



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 5<sup>th</sup> JULY 2021

**1. Present:** Councillors: A. Woollard (Chairman); A. Barton; R. Campbell; J. Clifford; H. Parker; R. Smith; T. Walton; S. Parker  
Mrs Carey (Clerk)

**2. Apologies:** Nil

**3. Absent:** Nil

There was a walkround of the Cemetery prior to the meeting.

**4. Public Question Time:** There was one member of the public present

**5. Actions:** See Appendix to the Minutes

**6. Election of Vice Chair of Committee:** Cllr Richard Campbell was elected as the Vice Chair

**6. Minutes:** The Minutes of the remote Meeting held on 23<sup>rd</sup> April 2021 were taken as read and was signed as being a true record.

**7. Matters Arising from the Minutes.**

**a. Lodge Maintenance:**

**Parking area by Lodge:** The contractor has stated that the hold up in the work has been caused by the national lack of resin available. He has informed us the he could get the excavation carried out, the concrete edging put down, aggregate foundation and macadam surface for the sum of £3000. The resin surface could then be put on at a later date.

It was **recommended** that this work be carried out.

**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 to see if any repairs are required

**d. War Memorial:** Regularly monitor the condition of the memorial.

**e. Trees:** Continue to check the trees on a regular basis

**f. Hedges:** 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 the condition of the Secret Garden. It was suggested that a seat could be placed here.

**h. Composting of green waste:** Cllr Woollard will pursue this. A composting area has been created at the top part of the Cemetery. It had been suggested that a further area be put by the shed in the bottom part of the Cemetery. Cllr Woollard to meet with the contractor

**Action: AW**

**i. Septic tank:** There had been a boggy area half way down the path towards the septic tank. This appears to have dried up but it will be checked regularly.

**8. Health and Safety Issues:**

- **Safety of headstones:** Quotation for the work to the repair the headstones received in the sum of £240.00 + vat. It was agreed that this work be carried out.
- **Risk Assessments:**  
Boundary wall – Marcus Mitchell will carry out the repointing to the wall shortly.

**9. Mapping of the graves;** Cllr Smith had circulated the maps.

**10. Green Burials:** A map of the area to be drawn up by Cllr Campbell

**11. Grave spaces and future use:** The new grave markers had been received. The Committee had been shown the area for new graves at the top part of the Cemetery. There are currently two full rows which are just reserved graves and new interments are now taking place in the rows adjacent to the path. It was **recommended** that because of the exceptionally high number of reserved graves, further applications for reserving a grave be put on hold for two years.

Cllr Campbell to draw up a map for future burials

**Action: RC**

**12. Management of the Cemetery – work to flower beds:** The two beds at the top of the Cemetery had not been cleared so no trees can be planted. It was agreed to instruct Countrywide Grounds Maintenance not to do any further work in the Cemetery and to ask Tony Jones for a quote to remove the two flower beds so that the trees could be planted in the Autumn.

**Action: Clerk**

One offer of a contribution towards the cost of one of the new trees had been received from Mr Kevin Brown.

A letter had been received from a relative of a person buried in the Green Burials requesting permission to plant a tree. It was agreed to reply stating that no trees could be planted in the Green Burial area but they could contribute towards the cost of the other tree to go at the top by the seat. A plaque could be put by the tree.

**13. Items on graves and photos on headstones;** It was agreed that items only be allowed on the graves for the first year. The rules will 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”.

**14. Items for discussion:**

- **Survey of new field:** The new field is 2.6 acres and it was agreed that a survey would need to be carried out to identify what is under the ground before the Council could plan this area for future use, including which part would be used for burials; line of the path and access into the field. It was agreed to get the grass in the field topped before the survey is carried out and Cllr Barton offered to help with this.

The Clerk will obtain quotations for both a topographical and a geographical survey and any Councillor who knew of any surveyors were asked to forward their name to the Clerk.

**15. Correspondence:**

- Grave LE16 Palmer:** Letter received from a relative stating that the kerb to the grave had been damaged by machinery. James Longs had looked at this and stated that the memorial had weathered due to frost damage and previous repairs. There is no evidence that there is any machinery damage causing this. To repair as original, although this will not last many years would be £90 + VAT. However, if the kerb is to be replaced with new this would cost £350 + VAT. This was discussed and as the damage had not been caused by the Contractors it was agreed that the cost would have to be borne by the next of kin. The Clerk will pass this information on to the relative concerned.

**16. Headstones:**

The following applications have been approved:

Joel Mark Prescott	-	Headstone	James Long
Ivan George Evan Alvis	-	Headstone	James Long

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

- a. Two of the small conifers in the tubs by the Chapel have died. Two further conifers to be planted. Cllr Woollard will speak to the contractors.
- b. It was noticed on the walkround that there was a leak in the standpipe in the top part of the Cemetery.  
***Post Minute Note – Wessex Water has reported that the standpipe by the Lodge is also leaking. However, they are no longer legally able to carry out repairs in holy ground in case it causes flooding of graves. The Clerk had been advised to contact a plumber to meet with Wessex Water.***
- c. **Notices**; The notices in the notice board had been updated.
- d. **CCTV**: Checking of the card. Cllr Woollard to speak to Nick Botterill about this.  
***Post Minute Note - Cllr Barton will undertake the checking of the card.***

**18. Date of next meeting:** 6<sup>th</sup> September 2021

*Meeting closed at 8.15 pm*

**Chairman**