



**MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S BURIAL BOARD MEETING HELD ON MONDAY 23<sup>RD</sup> SEPTEMBER 2019 AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 10.30 AM**

**PRESENT:** Councillors: J Scarsbrook (Chairman), L Rixon, V Davies, & Mrs H Siphthorp, Clerk/RFO of the Council

**Also in attendance:** Advisor: Rev M Short

1. **APOLOGIES FOR ABSENCE:** None but Cllr H Cheston noted as absent.
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 MEETINGS HELD ON 1<sup>ST</sup> AUGUST 2019**  
**RESOLVED** – Proposed Cllr Davies, seconded Cllr Rixon that the chairman should sign the minutes as a true and accurate record of the meeting. **RECORD OF VOTING** – All in favour. **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 1<sup>ST</sup> AUGUST 2019**  
The pedestrian gate from Fosseway to Victorian cemetery still to be re erected.  
Stump grinding in St Edward's Churchyard had been completed.  
The cemetery path resurfacing programme is now complete.
7. **ST EDWARD'S CHURCH UPDATE**  
Dog fouling is a problem in the churchyard and had been reported to council via the vergier asking the council to put up some signs. Rev Short agreed that this was not a matter for the council but that of St Edward's PCC to deal with.  
The meeting briefly discussed an application that St Edward's Church had put in with the Diocesan Advisory Committee Secretary in relation to installing a hand rail in the churchyard. The members were supportive of this idea as it would make it much safer for the congregation and the many visitors to the churchyard during the Winter months. This is being funded by the Friends of St Edwards and a promised donation by an individual.  
Rev Short requested that the CPT return to the churchyard at some stage to continue weeding etc. Clerk to organise and advise of the date when known.
8. **CEMETERIES UPDATE**  
There is a real problem at the moment with dog fouling in the cemeteries. Agreed that a poster would be put up at each of the entrances to the site. Clerk to also organise for a post to be put on Facebook which could then be shared.

The newly built wall in new cemetery adjacent to Brio site had partially collapsed. Brio had repaired very quickly. Clerk said that concern had been expressed that this wall had been built without any foundations and also said that there are gaps between the wall and trees which workers were using to cut through the cemetery. She suggested that some sort of guard or fencing needs erecting to prevent access. Agreed clerk would take these matters up with Brio directly. The hedges will be trimmed for a final time this year over the next couple of weeks. More lavender will be planted in the border adjacent to Garden of Remembrance/Millennium cemetery car park in the next couple of weeks. Clerk said she will have the CPT weed and infill with wood chippings the border in new cemetery between newly laid path and dry stone wall. Refurbishing of benches is ongoing and will be completed over the coming months in line with the budget. Yew trees in the cemetery will be trimmed at the end of the year or early January 2020.

**9. TO DISCUSS BUDGET COMPARISON TO ACTUAL INCOME/EXPENDITURE TO 31<sup>ST</sup> AUGUST 2019**

Clerk presented a spreadsheet and the following figures were approved and confirmed that everything is in order at Month 5 stage to 31<sup>st</sup> August 2019.

	<b>2019/20 Budget</b>	<b>As at 31/08/19</b>	<b>Variance</b>
<b>INCOME</b>			
Burial Board	£5,480	£5,054	£426
<b>EXPENDITURE</b>			
Burial Board	£14,395	£7,647	£6,748

**10. TO GAIN EXPENDITURE APPROVAL TO PURCHASE PEAR BURIAL DATABASE WITH “SEARCHABLE FRONT END” IN ADDITION TO EXPENDITURE APPROVED AT LAST MEETING FOR AN EXTRA £500 + VAT RESOLVED – Proposed Cllr Davies, seconded Cllr Rixon that extra expenditure is approved. RECORD OF VOTING – All in favour. Motion carried.**

Clerk said that this work will be completed within the next 2/3 months.

**11. TO GAIN EXPENDITURE APPROVAL TO REPAIR WOODEN GATE AT ENTRANCE INTO CEMETERY MEADOW**

Clerk said she was awaiting one further estimate. **RESOLVED – Proposed Cllr Davies, seconded Cllr Scarsbrook that an amount of £495 + VAT is approved.** However, if the second estimate comes in below this figure then the clerk has delegated authority to award the work to the company who gives the lowest price. **RECORD OF VOTING – All in favour. Motion carried.**

**12. TO DISCUSS ESTIMATES RECEIVED FOR WORK IDENTIFIED IN RECENT TREE SURVEY FOR CEMETERIES AND ST EDWARD’S CHURCHYARD AND OBTAIN EXPENDITURE APPROVAL**

Clerk reported that the two trees shown on cemetery land that need attention in the next couple of months actually turned out to be on allotment land and therefore come under the remit of the Parks & square committee. No work was identified in St Edward’s Churchyard for the current financial year.

**13. TO DISCUSS DRAFT BUDGET FOR NEW FINANCIAL YEAR EFFECTIVE 1<sup>ST</sup> APRIL 2020**

**RESOLVED** – Proposed Cllr Rixon, seconded Cllr Davies that the income for the draft budget will be £5,480 and the expenditure £17,645 giving a net amount requested of £12,165. **RECORD OF VOTING** – All in favour. **Motion carried.**

**14. TO REPORT ON FINDINGS OF RECENT VISUAL INSPECTION OF MEMORIALS AT THE CEMETERIES**

The clerk and advisor Mr Golby had completed a visual and hand inspection of all the memorials in the Victorian cemetery. As a result a few had to be laid down immediately as they were unsafe and could have caused injury. Clerk said she will be writing a full report in due course and copy will be circulated to all members of council. Clerk said they would do their best to identify the memorial owners of the stones laid down and contact them but the paperwork for this section of the cemetery is sparse.

**15. DATE OF NEXT MEETING** – Monday 18<sup>th</sup> November 2019 at 10.30 am.

**16. MEETING CLOSED** at 11.30 am.

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

DRAFT