

CREWKERNE AND WEST CREWKERNE
JOINT BURIAL COMMITTEE

Minutes of a meeting held on Tuesday 3 December 2019 at 6.45 p.m. in the Council Chambers, Town Hall, Market Square.

PRESENT:

Cllrs. M. Best (Chairman), Mrs J. Borland, Ms C. Broom, F. Freeman, R. Pailthorpe and D. Wakeman.

In attendance: Mr P. Davidson (Clerk), Mrs P. Hewitt (CTC Finance Officer) and Ms T. Warren (Funeral Director of Stoodley & Son)

34 TO NOTE APOLOGIES FOR ABSENCE

19/20

Apologies were received from Cllr. Mrs A. Stuart (personal).

35 PUBLIC PARTICIPATION

19/20

a) Funeral Directors

Ms Warren raised the following points:

- She emphasised that flies were a problem in the chapel. The Clerk responded by saying that action had been taken to deal with the problem. The chapel had been “fogged” with insecticide, which had killed large numbers of flies. In addition, the existing electronic fly killer was about to be replaced with a far more effective model.
- She asked the Committee to consider use of separate green waste and general waste bins. Councillors responded by pointing out that there were already separate green waste and general waste bins, although visitors to the cemetery often placed waste into the incorrect bins.
- She cited a recent transfer of grave plot ownership which had taken an inordinately long time to process and asked the Committee to investigate whether the procedure could be streamlined. The Clerk agreed to review the process for transfer of plot ownership.

b) Members of the public

None present.

36 TO APPROVE THE MINUTES

19/20

It was **AGREED** that the minutes of the annual meeting of the Joint Burial Committee held on Tuesday 1 October 2019 be **APPROVED**.

37 DECLARATIONS OF INTEREST

19/20

None.

38 CLERK'S REPORT

19/20

The Clerk's report was noted. Councillors discussed the following points:

- Toilet facility: Councillors noted the point made in the report that a composting toilet, whilst entirely feasible, was a very expensive option. The Clerk added that he had now investigated costs for rental of a toilet facility which, it transpired, was also an expensive option, costing approximately £100 per week.
- Woodland burial area: Councillors agreed that the area had great potential, but the first priority was, as noted in the Clerk's report, to have the numerous tree stumps ground down, the mounds of spoil removed and the land graded.
- Bins: the Clerk distributed to Councillors details of options for bins to replace the existing ones which were now in a poor state. Councillors agreed that, over the winter months, it would be useful whilst visiting the cemetery for them to assess whether the current bin locations were still appropriate and whether additional bins were required.
- Spitfire crash site: Councillors agreed that it would be fitting to mark the crash site with a plaque. Cllr. Best suggested that, in addition to capturing the date of the crash and details of the pilot, it would be fitting to add, if possible, a picture of the Spitfire.

39 FINANCIAL MATTERS FOR CONSIDERATION

19/20

a) To approve Accounts for Payment

The Clerk reported that Cllr. Borland had verified the accounts for the period 1 October 2019 to 30 November 2019 in accordance with the Committee's Financial Regulations.

It was **AGREED to approve the following payment:**

Cheque	Net	VAT	Total	Payee	Purpose
000043	£11,323.07	£1,000.62	£12,323.69	Crewkerne Town Council	Reimbursement for period: 1 October-30 November 2019

c) Budget for 2020/21: to confirm the budget for 2020/21

Councillors reviewed the second draft budget, which had been revised in accordance with the feedback from Councillors at the previous meeting. The Clerk pointed out that this budget represented a 2% increase on the previous year. It was **AGREED to approve the budget for 2020/21 which was for a total of £45,292.**

b) To report the bank reconciliation for October 2019 has been completed

The report was noted. It was noted that cash in hand at the bank as at 31 October 2019 was £86,255.15.

40 CEMETERY PATHWAY IMPROVEMENTS

19/20 To consider the quotation received for tarmacking the central pathway in the new section of the cemetery

The Clerk reported that the CTC Operations Manager had been unable to obtain more than one quotation for the tarmacking. On a positive note, the one quotation received was from the contractor who had undertaken the previous tarmacking works in the cemetery, which had all been to a high quality and at a competitive price. Given this, it was **AGREED that the requirement of the Financial Regulations for more than one quotation could be waived, both for this particular tarmacking task and also for**

subsequent tarmacking within the cemetery, with the Burial Committee content to utilise Avalon Surfacing & Construction Co. Ltd as the preferred contractor until further notice.

It was **AGREED** to approve the quotation from Avalon Surfacing & Construction Co. Ltd for tarmacking of the section of pathway identified in the agenda pack, in accordance with their quotation and at their quoted cost of £6,650 (+ VAT), with a contingency of £1,000 (+ VAT) to allow for the extra work that might be required in the area where tree roots were located. It was further **AGREED** that funds were to be drawn from the remaining “pathway improvements” budget, the remaining “pathway improvements” Allocated Reserves and, as necessary, drawdown from General Reserves.

41 **HOLM OAK**

19/20 To consider the two options available to address the storm-damaged holm oak tree

Councillors expressed their desire save the tree if possible, but were concerned that this might involve significant ongoing costs for further bracing and tree inspections, recognising that the tree surgeon had remarked on there being an ongoing safety risk if the tree was not felled. It was agreed that a second opinion would be valuable. The Clerk was therefore requested to ask the arborist who had undertaken the cemetery tree survey, for his assessment of the tree. The Clerk pointed out that, once the arborist’s assessment was received, it would be important to act promptly on his recommendations. It was therefore **AGREED to delegate authority to the Chairman, Vice Chairman and the Clerk, to approve the actions required regarding the holm oak and to authorise the associated expenditure.**

42 **CHAPEL GUTTERING**

19/20 To consider the quotation obtained for replacement/repair of the chapel guttering

The Clerk emphasised that urgent repairs were required to make the chapel guttering watertight. It was therefore **AGREED that the Clerk should arrange for working repairs to the guttering to be carried out as soon as possible.** For the longer term, Councillors recognised that, whilst replacement cast iron guttering would be properly in keeping with the building, the difficulty of sourcing suitable sections of guttering and the high costs involved, rendered this a difficult option. It was therefore agreed that Cllr. Best would engage with the SSDC conservation officer, to establish whether materials other than cast iron – such as cast aluminium - were acceptable.

43 **TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS RECEIVED**

19/20

The following Applications, Transfers and Memorials were **APPROVED.**

PLOT PURCHASE

Hannah Langdon	G 852
Mr & Mrs Morling	EXQ18
Rickie Samways	CSKNE121

TRANSFERS

Richard Lawrence	H2 1077
Steven Russell	R9 2156
Raymond & Phillip Gowers	EXF03
Suzanne Burriss	N1 1328

Cordelia Worsley & Deborah McCall
Julie, Nicholas & Richard Keylock

R1 1871
CSKNE02A

MEMORIALS

Corrinne Crease
Humphries Kirk
Timothy Bowditch
Richard & Jack Hooper

CSKNE111A
EXN43
EXS04
EXQ25

44 VISIT OF COUNCILLORS TO THE CEMETERY

19/20 To receive a report from Cllr. Wakeman on his visit to the cemetery and to determine the rota for the next visits

Cllr. Wakeman reported that he had visited the cemetery and been very pleased with its overall appearance. He had viewed the area notionally earmarked as a woodland burial area and expressed the view that this area of land had great potential.

45 MATTERS OF REPORT

19/20

Cllr. Best stated that there was planned to be a nationwide commemoration of the 75th anniversary of VE Day in May 2020. For this occasion, it would be essential to ensure that the war graves in the cemetery were cleaned prior to the event. Ms Warren kindly pointed out to Councillors that milking parlour bleach was traditionally used to clean war grave headstones.

Councillors expressed concern that, when the grounds staff were strimming around graves, the grass cuttings were making the grave headstones untidy and causing discolouration of the war grave headstones. The possibility of using some sort of protective cover on the headstone whilst strimming was discussed. Ms Warren informed Councillors that the grounds staff at Yeovil cemetery used protective covers and she kindly volunteered to make enquiries about the details of these covers.

46 DATE OF THE NEXT MEETING

19/20

Tuesday 7 April 2020 at 6.45 p.m. in the Council Chamber, Town Hall, Market Square, Crewkerne.

The meeting closed at 7.20 p.m.

Signed.....

Dated.....