



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 4th SEPTEMBER 2023

- 1. Present:** Councillors: M. Tye (Chairman); A. Barton; H. Parker; S. Parker;
B. Walton; T. Walton
Mrs Carey (Clerk)

- 2. Apologies:** Cllr J. Clifford
The apologies were accepted

- 3. Absent:** Nil

- 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 3rd July 2023 were taken as read and were signed as being a true record

- 7. Matters Arising from the Minutes.**
 - a. **Lodge Maintenance:**
Replacement windows: To be considered with the budget
 - b. **Chapel and Lodge roof:** Continue to monitor
 - d. **Survey of top field:** Further attempts had been made to contact Geosphere again for an update on the survey but no reply had been received. It was agreed to approach a specialist firm to carry out the Electrical Resistance Tomography profiles that had been suggested. **Action: MT**
 - e. **Broken railing by the gates/gate stays:** The railings had been repaired and the gate stays installed.
 - f. **Check of Lightning Conductor:** The check on the air terminals had been completed.
 - g. **Establishment of Friends of Box Cemetery Group:** No volunteers have come forward at the present time. It was agreed to put an article in the Parish Magazine and on the Notice Board when this had been repositioned. **Action: MT**
 - h. **Online History of the Cemetery:** Alan Payne has worked through the spreadsheet and some of the Registers of Burial and will be starting to write obituaries for people and to complete the remaining registers. He was asked to liaise with Cllr Tim Walton re the website.
 - i. **Hobbs Bequest:** This had been invested as agreed.
 - j. **Stone trefoils on Chapel:** It had been agreed to proceed with the making of a template and producing drawings of the existing moulding at a cost of £306.

Following advice from the Listed Buildings Officer a quotation had been received to use lime putty to create an artificial stone and build up the stone in the sum of £735. A further quote in the sum of £1080 to provide and fix new carved stone and £495 to provide colour matched stone repairs in the sum of £495.
 - k. It was agreed to discuss these future quotations with the budget setting.
Discussion on an article in the Parish Magazine to explain some of the new rules; dogs on lead, removal of plastic wrapping on flowers and not using plastic

flowers etc: It was agreed to delay the article in the Magazine until the notice board had been repositioned.

- I. **Reservation of new graves:** It was agreed to continue with the present position ie not to allow the reservation of new graves.

8. Cemetery Maintenance:

Issues raised on the walk round:

- a. Clerk to remind the Groundsman to reposition the notice board
- b. Roofing felt and wood to be removed from the shed
- c. Plan of the Secret Garden to be drawn up. Cllr Tye will circulate this.
- d. The flower pots at the Chapel had been planted at a total cost of £124. Cuttings had been taken for next year
- e. **Completion of work to trees** - Quotation received from Tree Parts Ltd to dismantle two further Ash trees which are showing advancing Ash dieback allowing any basal regrowth to regenerate in the sum of £800. Further work to be completed to two Silver Birch trees and a Cotoneaster in the sum of £1200.

It was **recommended** that the work be carried out in the sum of £2000.

It was agreed to ask for the work to be carried out as soon as possible so that the chippings and branches could be used for the path edging by the working group on 15th October

Further money to be included in next year's budget

- f. **Dates of when the grass was cut:** The grass had been cut on 6th and 19th July and on 1st and 17th August.

9. Items for discussion:

Items to be included with the budget:

- Review of Charges for 2024/25
- Planters for the top path
- Tree work
- Work to the Trefoils
- Build up reserves for the work to the Lodge windows
- Build up contingency for work to the boundary wall
- Review the Contract for the Cemetery Maintenance and to obtain quotations for the hedge cutting

10. Forward Plan and Risk Assessment:

- To be updated

11. Correspondence:

- **Tenancy of the Lodge:** It was agreed to continue letting out the Lodge for a further year. It was **recommended** that an increase of £50 pm be made for the next year.
- Letter received regarding plot TfA 18M and the possibility of reserving a grave close to this. The applicant had been unaware that a double plot could be purchased at the time of interment. The grave next to TfA 18M had now been used and it was therefore agreed to allow her to purchase the plot immediately behind TfA 18M as part of a double plot.
- **Applications for memorials:** The following applications had been received
James Long Peter George Harverson dec'd Tablet for cremated remains
James Long Sandra Haines dec'd Tablet for cremated remains

12. Report of check on headstones: Cllrs Parker and Tye had carried out the recent check and there are several headstones which appear to be very loose. The Clerk has asked James Long to look at these and to give a report. It was agreed to carry out a check on the headstones in the old Cemetery

13. Monitoring of Budget; This was on line

14. Items of report and future agenda items;

- a. **Grave HB16 – Webb:** It was reported that several articles of memorabilia had been left in a line on the grave which will hinder the grass cutting. Clerk to write to the next of kin stating that these will be moved to the top of the grave.
- b. **Footpath 71:** The Cotswold Wardens will be putting in two gates at the top part of the Cemetery one in either corner for people to enter the Cemetery from Footpath 71

15. Date of next meeting and walkround: 6th November 2023

Meeting closed at 8.35 pm

Chairman