was agreed that the small gravel border should be grassed over which would help reduce the weeds. Clerk to chase this **Action: Clerk**
- g. **Trees:** Continue to monitor
- h. **Hedges:** The hedges will be cut at the appropriate time
- i. **Secret Garden:** The Committee looked at the condition of the Secret Garden on the walkround. It is very overgrown with nettles. When the nettles have died down the contractor will need to clear the area around the trees **Action: Contractor**
- j. **Driveway/new access:** The plans had been drawn up. Clerk to apply for planning permission to resurface the remainder of the driveway to include the parking area by the Lodge and obtain revised quotations **Action: Clerk**
- k. **Use of additional field:** It was reported that someone is still cutting the barbed wire from the footpath. Article put in the Parish Magazine
- l. **Septic tank:** Awaiting additional quotations for the work to regularize the septic tank
- m. **Small finial on gate post:** Quotations being obtained from stonemasons to reposition the finial. Clerk to check whether this would be covered by the insurance **Action: Clerk**
- n. **Use of Chapel:** No licence is required for the services held in the Chapel.

8. Items raised on walkround

- Sinking of older graves – The contractors are purchasing top soil and turf and will be carrying out the work shortly
- Remove Ash trees from graves
- Some of the areas of grass in the bottom part of the Cemetery were overgrown and the cutting had not been done to an acceptable standard. Cllr Hill and Cllr Parker to speak to the contractors to ascertain the reasons for this

9. Forward Plan:

The contract for the maintenance of the Cemetery to be reviewed.

10. Health and Safety Issues:

- **Safety of headstones:** Cllrs Cox and Tye will carry out an inspection of the headstones shortly.
- **Risk Assessment;** This was updated

11. Items to be included in the budget for 2019/20; The current budget was reviewed and there is money in the budget to cover all items discussed.

12. Cemetery Policy: The policy was reviewed and agreed with one minor amendment

13. Applications for memorials:

Mary Hillman dec'd

Additional inscription

James Long

14. Correspondence:

- a. **Ground Water Assessments – Burial Sites:** letter received from Cemetery Development Services Ltd offering to carry out assessment of burial sites to ascertain if there is any potential pollution to the environment, looking at surface water flooding and the pumping of greywater from graves prior to burial and discharge of untreated greywater over adjacent land.
As there are no incidents of surface water flooding or the need to pump any greywater from graves it was agreed that no further action be taken.

15. Items of report and future agenda items: Nil

16. Date of next meeting: 3rd December 2018

Chairman

Meeting closed at 8.20 pm