



## BOX PARISH COUNCIL

### **MINUTES OF A REMOTE MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ZOOM ON 1<sup>ST</sup> MARCH 2021**

- 1. Present:** Councillors: N. Botterill (Chairman); R. Campbell; D. Evans  
M. Tye; A. Woollard  
Mrs Carey (Clerk)
- 2. Apologies:** Cllrs S. Parker; R. Smith
- 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 7<sup>th</sup> January 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 contractor has stated that the work will be carried out after the lockdown. When the work has been completed it was agreed to write to the tenant stating that the Parish Council expect him to park there and not in the visitors parking space
  - b. Chapel and Lodge Roof:** The work to the roof had been completed. Clerk to ask the Groundsman to clean the glass in the Ante Room.
  - 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 insurance claim had been completed and Arthur Cole will commence work shortly.
- 8. Health and Safety Issues:**
  - **Safety of headstones:** The repairs highlighted had been carried out. A six monthly survey is due and it was agreed that Cllr Botterill and Evans would do this on Wednesday 24<sup>th</sup> March. It was agreed that photographs of the headstones that were being monitored should be taken as a record.
  - **Risk Assessments:**  
Boundary wall – Quotation received from March Mitchell in the sum of £340 to repoint sections of the wall. It is **recommended** that this be accepted.
- 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. Clerk to send a reminder to Tony Jones. A map would need 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.  
**Action: Cllr Botterill**

**12. Management of the Cemetery – work to flower beds**; Three quotations had been received in the sums of £862.39; £1202 and £1490. The quotation from Countrywide Grounds Maintenance in the sum of £862.39 had been accepted by Full Council.

**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. A walkround was arranged for Tuesday 9<sup>th</sup> March at 10.30 am

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**: No applications had been received

**15. Correspondence**:

- a. **Graves in Box Cemetery**: Letter received from a parishioner regarding plastic flowers on graves in the Cemetery and also the use of black headstones with gold lettering. After discussion it was agreed that a reply should be sent stating that the Parish Council are reviewing the practice of what is put on graves. However, the rules state that artificial flowers which are of good quality, in good condition and compatible with the season at the time, may be permitted at the discretion of the Council. With regards to the black headstones the Committee was happy with this as they are common across non-denominational cemeteries. The Parish Council has guidance as to size but it is a personal choice as to the type of stone used.
- b. **Complaint about the Book of Remembrance**: A complaint had been received as the Book of Remembrance had not been turned one weekend. At the present time the Parish Council and the Cemetery management committee Chair turns the Book of Remembrance. Alternatives were discussed but there did not seem to be any solution. It was agreed that a notice be put stating that the Book was turned regularly by volunteers from the Parish council who will endeavour to ensure that this is done. However it could not be guaranteed that this would be done every day, particularly at the weekends and during the Covid restrictions.

**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. **Septic tank**; The Clerk had asked for this to be checked.
- b. Cllr Botterill has announced that he will not be standing for re-election at the forthcoming elections. Thanks were given to him for his time as the Committee Chairman

**18. Date of next meeting**: tba

**Chairman**

*Meeting closed at 8.10 pm*