



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 4<sup>th</sup> MAY 2023**

- 1. Present:** Councillors: M. Tye (Chairman); A. Barton; R. Campbell; J. Clifford;  
P. Rice  
Mrs Carey (Clerk)  
Mr Tony Jones – Cemetery Contractor
- 2. Apologies:** Cllrs T. Walton; H. Parker; S. Parker  
In the absence of Cllr Walton the chair was taken by Cllr Tye
- 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 6<sup>th</sup> March 2023 were taken as read and were signed as being a true record
- 7. Matters Arising from the Minutes.**
  - a. **Lodge Maintenance:**  
**Replacement windows:** Architectural Bronze Casements Ltd has supplied an information estimate figure of £5366 + vat. This will be discussed with the budget for next year
  - b. **Chapel and Lodge roof:** Continue to monitor
  - d. **Survey of top field:** Cllr Walton had contacted Geosphere re the survey. Clerk to circulate a copy of the survey report. To be discussed at a future meeting  
  
***Post Minute note: Cllr Walton had received a reply from Geosphere to say they have made provision arrangements with another specialist company to carry out some electrical resistance tomography profiles to enable them to anchor their GRP results. Crucially the subsurface conditions in the top corner of the existing cemetery where the shallow rock was found are completely different character to the extension area, which makes answering the original question particularly difficult. This additional work will be within the original quotation.***
  - e. **Broken railing by the gates/gate stays:** The gate stays are ready and will be installed shortly.
  - f. **Check of Lightning Conductor:** Two quotations received for the inspection to the air terminals had been received in the sum of £876 + vat and £600 +vat.  
  
It was **recommended** that the quotation from Paul Silk in the sum of £600 + vat be accepted.
  - g. **Secret Garden:** A working party had met on 26<sup>th</sup> March and cleared the area under the front wall and planted wild flowers. Daniel Part and Cllr Walton had cleared the rubbish from the Secret Garden and Daniel had cleared the willow trees.
  - h. **Establishment of Friends of Box Cemetery Group:** An article had been put into the Parish Magazine. This will be raised at the Annual Parish Meeting and the Revels

## **8. Cemetery Maintenance:**

### **Review Biodiversity Action Plan and Revised Maintenance Scheme from J.H. Jones & Sons:**

The Biodiversity Action Plan for the Cemetery had been circulated. Tony Jones had submitted a revised maintenance scheme showing an area in the bottom field and areas in the top field which could be left longer.

It was **recommended** that both plans be submitted to Full Council for adoption. This was agreed with four votes in favour and one abstention

### **Amend Biodiversity Action Plan to specify “No Mow May” for the entire Cemetery, with the exception of path edges and strimming, as required, around grave stones and markers in field 2 only:**

This was discussed and some Councillors expressed the opinion that they did not feel that this was suitable for a Cemetery. A vote was taken and it was agreed by four votes to one **NOT** to implement “No Mow May”

**Revised quotation for Cemetery Maintenance Contract:** It was agreed that the grass should be cut fortnightly and not weekly and the areas specified in the Biodiversity Action Plan and the revised maintenance scheme be left. The revised quotation was for £8165.60 a reduction of £2980 on the current contract and a saving of £4094.40 on the budgeted amount

It was **recommended** that this be accepted and trialed for a six month period to be reviewed in the Autumn. Cllr Barton stated that he would prefer this to remain as a weekly cut. The vote was two votes in favour and two abstentions.

## **9. Review of Forward Plan and Risk Assessment:** These had been circulated.

- i. **Hobbs Memorial:** It was agreed that the Assistant Groundsman should NOT clean the Hobbs memorial unless formally requested to by the Cemetery Management Committee. He would be asked to keep a record of how long this took and the costs involved.

The Hobbs Bequest of £7200 is currently in the earmarked reserves.

It was **recommended** that this should be invested in a separate Fixed Term Deposit for twelve months when it would be discussed again.

- ii. **Sawyer Headstone:** The Groundsmen to meet with the Cemetery Contractors to lay this down.
- iii. **Repairs to Headstones:**  
**Tucker KA13** - the Clerk had written to the next of kin. However, they had recently died but the family is willing to pay for the repairs when the money is released after probate. It was agreed to ask James Long to proceed with the repairs at a cost of £290 + vat and the Clerk will invoice the family accordingly.

**Millett – TfA12** - no reply received from the next of kin. Clerk to send a further letter

**Mays and Kelly (MN4) and Frances Rosina Hall (KB16)** - it was agreed to ask James Long to carry out repairs in the sum of £24 for each memorial

- iv. **Review suspension of reservations:** This was discussed and it was **recommended** that the suspension remains as it is at present. This should be reviewed again in the Autumn.
- v. **Risk Assessment:** Cllrs H. Parker and R. Campbell to carry out a six month check of the headstones in the near future

**10. Correspondence:**

The following application for a memorial had been received and agreed:

Eleanor Mary Arnold dec'd - Headstone Swindon Memorials

**11. Items of report and future agenda items:**

- a. **Rudloe Play Area:** Cllr Rice reported that he is obtaining quotations to have the equipment removed and levelled off as discussed at the Box Hill meeting
- b. **New Lovar bridge:** It was reported that there is a hazard for disabled access on the railway side. Cllr Tye will ask the Cotswold Wardens to look at this  
***Post minute note: Two steps have been repaired on the railway side of the Lovar Bridge. Thanks to the Cotswold Volunteer Wardens for their prompt action.***
- c. **A request was made to have the new Cemetery Rules and Burial costs posted on the Parish website.**

**12. Date of next meeting and walkround:** 3<sup>rd</sup> July 2023

*Meeting closed at 8.00 pm*

**Chairman**