



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 1<sup>st</sup> JULY 2024**

- 1. Present:** Councillors: M. Tye (Chair); A. Barton; H. Parker;  
B. Walton; D. Wright  
Mrs Carey (Clerk)
- 2. Apologies:**
- 3. Absent:** Cllrs J. Clifford; S. Parker
- 4. Public Question Time:** There were no members of the public present.
- 5. Election of Vice Chair:** Cllr H. Parker was unanimously elected as Vice Chair
- 6. To agree the Terms of Reference for the Committee and the policies allocated to the Cemetery Committee:**  
The Terms of Reference and the Policies were agreed.
- 7. Declaration of Interest relating to items on the Agenda:** Cllr Tye declared that her son-in-law was an electrician with Greenacres Electrical Ltd.
- 8. Minutes:** The Minutes of the Meeting held on 2nd May 2024 were taken as read and were signed as being a true record.
- 9. Matters Arising from the Minutes.**
  - a. Lodge Maintenance:**  
**Replacement windows:** On-going. Money added to the budget
  - b. Chapel and Lodge roof:** Continue to monitor
  - c. Online History of the Cemetery:** Alan Payne had completed a series of talks on the history of the Cemetery. Some of the information will be put on display in the Chapel
  - f. Stone trefoils on Chapel:** Money had been put in the budget for these.
- 10. Cemetery Maintenance:**
  - a. Front boundary wall:** Four quotations had been sought but only one received. The work will involve removing a section of copings and any vegetation. Take down a section of the wall and rebuild below ground with concrete block allowing drainage. Rebuild and face the wall using existing stone and lime mortars to a height to suit adjoining copings. Provide materials including concrete block, cementitious and lime mortars and herras fencing.  
  
After discussion it was **recommended** that the quotation from Paul Emerson in the sum of **£2740** be accepted.  
  
Clerk to ask Wiltshire Council to tidy up their section of the wall to stop regrowth. Daniel Part to be asked for a quote to inject the stump. It was **recommended** that this work should be carried out if the quote is below £500
  - b. Update on Biodiversity Plan:** The Ecological Survey has been started and a

report will be sent by the end of July. The visits by children from both local schools had been a great success.

c. **Painting of front gate and gutters and downpipes on Chapel:**

Quotation received from Andrew Perkins to paint the gutters and downpipes on the Chapel.

It was **recommended** that the quotation in the sum of **£840** be accepted

It was reported that the main front gates and railings do not need painting; they just need cleaning. The only section that needs repainting is the small gate adjacent to the Lodge.

d. **Use of Community Payback Team**

It was agreed to ask the Community Payback Team to wash and clean the main gates and section of railings and to clean and hammerite the small gate.

In order for the Community Payback Team to be able to work in the Cemetery it was agreed to clean out the toilet at the back of the Lodge. The Assistant Groundsman has been asked to clean the toilet and the Community Payback Team will be asked to repaint the walls.

The Community Payback Team would also be asked to path the concrete path going up to the top part of the Cemetery.

Further jobs to be put on the list for the Community Payback Team include: Putting guttering and downpipe on the shed; treating the benches that have been cleaned; cutting back the overhanging branches from the hedge on the access path; cutting back the blackberries at the bottom part of the Cemetery

Cllr Wright will draw up costings for these works

e. **Garden of Remembrance:** Some new memorials and flower pots had been removed. Clerk to write to relatives with the list of wildflowers that can be planted. They could be offered a plot in the Cremated Remains section if a permanent memorial was required.

f. **Repair to Esso Pipeline on edge of Cemetery:** On-going

**11. Items for discussion:**

a. **Cabinet for Book of Remembrance:** Water had been found in the cabinet. The electricity supply had been disconnected at a cost of £65 and the cabinet relocated to the Chapel. The Book of Remembrance will be put back into the Cabinet. Dehumidifier pouches to be used.

b. **Possible uses of the Chapel:** As stated above the existing displays can be enhanced with the history of the Cemetery; information about the environmental work and the footpaths within and outside the Cemetery.

c. **Chapel porch:** There is damage to the keystone on the left hand side of the Chapel porch. Clerk to ask Paul Emmerson to look at this and report. **Action: MA**

d. **Letting of Field:** At the current time the field is used for one horse. The tenant would like to put three companion sheep in the field.

e. **Cleaning of Hobbs Memorial:** Assistant Groundsman to be asked to clean the Hobbs Memorial. He will be asked to log the time it take from getting out the equipment to returning the equipment so that the cost could be put against the Cost Centre for the Hobbs Memorial.

- f. **Working Group:** To look at the use of the Cemetery Grounds. A large conifer and shrubs could be removed from the Garden of Remembrance to allow some burial plots – this could need further investigating. The Secret Garden could also be used as an area for scattering ashes. It was also agreed to look at the adjoining field as to whether this could be used for burials/ashes and to draw up a report. It may be possible to ask Tony Jones to carry out test digs.
- Marking out section for new interments:** It was agreed that the Clerk, together with Tony Jones and the Chair would look at the section between the Area of Cremated Remains and existing graves to mark out and ascertain how many new graves could be put here. A map will then be drawn up.
- g. **Electrical Installation Condition Report:** The EICR for the Chapel is out of date. A quotation had been received in the sum of £195 + VAT. It was agreed that this be accepted.

Further quotes to be obtained for the remaining Council buildings ie Tractor Shed; Offices and Pavilion. It was agreed that these should all be tested concurrently.

- h. **Mowing Programme:** It was agreed to look at enlarging the long grass area. Yellow Rattle could be seeded here and also in the Garden of Remembrance. It was agreed to look at adding the nettles area to the contract and to remove the dealing of anthills. It was also agreed that “No Mow May” be added to the Contract with the arising being removed when cut from the wildflower area.

It was agreed to ask Tony Jones to lift the very low branches overhanging the graves near the gate to the adjoining field

Cllr Wright reported that the Glorious Cotswold Grasslands Project is gathering wildflower seeds and it may be possible to get 10 kg of seed from them.

#### **10. Forward Plan/Risk Assessment and Asset Management:**

The Forward Plan will be updated and circulated. A draft Asset Management document had been drawn up.

Cllr Tye to update and circulate to Committee members

#### **11. Correspondence:**

- a. Letter requesting permission to reserve the burial plot behind a recent burial of a family member. This was agreed.
- b. **German War Graves:** Letter received regarding the information displayed in the Chapel re the German pilots stating that they are buried in the German War Cemetery on Cannock Chase. It stated that this is in Cheshire but it is actually in Staffordshire and will need to be amended.

#### **12. Health & Safety:** Cllr Tye had carried out the checks to the headstones. There are six graves that need checking for safety. Clerk to write to James Long

Cllr Tye will remove any glass from the arched part of the Cemetery

#### **13. Items of report and future agenda items:**

- a. Groundsmen to be asked to cut back the hornbeam branch – added to their list of jobs

#### **14. Date of next meeting:** 2<sup>nd</sup> September 2024

*Meeting closed at 8.40 pm*

**Chair**