

## ASHOVER PARISH COUNCIL

Minutes of the **Burial Board Working Group** Meeting held remotely  
Via the 'Zoom' Platform (Meeting ID: 846 0197 1759 Passcode: 041246)

**Monday 12 JULY 2021 at 7.00pm**

### **PRESENT - Councillors W Armitage, S Dronfield, C Miller**

S. Atkinson (Parish Clerk)

#### **CONTENTS**

<b>BB01/21 Election of a Chairman of the Burial Board for 2021/22 .....</b>	<b>1</b>
<b>BB02/21 Apologies.....</b>	<b>1</b>
<b>BB03/21 Extension E .....</b>	<b>1</b>
<b>BB04/21 Revision of Burial Regulations.....</b>	<b>1</b>
<b>BB05/21 Memorial Safety Inspections .....</b>	<b>2</b>
<b>BB06/21 Tree Maintenance.....</b>	<b>2</b>
<b>BB07/21 Unauthorised opening into Cemetery.....</b>	<b>2</b>
<b>BB08/21 General Maintenance/Annual Contract for Cemetery Maintenance .....</b>	<b>2</b>

#### **BB01/21 Election of a Chairman of the Burial Board for 2021/22**

**Resolved: That Cllr C Miller is elected Chairman of the Burial Board Working Group for 2021/2022.**

#### **BB02/21 Apologies**

There were no apologies for absence.

#### **BB03/21 Extension E**

The new section had been laid out and plots entered into the database as Ext E zone A or B followed by the plot number. The first plot had been prepared and the gravedigger had found copious amounts of large stone in the ground.

#### **Recommendation:**

**(i) That plot numbering for Extension E is confirmed.**

**(ii) That sufficient notice is given to Funeral Directors to allow additional time for preparation of plots.**

#### **BB04/21 Revision of Burial Regulations**

Further consideration was given to an additional Burial Regulation specific to Extension E (Minute 053/21 refers):-

**“10. Flowers are permitted on the base stone of the headstone only, or at the head of the plot where no headstone is present. The remainder of the plot shall remain as turf, with no additional ornaments or flowers of any kind placed on the plot. An exception to this will be made for up to 6 weeks following a burial.”**

All Members had been consulted and 4 supported the proposed regulation and one offered reasons not to support the regulation on humanitarian grounds, but agreed that no large shrubs/trees should be planted on a plot.

**Recommendation: That the proposed regulation 10 is adopted as a burial regulation specific to Extension E.**

### **BB05/21 Memorial Safety Inspections**

Further to Minute BB03/20 Members considered a date for the next Inspection which must include 3 months public notice. Three further older memorials had been identified for repair, including a Celtic cross, to improve the appearance of the cemetery. Under the authorisation of Minute 170/20, the 3 memorials had been contracted for repair. The Celtic cross would be costly to reinstate, but considered worthwhile by Burial Board Members and this would be scheduled for repair at a future date.

**Recommendation: That public notice is given for a Memorial Inspection to be held on Wednesday 06 October 2021.**

### **BB06/21 Tree Maintenance**

Members considered a request for tree maintenance from a resident, removal of a dead tree and scheduling of the next full tree survey.

**Recommendation:**

- (i) That Tree No. 1 (Lime) is inspected by the Tree Warden.**
- (ii) That permission is sought for removal of dead Tree No. 14 (Goat Willow).**
- (iii) That Tree Surveys are undertaken at least every two years, the next inspection being scheduled for 2022.**

### **BB07/21 Unauthorised opening into Cemetery**

An unauthorised opening from the adjacent path into the cemetery had been closed off with wooden fencing, at a cost of £255.00, using authorisation under Minute 018/21. 'Pedestrians Prohibited' signs had been placed at various locations along the adjacent fence line.

**Noted.**

### **BB08/21 General Maintenance/Annual Contract for Cemetery Maintenance**

The current contract for Cemetery Maintenance (grass/hedge cutting) ended on 31/03/2022. The current contract specification was for 10 cuts plus 2 additional cuts to be used if necessary.

**Recommendation:**

- (i) That the Cemetery Specification is changed to contract for 12 cuts per year.**
- (ii) That Tenders are sought in January 2022 for a 3 year contract on the revised Specification, with a review after the first year.**
- (iii) That the Finance Committee is requested to increase the annual maintenance budget for the cemetery from £9,250.00 for 2021/22 to £11,000.00 for 2022/23.**

The meeting closed at 8.00pm