



Minutes are draft until approved at the following committee meeting

Studley Parish Council

Minutes of Burial Committee Meeting

23rd April 2021 at 7:30pm (online via zoom)

Council members present: Chairman Cllrs B Dixon, Mrs J Beard & C Summers

In attendance

Cllrs M Osborne, A Smith
Acting Clerk - Gill Lungley, Assistant Clerk - Linda Stanton

Agenda item 1 Chairman's Welcome

Minute no. 019 The Chairman welcomed all to the meeting and thanked everyone for attending.

Agenda item 2 Apologies

Minute no. 020 No apologies were received; all members were present.

Agenda item 3 Declarations of Interest

Minute no. 021 There were no declarations of interest from members.

Agenda item 4 To consider grant of any dispensation requests.

Minute no. 022 There were no requests for a dispensation.

Agenda item 5 Public Forum

Minute no. 023 No Representations were made.

Agenda item 6 Approval of draft minutes of previous meeting

Minute no. 024 **Proposed Cllr J Beard, seconded Cllr C Summers, voting unanimous to approve minutes of the meeting held 3rd March 2021 as an accurate record.**

Agenda item 7 Clerk's update

Minute no. 025

a) To agree start date and complete snagging work on the removal of soil pile

Cllr B Dixon updated on this matter following a meeting he and other members of the Burial committee had with the contractor. The contractor had sought guidance from Cllr C Summers & Cllr Dixon on how best to level the soil. Following a discussion, the contractor will hire a rotavator to break up the soil and rake it over to level the area. He hopes to commence work week commencing 26th April 21. Cllr Summers will oversee the work.

b) Update on Meeting with the Heart of England Forest. -23rd April 21- 10:30am.

Cllr B Dixon will provide an update to the next Parish Council meeting. It was confirmed that Heart of England Forest have agreed to sell land to the council to extend the cemetery. It is likely that planning permission will be required. The District Valuer will be asked to provide a value before going to a commercial company for the valuations. The water table will also need to be checked.

Agenda item 8 Items for discussion

Minute no: 026

a) Review Studley Cemetery Rules & Regulations

Cllr Dixon informed the Burial Committee that the regulations have been reviewed

recently and he was happy with the regulations. Cllr Summers commented that due to the recent incidents in the cemetery it may be prudent to review the rules. Meanwhile the Assistant Clerk will remove the date and year on the front page of the rules and regulations.

b) Review of burial ground risk management policy and assessments.

Cllr Dixon informed members of the Burial Committee that if backfilling is carried out by families it must be supervised by the grave digger. The grave digger will provide spades for the families to use during the process. Cllr Dixon did not want the burial fee to be raised when families request to backfill. Backfilling of graves is normally done by the grave digger never by the PC staff. Assistant Clerk to confirm with ICCM that the draft backfilling policy is compliant with the ICCM before inclusion in the rules and regulations.

c) Memorial Monuments

Following the recent memorial stone inspection in the cemetery, Cllr Dixon had found a memorial stone that is not stable. Assistant Clerk to contact family to repair the memorial stone. If the family cannot be located members of the burial committee will lay the stone flat on the grave for health and safety reasons.

d) Restoration of Fence

Cllr Dixon updated the committee regarding a section of the metal fence where surplus soil from the excavation of graves over the years had been deposited against the fence which now needs to be pulled upright at some point when funds are available. He has spoken to the landowner who is in agreement that the fence does not need immediate attention. There is another small section of the fence where the rails have rotted away, Cllr Dixon has secured the gap with a highway barrier to stop livestock from the field from entering the cemetery. A mobile welder may be able to repair that section of the fence. Cllr M Osbourne has volunteered to bring a mobile welder to the cemetery to quote for the job. Cllr Dixon informed the committee that it may not be possible to have 3 quotes as there are not many mobile welders.

e) Request for information from Valuation office - Cemetery rates

Acting Clerk informed the committee that a request has been made by the Valuation Office for information that they require to set the rates for the cemetery.

Assistant Clerk and Acting Clerk will provide the information requested. The form will be circulated to all members for information.

Agenda item 9 Items for decision

Minute no : 027

a) To approve quotes for tree works.

Proposed Cllr B Dixon, seconded Cllr C Summers, voting unanimous to approve quotation #3, £650.00 for the tree works in the cemetery. The work will only be done in the autumn. Confirmation of funds by the Finance Committee is required.

b) To consider the quotes for the provision of skips for the cemetery.

Cllr Dixon said the PC had asked the Burial Committee last year to obtain quotes from alternative skip providers to see if there would be any cost savings by switching. There are 3 skips in Studley Cemetery. One for the disposal of floral waste, one for rubbish bags collected from Pool Road Recreation Ground and Brickyard Lane and one for soil from the excavation of graves. The present contractor has informed the PC that the waste has to go into separate skips. The soil skip is being emptied at Cllr Dixon's farm to save cost but he would prefer not to have the soil deposited at his farm if there is an alternative cost effective way. The following quotes were sourced. Both the providers have their own recycling plants and would only need to provide one skip as they have no need to separate the waste.

Quotation #1	4-yard skip - mixed waste standard turn around is 2 weeks. There will be a weekly charge for keeping the skip longer	£174.00 (2 weeks) (includes VAT) ie £145 net per fortnight and an extra £18 / £15 per week if not emptied during that fortnight.
Quotation #2 (5 weeks fixed)	2-yard skip - mixed waste 4-yard skip - mixed waste 8-yard skip - mixed waste	£104.17 + VAT (£125) £137.50 + VAT (£165) £183.33 + VAT (£220)

Proposed Cllr B Dixon, seconded Cllr J Beard, voting unanimous the Burial Committee would recommend to the Finance Committee to consider Quotation # 2 for an 8-yard skip for the disposal of items from the three areas. The cost is to be split between the 3 areas for budgeting.

c) Thank you letter to the contractor to acknowledge his contribution to the repair of the parking area by the cemetery

Cllr Dixon asked the Assistant Clerk to send a letter to thank PA Janes for providing rubble for the repair of the potholes in the parking area by the cemetery. Cllr Dixon also thanked Cllr C Summers for his assistance in supplying additional surplus bricks and assisting in the repair.

Agenda item 10 resolution to exclude the public

The SPC Burial Committee resolved to exclude members of the public and press from the meeting in accordance with the Public Bodies (Admission of Meetings) Act 1960, s1 to allow for discussion of confidential business relating to any matters of staff, legal matters or contractual arrangements. The non-committee members left the meeting.

Minute No: 28

a) Burial Ground Issues – a confidential report had been circulated to committee members

Members of the burial committee discussed their report in detail on the proposed solution, and it was **resolved** the Burial Committee will refer the report to Studley Parish Council, the Burial Authority, for their decision as this committee has no authority to make a decision on such a serious issue under the terms of reference set out for the committee.

Agenda item 11 To agree date and time of the next Burial Committee meeting.

Minute no: 029 To be advised.

Meeting closed 9:30 pm

Signed:
Chairman, Burial Committee

Date: