



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD BY ON 2nd MAY 2024

- 1. Present:** Councillors: M. Tye (Chair); A. Barton; H. Parker;
B. Walton; T. Walton
Mrs Carey (Clerk)
- 2. Apologies:** Cllr J. Clifford
The apologies were accepted.
- 3. Absent:** Cllrs R. Bolton; S. Parker
- 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 4th March 2024 were taken as read and were signed as being a true record
- 7. Matters Arising from the Minutes.**
 - a. Lodge Maintenance:**
Replacement windows: On-going. Money added to the budget
Urgent repairs to the flaking paint in the kitchen, repairs to a leaky tap and mildew in the bedroom and redecoration of stairwell to be carried out.
 - b. Chapel and Lodge roof:** Continue to monitor
 - c. Survey of top field:** It was agreed not to pursue this further at the present time
 - d. Online History of the Cemetery:** Alan Payne has arranged a series of talks to be given at the Library on 2nd; 9th; 16th and 23rd May. Twenty three people had attended the talk on 2nd May.
He has drawn up a copy of the Burial records and this will be put on the website
Action: TW
 - f. Stone trefoils on Chapel:** Money had been put in the budget for these.
 - g. Security camera:** Cllr Barton had changed the card in the camera at the end of January.
- 8. Cemetery Maintenance:**
Issues raised on the walk round:
 - a. Front gates and downpipes:** These need a coat of metal protective paint.
Quotations being obtained. **Action: MT**
 - b. Front boundary wall:** The Conservation Officer has confirmed that no planning permission is required for the work to the wall as this is classed as a repair and on the basis that the stone mason would match the existing materials in all aspects and reuse the existing displaced masonry. Regarding the wall by the layby, a letter had been received from Wiltshire Highways stating that the original fence was timber but had been replaced in 2006-08. During the replacement the Highway Authority carried out some minor pointing repairs to the parapet and it is safe to assume that this length of masonry wall behind the fence is maintained by the Highways Authority and forms part of the bridge.

Quotation received from Paul Emerson. Clerk to arrange a meeting with him to go through this. Further quotes to be obtained. **Action: MC**

- c. **Working Party:** to be set up to look at the capacity of the Cemetery. A letter had been received from the Ministry of Justice.
- d. **Update on Biodiversity Plan:** Revised plans were shown for the various areas. It was reported that the Cemetery had been mown today but the grass/nettles in the section by the Veteran Corridor had not been cut. It was agreed to speak to Tony Jones

Post Minute Note: This has now been cut

There will be "No Mow May" but the grass around the graves will be kept tidy. It had been agreed to extend the area of long grass a little.

The Ecological Survey will be carried out shortly.

Cllrs Tye and H. Parker had met with teachers from Box C of E School to discuss bringing a whole class of 29 children to the Cemetery on 20th June. A Risk Assessment will be drawn up. The children will look at "food chain" project/creatures; art and sketching and the age of trees from measuring. A date was also being agreed with Corsham School Broadwood School.

9. Items for discussion:

- a. **Native flowers that can be planted in the Cemetery:** A list of native flowers had been drawn up. Oxeye daisies would not be permitted. As the Council is trying to discourage plastic flowers and as some of the real cut flowers get eaten it was felt that a small area on the grave could be planted with flowers from the list. The area planted should not impede the mowing and no shrubs would be allowed.

An article for the Parish Magazine will be drawn up **Action: MT**
- b. **Garden of Remembrance:** One further memorial had been relocated during the walk round. The previous issues had been resolved.
- c. **Book of Remembrance – recent damage; repair and how to heat the ante-room:** The current heater in the cabinet is only heating one corner. It was agreed that a false bottom with insulation be put into the cabinet and then to put a heated mat on top of this with felt over it. It was agreed that a maximum of £200 be spent on this. Cllr T. Walton will disconnect the power supply and remove the cabinet.

There is currently a water mark on the carpet and it was agreed to monitor this.

Cllr Tye agreed to remove the Perspex and net curtains from the windows and clean the area.

- d. **Date of next safety check of headstones:** To be arranged for Summer 2024
- e. **Black bin by shed and possibility of a recycling bin:** This will be added to the Forward Plan to be considered with the budget. In the meantime a wheelie bin could be put for recycling. Guttering to be put on and one of the water butts from the top of the Cemetery is repositioned here.
- f. **Disposal of excess soil from digging graves:** An area had been identified at the top for the excess soil from cremated remains graves to be put.
- g. **Compost heaps:** It was agreed to ask Tony Jones to turn the compost heaps. Clerk to arrange a meeting with him. **Action: MC**

10. Forward Plan/Risk Assessment and Asset Management:

The Forward Plan will be updated and circulated. A draft Asset Management document had been drawn up.

11. Correspondence:

- a. **Repair to Esso Pipeline on edge of Cemetery:** Letter received stating that urgent repairs need to be carried out to the pipeline. The location of the work will not affect the Cemetery as it is the other side of the hedge near the road. A meeting will be arranged to discuss this in more detail.

12. Matters arising from the walkround

- Spur to path to be made in the Secret Garden – cardboard to be put down.
- Flower boxes had been positioned at the entrance to the top part of the Cemetery and will be planted with Xmas Box
- Grass access between the two hedges is very muddy. Look at work to rectify this
- Blue hose in the hedge - ask the tenant to make this less conspicuous
- Working party to meet on 9th June
- Look at service to the Cesspit
- Hobbs Memorial - to be inspected again in the winter
- Webb grave – there are seven flower vases on the grave. Letter to be sent to the next of kin asking for some of these to be removed in accordance with the rules

13. Monitoring of budget: This was on line

14. Memorials; The following application had been granted:

Joyce Catharine Hulbert dec'd - Additional inscription James Long

15. Items of report and future agenda items;

- a. **Wall by Selwyn Hall:** Clerk to write to the residents informing that that the condition of the wall will be rechecked.
- b. **Planting in Pound:** To be carried out on 7th April

16. Date of next meeting and walkround:

Next meeting - 2nd May 2024

Meeting closed at 8.40 pm

Chair