



MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S BURIAL BOARD MEETING HELD ON THURSDAY 25TH APRIL 2019 AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 9.30 AM

PRESENT: Councillors: J Scarsbrook (Acting chairman), J Davies, V Davies, M Moseley & Mrs H Siphthorp, Clerk/RFO of the Council

1. **APOLOGIES FOR ABSENCE:** Cllr A White & Advisor Mr G Golby
2. **DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**
Members were reminded to declare any interests in items on the agenda as they occur.
3. **MINUTES OF MEETING HELD ON 28TH FEBRUARY 2019**
RESOLVED – Proposed Cllr V Davies, seconded by Cllr J Davies that the chairman should sign the minutes as a true and accurate record of the meeting. **RECORD OF VOTING** – 3 favour, 1 abstention. **Motion carried.**
4. **CHAIRMAN'S ANNOUNCEMENTS**
None.
5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**
None as no public present.
6. **CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF MEETING HELD ON 28TH FEBRUARY 2019**
Clerk had met on site with a representative from Pear Technology in relation to preparing a plot plan for Cemetery Meadow and to revise the Garden of Remembrance area. Costs awaited.
Council had agreed with Board's recommendation and had approved the increase of burial fees effective 1st April 2019.
The Cemetery Rules & Regulations had been updated and now includes Cemetery Meadow.
Clerk confirmed that she had written to the memorial owner who had alleged that tree roots were damaging two headstones in the New Cemetery and had given the Tree surgeon's report and findings.
Clerk confirmed that the contractor would commence work on resurfacing the path from Lych Gate to Bier House on 13th May 2019.
She ended her report saying that non authorised vans and cars parking in the cemeteries is becoming a problem. This item to be placed on the agenda for the next meeting.
7. **RESURFACING OF CEMETERY PATHS UPDATE AND TO DISCUSS ESTIMATES RECEIVED FROM CONTRACTORS AND TO CHOOSE THE COLOUR OF RESIN TO BE USED**
Clerk presented a spreadsheet giving comparison quotes from various contractors.
RESOLVED – Proposed Cllr V Davies, seconded Cllr J Davies that C J Cook (being

the most competitive quote) be appointed to resurface Section 1 (£6370 + VAT) and Section 2 (£10,790 + VAT). **RECORD OF VOTING** – All in favour. **Motion carried.**

8. UPDATE ON BUILDING OF DRY STONE WALL ADJACENT TO BRIO RETIREMENT VILLAGE SITE

The wall has been started and progress is fast. Clerk suggested that perhaps the wire fencing may not need to be reerected and it was agreed this would be placed on the agenda for the next meeting for a decision to be made.

9. TO DISCUSS PEDESTRIAN GATE ACCESS FROM FOSSEWAY INTO VICTORIAN CEMETERY AND ADJACENT DRY STONE WALL THAT NEEDS REPAIRING AND APPROVE COSTS

Mr Small had taken a look at the gate and said the problems relate to the adjacent stone wall. **RESOLVED** – Proposed Cllr Moseley, seconded Cllr V Davies that Mr W Lockey's quote is approved to repair the wall for an amount of £950 if sufficient to infill with concrete, otherwise a cost of £1550 if a steel post needs setting internally and welding gate hangers to it. **RECORD OF VOTING** – All in favour. **Motion carried.**

10. MEMBERSHIP OF INSTITUTE OF CEMETERY AND CREMATORIUM MANAGEMENT MEMBERS (ICCM) IS CONFIRMED FROM 1ST APRIL 2019 TO 31ST MARCH 2020

Members noted.

11. UPDATE ON REFURBISHMENT OF GATES, FENCING AND BENCHES IN THE CEMETERIES INCLUDING PLANTING OF LAVENDER PLANTS

A lot of this work has been completed and the benches will be taken away from site for repainting. New lavender plants have been planted and a further eighteen are required to complete the border to the main entrance. **Post meeting note:** Clerk is to arrange for the Community Payback Team to put wood chippings between the plants to keep the weeds down.

12. ST EDWARD'S CHURCH

i) Community Payback Team

This item is deferred to next meeting as Rev Short was not present.

ii) Update on two new trees that have been donated and planted in the churchyard and to confirm receipt of £500 from the same donor towards their future maintenance

Members noted and the letter of thanks from the donor for council's help had been circulated to all members of council.

iii) Any other matters in relation to churchyard

All the metal railings, main entrance gate and light had been repainted. Clerk will place the order with contractor to grind all the stumps in the churchyard in due course.

13. TO REVIEW BURIAL BOARD COMMITTEE TERMS OF REFERENCE

RESOLVED – Proposed Cllr Moseley, seconded Cllr Scarsbrook that recommendation to council is to amend the "Meeting frequency" to "Generally every 8 weeks at 7.00 pm". **RECORD OF VOTING** – All in favour. **Motion carried.**

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

A member said that dog fouling particularly in the Victorian Cemetery is quite bad at the moment. It was agreed that a temporary poster would be placed on the three entrances to this part of the cemetery in the hope of jogging the offender(s) memory that not picking up is an offence.

15. DATE OF NEXT MEETING – Wednesday 25th June 2019 at 7.00 pm. **Note new start time.**

16. MEETING CLOSED at 11.10 am.

Signed: _____ Chairman Dated: _____

DRAFT