



BOX PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ZOOM ON 23rd APRIL 2021

1. **Present:** Councillors: N. Botterill (Chairman);
S. Parker; A. Woollard
Mrs Carey (Clerk)
2. **Apologies:** Cllrs D. Evans; R. Smith
3. **Absent:** Cllr Tye
4. **Public Question Time:** There were no members of the public present
5. **Actions:** See Appendix to the Minutes
6. **Minutes:** The Minutes of the remote Meeting held on 1st March 2021 were taken as read and will be signed as being a true record at the next proper meeting.
7. **Matters Arising from the Minutes.**
 - a. **Lodge Maintenance:**
Parking area by Lodge: The Clerk has pursued this with the contractor. The Clerk had written to the tenant asking him to park in the allocated space and not in the visitors parking space. A sign to be made stating "Parking reserved for the Lodge"
 - b. **Chapel and Lodge Roof:** It was agreed to look at a deep clean for the Chapel following the work to the roof
 - c. **Hobbs Memorial:** Monitor regularly
 - d. **War Memorial:** Monitor regularly
 - e. **Trees:** Monitor regularly
 - f. **Hedges:** The hedges had been cut. Money will be built up in the budget to enable the Committee to look at this again at a later date.
 - g. **Secret Garden:** Continue to monitor
 - h. **Cemetery gates:** The repairs to the gates had been completed. *Remove from Minutes*
 - i. **Composting of green waste:** Cllr Botterill will pursue this.
 - j. **Septic tank:** There is a boggy area half way down the path towards the septic tank. The Clerk had raised this issue both with Cleansing Services Ltd who had put in the new drains and also with Environmental Health Services who had installed the new septic tank. It had been agreed that the septic tank be emptied and a service be carried out on the septic tank in the sums of £176.00 and £220 respectively.
Post Minute note: The septic tank had been emptied and it has been reported that one of the pipes under the manhole cover is at an angle and needs cutting off to allow clear passage.
8. **Health and Safety Issues:**
 - **Safety of headstones:** A six monthly check for the upper cemetery and an annual check for the whole of the cemetery had been carried out. There were four graves with concerns and the Clerk will write to James Long for a quotation for the work required. Next inspection to be carried out in September
 - **Risk Assessments:**
Boundary wall – Marcus Mitchell will carry out the repointing to the wall shortly.
9. **Mapping of the graves:** Cllr Smith is completing this

10. Green Burials: A map of the area needs to be drawn up.

11. Grave spaces and future use: It was supported that either Tim Barton or Will Jones could carry out a test dig on the new field. The Clerk reported that there are a large number of reserved graves being booked. It was agreed to keep two rows to the left of the top section for the reserved graves. New interments to be put in the second row on the edge of the path. Because there are 28 reserved graves in the new top section the Clerk asked that cast aluminium markers could be purchased to indicate these. It is **recommended** that 20 be purchased at a cost of £19.50 each ie £390 + VAT. It was agreed to look at whether the cost of this should be reflected in the fee for reserving a grave.

12. Management of the Cemetery – work to flower beds: It was agreed that the work to the flower beds at the top of the cemetery had not been done to a good standard. An offer had been received from the Cemetery Contractors that they would make good the work at no extra cost to the Council. The two beds at the top, either side of the bench where the Acers are to be planted, have not yet been dug out. It was agreed to discuss this further before the trees are planted. A donation for the purchase of the Flowering Cherry Tree had been received. A bronze plaque will be made for this.

13. Items on graves and photos on headstones: A further letter had been received from a parishioner regarding the items on the graves and also stating that all gravestones should be of equal height. The new Committee to look at this. It was suggested that items only be allowed on the graves for the first year. The rules could be amended to read “items other than flowers can only be placed on the graves for the first year. These will be removed within six months from the date of the first anniversary”. It was agreed that this is a very emotive issue.

14. Headstones:

G. Tunbridge dec'd	Additional inscription	James Long
Andrew Bradbeer dec'd	Additional inscription	Williams Memorials
Mark & Karen Pinnock dec'd	Tablet for cremated remains	James Long
Ethel, Henry & Royston Clarke	Replacement memorial	James Long
Doris Elias dec'd	Tablet for cremated remains	James Long

15. Correspondence:

16. Composting of green waste: As discussed at Full Council, it was agreed that each Committee should look at putting any green waste on the site it is generated. It was agreed that whilst not much waste is generated at the Cemetery, a site for a composting area should be agreed. Clerk to arrange a meeting with Tony Jones to look at a possible site by the bottom shed and to clarify with him what he does with the grass cuttings.

17. Items of report and future agenda items:

- a. It was reported that dogs and children had been running around in the Cemetery unsupervised. It was agreed to update the notices in the notice board.

18. Date of next meeting: tba

Chairman

Meeting closed at 7.05 pm