

**CREWKERNE AND WEST CREWKERNE**  
**JOINT BURIAL COMMITTEE**

Minutes of a meeting of the Annual Meeting of the Joint Burial Committee held on Tuesday 18<sup>th</sup> June 2024 at 18.45 in the Cemetery Chapel, Townsend Cemetery, Mount Pleasant, Crewkerne.

**PRESENT:**

Cllrs. M. Best, J. Borland, C. Broom, J. Holt, A. Samuel and A. Stuart.

Also in attendance: K. Sheehan (Town Clerk), P. Hewitt (Finance Officer).

**001 TO ELECT A CHAIRMAN**

24/25

Cllr. Best was elected as Chair for 2024/25.

**002 REPORT FROM THE RETIRING CHAIRMAN**

24/25

Cllr. Borland read a report, noting:

- The Burial Committee had met on five occasions over the past year, and the Chair, Town Clerk, Vice Chair and contractors had met regularly to inspect the site.
- The weather has presented challenges; an exceptionally wet winter has given rise to some sinking graves. Affected plot owners have been notified that Town Council Grounds Staff will re-level with soil as time is available to do so, but that headstone rectification is the responsibility of the plot owner to organise with a mason.
- The large Holm Oak required major works on safety grounds, several tonnes of branches have been reduced to relieve pressure.
- The turning circle was completed with posts, chains, sympathetic signage and a tree planted in memory Queen Elizabeth II.
- Two new sections, one for burials and one for ashes interments, have been plotted out and the new paths are nearly complete.
- In September a successful Open Day was held, with a talk from Tracey Warren of Stoodley & Sons on 'Life and Death in Crewkerne'.

**003 TO ELECT THE VICE CHAIRMAN**

24/25

Cllr. Borland was elected as Vice Chair for 2024/25.

**004 TO CONFIRM THE APPOINTMENTS BY CREWKERNE TOWN COUNCIL AND WEST CREWKERNE PARISH COUNCIL OF COUNCILLORS TO THE JOINT BURIAL COMMITTEE**

24/25

The Clerk confirmed the following Councillors had been appointed from Crewkerne Town Council: Cllr. Best, Cllr. Draycott, Cllr. Rawe, Cllr. Samuel and Cllr. Stuart.

Cllr. Borland confirmed that the following Councillors had been appointed from West Crewkerne Parish Council: Cllr. Borland, Cllr. Broom and Cllr. Holt.

**005 TO NOTE APOLOGIES FOR ABSENCE**

24/25

Apologies for absence were received from Cllrs. Rawe and Cllr. Draycott (both personal).

**006 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9 APRIL 2024**

24/25

The minutes of the meeting held on 9 April 2024 were APPROVED.

**007 DECLARATIONS OF INTEREST**

24/25 in items on the agenda

No declarations of interest were made at this point.

**008 OPEN FORUM**

23/24

No members of the public were in attendance.

**009 CLERK'S PROGRESS REPORT**

24/25

The Clerk reported that arrangements for the war graves plaque were in hand, and the spitfire commemorative plaque had been completed. She reported that she had managed to track down the children of the spitfire pilot, who were hoping to be able to visit Crewkerne in spring 2025. Councillors agreed that the plaque unveiling could be arranged to coincide with this, and a ceremony arranged to incorporate unveiling both plaques, perhaps an 'Open' event and other commemorations in 2025.

A mature cedar had sadly died following an infection with cedar blight, and urgent permission had been granted for its removal, which would be carried out in July, or sooner if possible due to the need to prevent the infection spreading. A specialist had been arranged to take samples from the remaining cedars to assess current infection levels and produce a treatment/management plan.

**010 FINANCIAL MATTERS**

24/25

a. To receive the final financial update report for 2023/24

The financial update report was noted, no questions were raised. It was noted that plot purchases were significantly decreased.

b. To receive the financial update report

The report was noted, no questions were raised.

**011 TO CONFIRM MATTERS RAISED DURING THE COMMITTEE'S ANNUAL CEMETERY**

24/25 **INSPECTION**

The following issues raised for follow up with the contractors:

- Arrangements for wood removal following the removal of the dead cedar.
- Some hedges need cutting and weeding.
- Dead leylandii to be removed from laurel hedge.
- Alternative guard to be identified for the small monkey puzzle.
- Chapel cleaning schedule to be increased.
- External toilet provision for volunteers to be prioritised.
- Information on chapel to be display in noticeboard.

**012 JOINT BURIAL COMMITTEE ACTION PLAN 2023-27**

24/25 To review the updated plan

The updated plan was AGREED, subject to the inclusion of the provision of toilet access for volunteers and contractors, although it was noted this also formed part of the CTC main action plan, as it formed part of the Lodge.

**013 SPITFIRE MEMORIAL PLAQUE**

24/25 To receive an update and determine arrangements for unveiling

No further discussion was required (see 009/2425 above).

**014 INSPECTIONS**

24/25 To make arrangements for cemetery inspections until the next meeting

Cllrs. Broom and Samuel agreed to conduct inspections.

**015 TO APPROVE THE APPLICATIONS, MEMORIALS AND TRANSFERS RECEIVED**

24/25

The applications, memorials and transfers received were APPROVED.

**016 MATTERS OF REPORT**

24/25

None.

**017 DATE OF THE NEXT MEETING**

24/25

Tuesday 1 October 2024 at 18.45 in the Council Chamber, Town Hall, Market Square.

The meeting closed at 19.15.

**Signed.....**

**Dated.....**

JBC18062024