



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 4th NOVEMBER 2024

- 1. Present:** Councillors: M. Tye (Chair); A. Barton; R. Haslett; B. Walton;
D. Wright
N. Ingledew (Observing)
Mrs Carey (Clerk)
- 2. Apologies:** Cllr J. Clifford
- 3. Absent:** Nil
- 4. Public Question Time:** There were no members of the public present.
- 5. Declaration of Interest relating to items on the Agenda:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 2024 were taken as read and were signed as being a true record.
- 7. Matters Arising from the Minutes.**
 - a. Information Boards:** Working Group comprising Cllrs: H. Parker; M. Tye; B. Walton and T. Walton to meet with Alan Payne to discuss this further. Money to be put in the budget for next year.
 - b. Ecological Survey:** The report had been circulated and the following recommendations were agreed:
 - i. Introduce log piles at back of the shed to act as hibernacula for hedgehog and reptiles
 - ii. Maintain and expand areas of long semi-improved grassland in areas that are not frequently used for the main cemetery activities. Continue to seed yellow rattle
 - iii. Plant more native hedgerow – discussed with Daniel Part Hedging packs ordered from the Woodland Trust
 - iv. Maintain areas of low ruderals and bare earth near the shed and dry stone wall as habitat for ground-nesting bees and open habitat for basking reptiles
 - v. Selective coppicing along the stream. Ensure trees that are coppiced are those which are not ivy-clad and suitable bat roosts. Discussed with Daniel Part. Work to be done to the brambles before he looks at the corridor
 - vi. Introduce an owl box into one of the veteran oak trees
 - vii. Grass cutting regime:
Cut the long grass (30-40 cm) in May and September (although flexibility will be needed depending on growing conditions)
Cut the medium length grass (15-25 cm) in May, June, August and October
Cut the short grass (5cm) weekly or fortnightly
 - viii. Gravestone are very important sites for a large range of different lichen and frequently mosses which offer great botanical interest
 - ix. Install a series of insect hotels, bird and bat boxes to encourage more wildlife to the site
 - c. Painting of gutters and downpipes on Chapel:** Work to be carried out imminently

d. **Feedback on Community Payback Team:**

Works carried out

- Raked the thatch from the old Cemetery meadow area
- Finished the Secret Garden by placing cardboard and covering with chippings
- Put guttering on the shed and resited the water butt
- Cut the hedge along the track to the field

Works to be completed in the future

- Oiling of benches
- Cutting Cemetery hedge
- Building dead hedge in Secret Garden
Cllr Wright will cut down the Laurel and coppice one hazel before the next visit on 11th November
- Cutting back the brambles in the Old Cemetery
- Clearing the sycamore/laurel along the front wall to extend the nectar garden
- Painting of the gate and side ironwork

e. **Update on work to trees:** Tree Parts Ltd had carried out the following work

- The laurel stump in the front boundary wall had been treated at a cost of £380 + vat
- The haloing to the Yew trees had been completed at a cost of £480 + vat
- Remedial work following the fallen Beech tree completed at a cost of £795 + vat

f. **Update on EICR:** The works had been completed

g. **Work to front door of Lodge:** Quotation for the work received in the sum of £380 to repair the bottom part of the door. The quote does not include the painting. It was suggested that the Councillors could undertake the painting and this could be done in the Chapel in the Spring.

£500 to be put in the budget for this

h. **Front boundary wall**

Clerk to ask Paul Emerson when the work will be carried out

8. Cemetery Maintenance:

a. **Issues raised at the walkround:**

- Parking spaces outside the Lodge:** The bonded resin surface has several worn patches. Quotes for repair had been received in the sums of £750 or £1560. A resin bound repair kit can be purchased and it was agreed that the Clerk would speak to the Groundsman about whether this could be used. It was agreed to order a sample for about £10. Work to be carried out in the Spring
- Notice Board in Chapel:** The notice board in the Chapel needs repainting. Clerk to ask Andy Perkins for a quotation and Cllr Tye to speak to the Community Payback

9. Items for discussion:

- a. **Book of Remembrance:** Further damage had occurred to the Book of Remembrance and there was a discussion as to whether this should remain in the Chapel or be made available elsewhere ie Council Chambers. It was stated that it is too expensive to heat the ante-room as was done in the past.

It was agreed to monitor the number of entries and also how many requests are received to look at the Book.

Further quote for the repairs to be obtained. It was also agreed that the Clerk would write to the PCC to enquire about the terms of the Hobbs Bequest.

- b. **Items to be considered with the budget**
 - Money in the budget for the Information Boards
 - Figures to be obtained for the revised maintenance Contract
 - Build up reserves for the work to the Lodge
 - Repairs to the Book of Remembrance
 - Consider work to the trefoils in the Chapel - £1814 put in the budget last year
 - £500 for repairs to the Lodge door
- c. **Risk Assessments:**
 - **Lodge and Chapel roof:** It was agreed that the Lodge roof should be checked visually on the walkrounds with a thorough check carried out every three years.
 - **Checks to front gates:** It was agreed that an annual check to the front gates should be carried out by the Committee
- d. **New Video on Site warnings:** New signs for the CCTV had been obtained. A large sign will go on the front gate with a smaller sign on the notice board.
- e. **Improved signage:** New “Dogs on Lead” sign and a disclaimer re uneven and slippery ground enter at own risk. Cllr Parker to design the wording for the signs

10. Health & Safety Items:

- a. **Safety check of headstones:** The repairs to five headstones had been carried out by James Long for repairs at a cost of £640 + vat.

11. Forward Plan/Risk Assessment and Asset Management The Forward Plan updated and circulated. A draft Asset Management document had been drawn up.

12. Correspondence:

- a. Letter requesting permission for a metal headstone in the shape of a tree with each leaf engraved with a message from a family member and loved ones. The leaves would be rounded off and would be forged with the metal and made weatherproof. It would be the same size as an average headstone. The words on the stone will be engraved on Bath Aqua Glass.

After discussion it was agreed that the headstone would not comply with the regulations which state that “All new memorials are to consist of a headstone made of an upright, single plate (Monolith) in natural hard stone, set directly into the ground” with any inscription engraved on the headstone. It was not considered suitable for Box Cemetery

- c. **Key Changes under the Renters’ Rights Bill 2024:** Information from HF Lettings drawing attention to the key changes to the Renters’ Rights Bill 2024 which is currently under consideration in Parliament.

13. Applications for headstone:

James Long Brenda Blanchard decd Headstone

14. Items of report and future agenda items:

- a. It was reported that there had been a further water leak near the Lodge. This had been repaired by Wessex Water
- b. The toilet seat in the outside toilet is broken

15. Date of next meeting: 8th January 2025

Meeting closed at 8.10 pm

Chair