



MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S BURIAL BOARD MEETING HELD ON THURSDAY 7TH SEPTEMBER 2017 AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 9.15 AM

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

Also in attendance: Advisors: Mr G Golby & D Magson

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

1. APOLOGIES FOR ABSENCE: Cllrs: V Davies, J Scarsbrook & M Moseley & Advisor: Rev M Short

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

3. MINUTES OF MEETING HELD ON 4TH MAY 2017

The meeting was inquorate to sign the minutes but it was **RESOLVED** – Proposed Cllr Smalley, seconded Cllr J Davies that as the minutes had been circulated and no comments had been received that they be signed by the Chairman as a true and accurate record, subject to the addition of Mr D Magson to the list of apologies.

RECORD OF VOTING – All in favour. **Motion carried.**

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

Exclusive Right of Burial leaflet – As no comments had been received on the draft the clerk confirmed that this is now in circulation.

Lych Gate – repairs had been completed to the stonework. The clerk reiterated that the stonemason had said again that the gates must not be rehung from the stone work as this is what had caused the damage and will therefore reoccur. The latter discussed under item 12.

Clearing of grave furniture by committee members had not taken place and a new date is to be arranged in due course.

Clerk apologised because she had forgotten to make a notice to go on the fence in the new cemetery requesting that people do not throw their dead flowers and rubbish onto the adjoining private land and to use the bin provided or take it home.

Bulbs are on order and should be delivered within the next few weeks. These would then be planted by the Community Payback Team on the Fosseway grass verge adjacent to the cemetery.

Memorial Testing – the clerk said she had researched this in terms of how often this should take place. She could find nothing set down in the law that gave a specific period for testing/retesting. The council has a duty of care to all visitors to the cemeteries and therefore memorial testing should take place periodically and it was suggested that the "hand test" is sufficient and then any memorials deemed unsafe should be further investigated. Agreed that the committee would meet on site to discuss the best way forward and a date is to be arranged.

Rubbish behind container at cemetery car park – Cllr Smalley to remove as soon as possible and will also dispose the vegetation in the corner of Cemetery Meadow placed there by the Community Payback Team at the same time.

Relocation of tap on side of container – Cllr Smalley still to assess this possibility but will do so and this is to be placed on the agenda for the next meeting.

On general matters the clerk said she would be looking at replacement signage in the cemetery.

She said that the Community Payback Team had spent a few weeks cleaning/clearing vegetation at the cemeteries which were on the whole looking good.

Mr Lockey had advised the clerk that when repairing the Lych Gate stonework he noticed that some slates had come off the roof. He will supply the council with a cost to repair.

The refurbishment and repainting of the Bier House door and the two pedestrian gates are work in progress and should be completed within the next few weeks.

Clerk was requested to ask Chairman of Spring Gardens Allotments Association to ensure the gate is locked at night.

5. CHAIRMAN'S ANNOUNCEMENTS

No announcements but the chairman allowed a member of public present to speak about a few issues she had. She started by asking if an extra handrail could be placed by the steps at the Church Street entrance to St Edward's Church. She also asked about the avenue of fir trees on the pathway that block the light and whether it was possible to erect a new light to help pedestrians. It was explained that the fir tree problem was in hand and a number will be felled subject to the Faculty approval but the electric light does not come under the council's responsibility which is to keep the churchyard in good order which includes trees, walls, hedges etc. Therefore the light would be the responsibility of the church. Disabled access into the churchyard (via Church Street) has been discussed and will be looked into but as a long term project/possibility.

6. TREE WORKS UPDATE IN RELATION TO FACULTY FOR ST EDWARD'S CHURCHYARD

The tree works had been approved by a meeting of the Diocese of Gloucester. A public notice advising of these works had been put on display both in and outside the church on 23rd August 2017 to allow members of public to view the proposals at the council's office. This will run until 20th September 2017. If no objections the work can go ahead subject to budget. The meeting discussed the comments made in relation to photograph 9 and 11. These works cannot take place as no budget but may be considered when formulating the draft budget for next financial year.

7. HANDRAILS IN ST EDWARD'S CHURCHYARD

A resident had approached the chairman directly with regard to extra handrails being installed at the churchyard and offering to make a contribution towards the installation. This had been discussed at a previous meeting. **RESOLVED** – Proposed Cllr Smalley, seconded Cllr J Davies that the Clerk write to resident explaining that the council is only responsible for paths, hedges, trees walls etc and that he should approach St Edward's PCC to pursue this possibility. **RECORD OF VOTING** – All in favour. **Motion carried.**

8. TO DISCUSS DRAFT OF MEMORIAL TREE, SHRUB & BENCH DONATION POLICY

The draft was presented to members and it was agreed that everyone would read and it would be placed on the agenda for the next meeting for discussion.

9. CUTTING OF HEDGES IN CEMETERY IN RELATION TO BUDGET

Clerk said that when formulating the budget for this year a second cut of the cemetery hedges had not been allowed for. All agreed this was an essential part of

keeping the areas looking tidy. **PROPOSED** – Cllr White, seconded Cllr Smalley that CGS estimate for £450 + VAT be accepted and the work carried out in the Autumn.
RECORD OF VOTING – All in favour.

10. DRAFT BUDGET FOR NEW FINANCIAL YEAR COMMENCING 1ST APRIL 2018

Members to give consideration to what projects should be included in next year's draft budget. This will be placed on the agenda for the next meeting so that a draft budget can be formulated.

11. RACKING & SHELVING FOR BIER HOUSE

Suggested that Rapid Racking may have suitable products. Clerk to look at costs and this will be included in the draft budget for new financial year effective 1st April 2018.

12. REFURBISHMENT OF GATES AT LYCH GATE ENTRANCE TO CEMETERY

An estimate had been obtained from MRK Coating Services Limited to refurbish the gate. The cost was £220 + VAT including collection/delivery. This cost also included doing one of the pedestrian gates so the clerk is to obtain a revised cost as the pedestrian gate has already been done by CGS. Clerk requested to speak to Mr Small to see if the gate could be rehung on independent posts rather than securing to the stonework.

13. MOLES IN CEMETERY

Four moles had been caught.

14. ANY OTHER BUSINESS AND ITEMS FOR THE AGENDA FOR THE NEXT MEETING

15. MEETING CLOSED: At 10.40 am.

16. NEXT MEETING: Thursday 12th October at 9.15 am

Signed: _____ Chairman

Dated: _____