



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE **HELD BY ON 1st NOVEMBER 2021**

- 1. Present:** Councillors: A. Woollard (Chairman); A. Barton; R. Campbell; J. Clifford; H. Parker; T. Walton; S. Parker
Mrs Carey (Clerk)
- 2. Apologies:**
- 3. Absent:** Cllr R. Smith
- 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 Meeting held 6th September 2021 were taken as read and was signed as being a true record.
- 7. Matters Arising from the Minutes.**
 - a. **Lodge Maintenance:**
Energy Performance Certificate: Clerk to send a copy to Committee members
Parking area by Lodge: The base and tarmac had been completed at a cost of £3000 + vat. The cost to complete the parking spaces with the resin bonded stone would be £1916.67 + vat. This is above the previously agreed figure due to the delay in getting the work carried out during the lockdown and the increase in the cost of the resin. £4500 had been budgeted for the work and the Council had agreed that the work should be completed which would be an overspend of £416.67 + vat. The work will be carried out as soon as possible. It was suggested that a row of paving slabs could be put alongside the parking area by the Lodge to extend the path. The Clerk to will speak to the Groundsman.
 - b. **Chapel and Lodge roof:** Continue to monitor
 - c. **Hobbs Memorial:** Monitor regularly to see if any repairs are required
 - d. **War Memorial:** Regularly monitor the condition of the memorial.
 - e. **Trees:** It was agreed that money would be put into the budget for a tree survey to be carried out.
 - f. **Hedges:** Money will be built up in the budget to enable the Committee to look at this again at a later date.
 - g. **Management of the Cemetery – work to flower beds:**
J.H. Jones will start the work to clear the top beds and plant the three trees in the near future. The addition cost for the Flowering Cherry will be £62. Offers of donations received for the Flowering Cherry and one of the Acer.
 - h. **Survey of the top field:** Still waiting for the field to be topped – Mr D. Clifford to supply a quotation for this. When this had been topped it was agreed to proceed with a site visit for the survey to establish to layout for future graves. Cllr Barton agreed to attend.
Cllr Walter asked the cost of the field and whether the Parish Council would consider selling this. It was agreed to readvertise the renting out of the field again.

- i. **Signs on the Cemetery gates:** The two signs on the gate had been removed by the Groundsmen. He will complete the repainting shortly
- j. **Broken railing by the gates:** It was reported that there is a broken railing by the gates. Clerk to contact Arthur Cole for advice.

8. Items for discussion:

- a. **Items to be included with the budget**
The following items to be considered with the budget
 - Replacement windows in the Lodge
 - Tree survey of the trees in the Cemetery
 - Build up reserves towards the Lodge roof
 - Broken railings by the gates
 - Survey of top field
 - Track into the top field
- b. **Terms of Reference for the Committee:** This will be updated to include all the work of the committee plus all of the grounds, benches, trees etc plus the additional top field.
- c. **Climate Strategy Action Plan** – discussion on how this can be implemented by the Committee:
 - **Transport and Travel** – walk or cycle to meetings whenever possible or car share
 - **Built Environment**
Lodge -
 - An Energy Performance Certificate had been issued in July 2020
 - Clerk to send a copy of the Climate Change Action Plan to the letting agents to pass on information to tenants
 - Installation of PV on buildings - both of the buildings are Grade II Listed
The Council only uses a small amount of electricity in the Chapel to heat the anteroom.
 - **Green and circular economy**
 - Consider tree planting opportunities – these should be native trees and adhere to the tree planting policy
 - **Natural environment, use of land etc**
 - Secret Garden – it was suggested that the access could be closed off and a new entrance made from the top field through a willow gateway. It could be made into an area of reflection with bench, bushes etc.
 - Look at ways to promote biodiversity
 - There is a composting area in the Cemetery
 - Review weed and pest control
 - Look at the wild flower area at the bottom of the Cemetery and bank under the wall
 - Develop scheme of maintenance of hedges, verges and future grass cutting regime - It was agreed to invite Tony Jones to the next meeting in January to discuss the contract and how to incorporate the Climate Strategy Action Plan. Clerk to send a copy of the Action Plan and Tree Policy to him.
 - **Burials:** There is already an area provided for Green Burials
- d. **Damage to the Palmer grave:** The parishioner was still unhappy about the condition of the grave. He had carried out repairs to this. However, the advice from James Long (Masons) is that the kerbs have been cemented with neat cement which will not keep them attached. They need to be drilled and doweled together in order to create stability. It appears that the damage is through age and weathering and not damaged caused by a mower. In view of the on-going situation it was agreed that the Council pays £140 to carry out a proper repair as a sign of goodwill. This would be a one-off payment and repair.

9. Correspondence:

Letter received requesting permission to hold a photoshoot as part of a modelling portfolio. It was agreed that this could not be granted as it was felt to be inappropriate.

10. Health and Safety Issues:

- **Safety of headstones:** Next check to be carried out in the Spring.
- **Risk Assessments;**
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11. Headstones:

Brenda Parry dec'd	Tablet for cremated remains	James Long
George Murphy dec'd	Headstone	James Long
Ellen Collier dec'd	Additional inscription	James Long
Julia Frances Hart dec'd	Additional inscription	James Long
Joan Freeman dec'd	Headstone	James Long
John & Hazel Gaylor dec'd	Headstone	James Long

12. Items of report and future agenda items:

- a. It was reported that there is a hole in the concrete path in the upper part of the Cemetery.
Clerk to ask the Groundsman to fill this in.

13. Date of next meeting: Thursday 6th January 2022

Chairman

Meeting closed at 8.40 pm