



**MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S BURIAL BOARD MEETING HELD ON THURSDAY 4<sup>TH</sup> MAY 2017 AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 9.15 AM**

**PRESENT:** Councillors: C Smalley (Chairman), V Davies, J Scarsbrook & Mrs H Siphthorp, Clerk of the Council & 1 member of the public

**Also in attendance:** Advisor: Mr G Golby

**Public Participation:** Members of the public were given the opportunity to speak during the course of the meeting.

**1. APOLOGIES FOR ABSENCE:** Advisor: Rev M Short.

**2. DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA:** None.

**3. MINUTES OF MEETING HELD ON 2<sup>ND</sup> MARCH 2017**

**RESOLVED** – Proposed Cllr Davies, seconded Cllr Smalley that the minutes should be signed by the Chairman as a true and accurate record. **RECORD OF VOTING** – All in favour. **Motion carried.**

**4. CLERK'S REPORT AND MATTERS ARISING FROM ABOVE MINUTES**

Clerk began her report by saying that the new fence in the New Cemetery had been installed. She said that the revised burial fees had been adopted by council following the Burial Board's recommendation. She had written to NAMM to confirm that the council did not wish to renew their membership. The new Cemetery Rules & Regulations had also been adopted by council. Copies had been sent to relevant funeral directors and memorial masons along with copies of the reformatted forms & revised burial fees.

The tree works to the two yew trees and cedar tree by the main entrance to the churchyard have been approved by CDC. She ended by saying that she would like to meet the Chairman, on site at the churchyard, to discuss the feasibility of putting in a ramp at the Church Street entrance although this is not urgent as again no budget available currently.

**5. CHAIRMAN'S ANNOUNCEMENTS**

None.

**6. RESIDENT WOULD LIKE BURIAL BOARD TO RECONSIDER HIS OFFER TO DONATE A FURTHER TWO FLOWERING CHERRY TREES FOR THE MILLENNIUM CEMETERY**

Chairman pulled this item forward on the agenda. Resident was given the opportunity to speak with regard to his offer to donate a further two trees. **RESOLVED** – Proposed Cllr Smalley, seconded Cllr Davies that no further trees to be planted anywhere in the cemetery/churchyard until the council has a policy in place for the donation of trees and benches. **RECORD OF VOTING** – All in favour. **Motion carried.** Clerk to prepare a draft for the next meeting.

**7. DISCUSS DRAFT OF PURCHASE OF EXCLUSIVE RIGHT OF BURIAL LEAFLET**

Clerk presented a draft copy of this new leaflet. She asked that all members read and let her have any comments/amendments as soon as possible.

**8. RESURFACING OF CEMETERY CAR PARK**

Cllr Scarsbrook confirmed that to reduce level and remove off site, supply level, roll and compact MOT type 1 and top with clean shingle would cost £3950 + VAT. No further action at the present time as not in the budget but agreed this should be a priority if monies did become available.

#### **9. Lych Gate Repairs and Rubbing Down and Repainting of Gate**

Stonework repairs will be started at the end of June/early July.

Refurbishment of the gate is currently not in the budget. Clerk had obtained an estimate from CGS and they had given a figure of £5-600 for rubbing down and repainting. Chairman said he would obtain a cost for having the gate stripped and powder coated by a local firm.

#### **10. Churchyard**

##### **i) Faculty application update in relation to tree works**

Rev Short and the clerk had met at the churchyard and mapped out all the tree works. Clerk had documented so that this could be sent off with the Faculty application which Rev Short is preparing. No works can commence until the approval Faculty is approved.

##### **ii) Application to CDC Tree Officer for tree works in relation to two yew trees and a cedar tree at main entrance to churchyard**

Clerk reported that the tree works had been approved by CDC Tree Officer

##### **iii) Discuss estimate for tree works to yew trees either side of church door (noting that not included in this year's budget)**

Although no budget for these works to take place currently this work will be included in the Faculty application. An estimate had been received from Stockwell-Davies which amounted to £490 + VAT.

##### **iv) Discuss estimate for tree works to large cedar in churchyard (noting that not included in this year's budget)**

Estimate had been received from Stockwell-Davies giving two options. One was to fell the tree and the other was for remedial work and the costs ranged from £760 to £2600 + VAT. Tree surgeon said that the tree would benefit from some work as it is very one sided in its growth and therefore weight. If the remedial work route is taken it was pointed out that the tree will need continual/ongoing maintenance. Again this tree will be included within the Faculty application for both remedial work and with the option to fell.

#### **11. Further Repairs Necessary to Cemetery Wall on Fosseyway Boundary**

**RESOLVED** – Proposed Cllr Davies, seconded Cllr Scarsbrook that Mr Lockey be given the go ahead to repair the dry stone wall on the Fosseyway boundary at a cost of £1579. **RECORD OF VOTING** – All in favour. **Motion carried.** Clerk said that hopefully the work will commence within the next 6 weeks.

#### **12. Clearing of Dead Flowers and Unauthorised Grave Furniture at the Request of the Council's Grass Cutting Contractor**

A working party to be set up after 3<sup>rd</sup> June 2017. Chairman also suggested that any items taken off the graves which pose a H & S risk for the contractor would be stored in the Bier House for a limited time should the owner wish to have them back. He proposed that some form of racking/shelving may need to be installed.

#### **13. Rubbish at Cemetery Particularly in Relation to Grave Owners Throwing Dead Flowers over Newly Erected Fence**

Members are unhappy that people continue to dispose of their rubbish from graves in this manner rather than either taking home or placing in the bin located by the Bier House. This is fly tipping. The clerk to prepare a sign to hang on the new fence making people aware that they could be prosecuted.

#### **14. Bulbs for Grass Verge Adjacent to Fosseyway**

Agreed that the Clerk should place the order for three sacks of daffodil bulbs, as detailed in budget, which will be planted on the grass verge adjacent to the stone wall on the Fosseyway side of the cemetery. Clerk suggested that it may be an idea to also purchase some bulb planters to make the whole process quicker. Delivery would be September and it is hoped that if available these could

be planted by the Community Payback Team. Clerk to get approval from GCC Highways to plant the bulbs on their land.

**15. MEMORIAL TESTING**

Clerk reported that if Mr Golby is to carry out the memorial testing in the future then as he is being paid by council to do this then he cannot be covered by the council's insurance policy but would have to provide his own cover. Clerk to look into the current legislation into memorial testing and report back at the next meeting.

**16. ANY OTHER BUSINESS AND ITEMS FOR THE AGENDA FOR THE NEXT MEETING**

Racking or shelving for Bier House.

A member pointed out that the bag of stone stored behind the container at cemetery was giving access problems to the water tap. Chairman said he would remove the bag of stone in due course. Suggested that the Burial Board could consider perhaps relocating the tap to the front of the container at some stage.

**17. MEETING CLOSED:** At 10.40 am.

**18. NEXT MEETING:** Thursday 13<sup>th</sup> July 2017 at 9.15 am

Signed: \_\_\_\_\_ Chairman

Dated: \_\_\_\_\_

DRY