



Minutes of Cemetery Committee Meeting

9th August 2021 at 1.30pm

Council chamber, Studley Village Hall

Committee members present: Cllrs B Dixon (Chairman), J Beard, A Smith, C Summers

In attendance

Cllrs S Crofts, P Hencher-Serafin

Acting Clerk - Gill Lungley, Assistant Clerk - Linda Stanton

Agenda item 1 Chairman's welcome

Minute no. 046 Cllr B Dixon welcomed all to this meeting.

Agenda item 2 Apologies

Minute no. 047 No apologies were received; all members were present.

Agenda item 3 Declarations of Interest

Minute no. 048 There were no declarations of interest from members.

Agenda item 4 To consider grant of any dispensation requests.

Minute no. 049 There were no requests for a dispensation.

Agenda item 5 Public Forum

Minute no. 050 No Representations were made.

Agenda item 6 Approval of draft minutes of previous meeting

Minute no. 051 The minutes of the meeting held 12th July 2021 were approved as an accurate record and were signed by the Chairman.

Agenda item 7 Clerk's update

Minute no. 052

a) Changes to provision of waste skip

The three skips have been removed. One skip from a different provider is now on site for use solely for cemetery waste such as soil, flowers and litter which will be emptied every five weeks.

b) Update on water supply / cemetery tap

The Assistant Clerk is attempting to contact Severn Trent Water to ascertain the presence of a water supply in the area of the old mortuary and seek a quotation for mains re-connection.

It was suggested rainwater should be collected via water butts placed around the old mortuary – these are already in place.

A note of caution was raised following reports of cemetery water supplies being misused by travellers.

c) Progress on cemetery extension

Cllr C Summers had prepared a plan of the site (appendix A).

The Clerk had approached three land valuers to ascertain how much they would charge to value the site, however correspondence from Heart of England Forest is suggesting making use of their land valuer and members agreed to find out the charge from them and proceed as appropriate.

The plan for moving forward is to purchase the land, seek planning permission and apply to the Environment Agency to assess site suitability for cemetery use.

In the same correspondence from Heart of England Forest, the council was asked to support the HoEF application to extend the number of burials at the Alne Wood Park Woodland burial ground; members agreed to do this.

HoEF also asked if the parish council would support their forestry apprenticeship scheme which is aimed at local people; it was agreed the council would help to promote this scheme.

d) Software presentation by EdgelT

The meeting was adjourned to take part in an online conference call for a presentation from EdgelT on the use of their cemetery management software. Members thanked EdgelT for their presentation.

Following the presentation, it was proposed to take on the cemetery management software at a set-up fee, including the mapping, of £3,148 and an annual fee thereafter of £232 (including mapping) for up to 12 burials per year. As this is an item of expenditure outside the committee's agreed budget, it would be referred to the full council for consideration.

Agenda item 8 Items for discussion and decision

Minute no: 053

a) Hedge cutting along eastern hedge

The grounds maintenance contractor would be asked to carry out this work for an expected additional cost to the contract of up to £350.

It was agreed the contractor would be asked to cut back the eastern hedge, remove clippings and clear out from underneath the hedge as long as the cost is not more than £350.

b) Bulb planting to take place on 11/09/2021 with help from Studley in Bloom

The bulbs have been donated by Studley in Bloom and are to be planted along the eastern edge on 11/09/2021. Compost from Studley in Bloom has also been reused in the cemetery.

c) Revised terms and conditions

It was agreed to use the revised booklet as amended.

d) Feedback from recent walk-around review of burial ground

The Chairman reported back that it was pleasing to see the area well-mowed and that the soil pile had been removed and had been re-seeded.

There had been over-planting of trees in the past.

The siting of gravestones in one area of the cemetery is not good and this must be addressed going forward by clear instruction and supervision to the grave-digger and stonemasons.

Volunteers had successfully turfed over a grave plot after removing chippings which have been re-used elsewhere.

The Chairman noted the benefit provided from attendance at ICCM training and he thanked Cllrs J Beard and C Summers for having reviewed the burial registers to ensure accuracy and completeness.

e) To agree budget for purchase of PPE for active volunteers

It was agreed to spend up to £200 to purchase personalised hi-viz PPE for members who attend burials to supervise parking.

- f) **To consider commission and installation of a Tree of Remembrance or Memorial Tree for Studley residents to remember deceased relatives via purchase of named and dated leaves; or use of the previous mortuary building as a memorial wall for plaques to be attached to.**
During discussion members agreed the idea of a tree of remembrance is to be welcomed but it would be easy prey to vandalism. A curved or shaped wall could be an idea for the future.

Agenda item 9 **Items for discussion at the next meeting**
Minute no. 054 Nothing put forward at this time.

Agenda item 10 **To agree date and time of the next Burial Committee meeting.**
Minute no. 055 The next scheduled date is Wednesday 20th October 2021, 7pm

This meeting was closed 3.40 pm

Signed:
Chairman, Cemetery Committee

Date:

APPENDIX A
Plan to show proposed new cemetery ground

