



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON 7th OCTOBER 2019

- 1. Present:** Councillors: N. Botterill (Chairman); D. Evans; S. Parker;
M. Tye; R. Smith; A. Woollard
Mrs Carey (Clerk)
- 2. Apologies:** Nil
- 3. Absent:** Cllr R. Campbell
- 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 Meeting held on 5th August 2019 were taken as read and signed as being a true record.
- 7. Matters Arising from the Minutes.**
 - a. Lodge Maintenance:**

Windows: Advice on the windows received from the Listed Buildings Officer. She has advised that the Parish Council approaches a Crittall window specialist to discuss the repairs to the windows. The stone mullions had been painted with a non-breathable paint internally which has not helped the ventilation. She has suggest that this paint is removed using a gentle poultice system such as Home Strip or similar.

Condition of Lodge: Sovereign Damp Proofing have removed the flaking paint and treated the walls with an anti-fungal and anti-sulphate solution to remove all the mould. They have left an industrial dehumidifier on site together with a fan to extract excessive moisture and provide air flow. The paint on the walls in the hallway and kitchen was peeling off and it has been necessary to take the plaster off, dry out the walls and replaster them. When this is completed the cleaning of the whole building and redecoration can be arranged.

The Listed Buildings Officer has advised that extractor fans are put in the kitchen and bathroom to aid ventilation. Planning permission will be required for this.
 - b. Chapel and Lodge Roof:** These have both been checked. Continue to check at regular intervals.
 - c. Hobbs Memorial:** Principle money of £7200 received. This will be invested for twelve months with the interest used for the upkeep of the memorial. Quotation being obtained for repainting the lettering.
 - d. War Memorial:** It was reported that one of the blocks on the War memorial had blown. Clerk has asked the Stone Mason to look at this
 - e. Trees:** Clerk had asked the tree surgeon for advice re the two trees by the front boundary wall.
 - f. Hedges:** The hedges will be cut at the appropriate time
 - g. Secret Garden:** Continue to monitor the condition of the Secret Garden. There are still a lot of nettles.
 - h. Driveway/new access:** Quotation received for the resurfacing of the two parking spaces to match the driveway in the sum of £3600 + vat. It has been confirmed that Planning Permission is not required. It was also suggested that the parking area for the Lodge is extended to meet the path and more shingle is put on the path from the gate.
 - i. Removal of Ash Trees:** The ash trees have been removed. ***Remove from Minutes***

- j. **Additional Water Butt**; This has been purchased. This will be put in position but a new hose and connection is required to get the water to the water butt **Action: JA**
- k. **Seat in Garden of Remembrance**: This has been treated. **Remove from Minutes**
- l. **New seat**; Clerk to pursue this with Cllr Cox

8. Update on work by Cemetery Contractors; It was stated that the Cemetery is in an excellent condition.

9. Health and Safety Issues:

- **Safety of headstones**: Cllrs Botterill, Tye and Smith had carried out a six monthly check on the headstones. Clerk to obtain quotations for repairs to four of the memorials. Further check to be carried out in six months time.

10. Mapping of the graves; Thanks were given to Cllr Smith for the digital maps of the Cemetery showing the location of all the graves. It was suggested that these can be displayed in the notice board to aid visitors who are trying to locate graves.

11. Review of Charges for the Cemetery; These were discussed. It was agreed that Cllr Botterill would compare the charges with other cemeteries.

It was **recommended** that the charges be discussed at the Full Council.

12. Items to be considered with the budget:

- Resurfacing of the two parking spaces, gravel for the pathway
- New larger lockable notice board
- Maintenance of the Lodge

13. Green Burials: The first Green Burial had taken place in the area at the very top of the Cemetery. The conditions relating to a Green Burial were discussed and it was agreed to seek advice on how the plot should be marked.

12. Correspondence: Nil

13. Applications for memorials:

Evelyn Lena Parsons dec'd Headstone James Long

14. Items of report and future agenda items:

- Risk Assessments – to be reviewed at the next meeting

15. Date of next meeting: 2nd December 2019

Chairman

Meeting closed at 8.25 pm