



BOX PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ZOOM ON 7th JANUARY 2021

- 1. Present:** Councillors: N. Botterill (Chairman); R. Campbell; D. Evans
S. Parker; R. Smith; M. Tye; A. Woollard
Mrs Carey (Clerk)
- 2. Apologies:** Nil
- 3. Absent:** Nil
- 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 2nd November 2020 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:**
Garden: The shrubs had been planted

Parking area by Lodge: The contractor has stated that the work should be carried out shortly. In the event that this is not done, alternative quotations are being sought
 - b. **Chapel and Lodge Roof:** The work to the Chapel roof is being carried out. The main sections of the roof have been completed. The work to the porch is still to be done. New coping stones had been made.
 - c. **Hobbs Memorial:** Monitor regularly
 - d. **War Memorial:** Monitor regularly
 - e. **Trees:** Clerk to remind Joe Thomas about a copy of the tree survey
 - f. **Hedges:** The Committee Chairman had met with the Groundsman to discuss the work required to the hedges and it had been agreed that he will cut these back harder this time. 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:** Quotations for the iron stays had been received ranging from £47 to £160 each. It was agreed to meet with Arthur Cole to discuss the sizes etc. It was reported that a delivery lorry had clipped one of the entrance gates and it had sheered in half. An insurance claim has been submitted and quotations for its repair obtained.
- 8. Health and Safety Issues:**
 - **Safety of headstones:** The checks had been completed and work to the unsafe memorials in the top and bottom part of the Cemetery was being carried out by James Long
 - **Risk Assessments:**
The front boundary wall needs repointing.
Waiting for advice from Marcus Mitchell.
- 9. Mapping of the graves:** Cllr Smith is completing this

10. Green Burials: Quotation received for two concrete posts to mark the positioning of the Green Burials received from J.H. Jones & Sons in the sum of £260 + vat. This had been accepted. A map would need to be drawn up.

11. Grave spaces and future use: It was agreed to carry out a test dig in the Spring

12. Management of the Cemetery – work to flower beds; Three quotations had been received in the sums of £862.39; £1202 and £1490. After discussion it was agreed to speak to one of the contractors again re their quotations. Tree guards would be needed to protect the trees from deers and rabbits. The Committee will look at the options for the trees to be planted and made a decision on what they would like.

13. Items on graves and photos on headstones; It was felt that there could be some leeway from the time of burial until the time that the grave is returfed and the Cemetery Rules could be amended to stating that the Council would ask for all unnecessary remembrance items to be removed prior to the returfing. With regards to items on older graves it was agreed to look at this in the Spring and contact the next of kin where necessary.

There is one grave where a separate small memorial has been erected on the middle of the grave without permission. Clerk to write to the next of kin.

14. Headstones: The following applications had been received:

Tom Vokes dec'd	Headstone	Williams Bath Bristol & West Memorials
Alistair Williams dec'd	Headstone	James Long
Margaret Perrott dec'd	Additional inscription	James Long
Thomas Cox dec'd	Headstone	James Long
David Rawstrone dec'd	Headstone	James Long

15. Correspondence: Nil

16. Items of report and future agenda items:

- It was agreed to hold a walkround at 5 pm prior to the next meeting

17. Date of next meeting: 1st March 2021

Chairman

Meeting closed at 7.50 pm