



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 6th JANUARY 2025

- 1. Present:** Councillors: M. Tye (Chair); R. Haslett; B. Walton; T. Walton
Mrs Carey (Clerk)
- 2. Apologies:** Councillors : A. Barton; H. Parker; D. Wright
- 3. Absent:** Cllr J. Clifford
- 4. Public Question Time:** There were no members of the public present.
- 5. Declaration of Interest relating to items on the Agenda:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 4th November 2024 were taken as read and were signed as being a true record.
- 7. Matters Arising from the Minutes.**
 - a. Information Boards:** On-going. Money put in the budget for next year.
 - b. Ecological Survey of the Veteran Corridor:** A copy of the report had been circulated to all Committee members and put on the website.
Cllr Haslett asked if the report related to other Council sites but it was stated that the report was site specific to the Cemetery trees.
Cllr Tye to draw up a detailed map to go with the report
Action: Clerk to pursue TPOs with the Tree Officer at Wiltshire Council
 - c. Painting of gutters and downpipes on Chapel:** Work had been completed at a cost of £840
 - d. Feedback on Community Payback Team:**
Cllr Tye reported that yellow rattle seeds had been sown on the meadow area in the lower part of the Cemetery.

The Community Payback Team have completed the following works:
 - Cutting of hedge
 - Building dead hedge in Secret Garden
 - Cut back brambles in the Old Cemetery
 - Cleared sycamore and laurel along the front wall to extend the nectar garden
 - Brushed the ironwork on the gate in preparation for repainting.
 - e. Update on tree work:** The removal of the Laurel adjacent to the Secret Garden has opened up the Yew Tree
 - e. Work to front door of Lodge:** Quotation for the work received in the sum of £380 to repair the bottom part of the door. The quote does not include the painting. It was suggested that the Councillors could undertake the painting and this could be done in the Chapel in the Spring.
£500 to be put in the budget for this

f. **Front boundary wall**

The work will commence imminently depending on the weather.

Action: Clerk to ask Paul Emerson to look at the remaining part of the wall that has been cleared

g. **Parking spaces outside the Lodge**: To be repaired using resin bond repair kit. Work to be carried out in the Spring.

h. **Notice board in Chapel**: Quotation in the sum of £125 inc received from Andrew Perkins. It was agreed to accept this on the proviso that there is no damage to the stone work and might be preferable to take the notice board down to repair.

Action Clerk to speak to Andrew Perkins

8. Cemetery Maintenance:

Issues raised on walkround:

It was reported that the bins had been overflowing over the Christmas period. It was agreed to think about composting bins or a composting area near the shed.

9. Items for discussion:

a. **Review of Charges 2025-26**: These were discussed and an increase of £50 on the lower rates were agreed.
It was **recommended** that the charges for 2025-26 be adopted.

It was agreed that the review of charges in future years should take place at the Committee meeting prior to the budget setting.

b. **Book of Remembrance**: Letter received with a complaint about the absence of the Book of Remembrance. It was agreed that if notice is given prior to any visit arrangements could be made for the book to be displayed temporarily. However for security reasons and because of future deterioration the book cannot be left in the cabinet.

After discussion it was agreed to look at whether there could be a digital record on the Book which could be accessed on the website to allow entries to be viewed.

c. **Cutting of barbed wire at top of field**: It was reported that someone had cut the barbed wire again at the top of the field and the horse had got out onto the footpath. The tenant had replaced the wire and posts and submitted an invoice for £125.70. It was agreed to point out to the tenant that the Licence states that they will be responsible for the fences.

It was agreed to look at the possibility of planting a hedge along the edge of the fence next winter.

d. **Risk Assessment**

Lodge roof: A tile had come off the roof of the Lodge during a recent storm. The Clerk has asked a roofing contractor to check this and to give a quotation for a condition survey

Front gates: A small part has been eroded

Chapel roof: Following heavy rain it was noticed that there is a small section of damp in the corner of the Chapel near the anteroom. Carpet in the anteroom to be taken up.

10. Health & Safety Items:

a. **Safety check of headstones**: Next safety check to be carried out in March/April

11. Forward Plan/Risk Assessment and Asset Management The Forward Plan to be updated.

A draft Asset Management document had been drawn up.

12. Correspondence:

- a. **Double interment plot:** Request from a parishioner to purchase a double interment plot to relocate his parents ashes and headstones in one and the other reserved for future use. This was agreed.
Action: The Clerk will meet with the parishioner on site to discuss this.
- b. **Maintenance of trees in Cemetery – SSE:** Request received from SSE to trim three trees in the top field to clear overhead cables. It was agreed to grant permission subject to notification of when the work was to be carried out so that Daniel Part and the Groundsman can be in attendance.
- c. **Bath Burial Register:** Following a request a copy of the digital burial records had been sent to the Bath Burial Register. Some queries on entries had been received and it was agreed to put them in touch with Alan Payne to discuss this further.

13. Applications for headstone:

Sheila Ann Parker dec'd

Headstone

James Long (Masons) Ltd

14. Items of report and future agenda items:

- a. It was reported that the wall at 1 Valens Terrace has been rebuilt
- b. Cllr Haslett to look at certificates that the Council could obtain re compliance with ECO Cemetery Site. Information of the work being carried out by the Parish Council to be put on the interpretation boards.

15. Date of next meeting: 3rd March 2025

Meeting closed at 8.40 pm

Chair