

CREWKERNE AND WEST CREWKERNE
JOINT BURIAL COMMITTEE

Minutes of the Meeting held on Tuesday 7th January 2014 at 6.45 p.m in the Council Chambers, Town Hall, Market Square, Crewkerne.

PRESENT:

Cllrs. Mrs S. Allman (Chairman), M. Best, Mrs J. Borland, R. Pailthorpe, H. Ploszek, R. Rousell and J. Wyatt.

In attendance: Mrs A. Hooper, Clerk and 1 member of the public.

43 APOLOGIES FOR ABSENCE

13/14

Apologies for absence were received from Cllr. Mrs Stuart (work commitments).

44 OPEN FORUM

13/14

None.

45 DECLARATIONS OF INTEREST

13/14

None.

46 TO APPROVE THE MINUTES

13/14

It was AGREED that the minutes of the meeting of the Joint Burial Committee held on Tuesday 1st October 2013 be APPROVED.

47 THE CLERK'S UPDATE REPORT

13/14

The Clerk's report was noted. Cllr. Best reported that Cllr. Manny Roper Mayor of Yeovil Town Council and former Cemetery Superintendent at Yeovil had agreed to assist with the marking out of graves in the New Section including information on the machinery used and how Yeovil Cemetery had been transformed in the past and that this would take place in the near future.

48 FINANCIAL MATTERS FOR CONSIDERATION:

13/14

- a) To approve Account for Payment of £9,574.08 for 1.10.13 to 31.12.13: reimbursement to the Town Council for various maintenance and utility invoices and officer time.

Mrs Hooper reported that Cllr Mrs Allman had checked the Accounts for Payment in accordance with the Committee's Financial Regulations and Risk Management.

Accounts for Payment in the sum of £9,574.08 for 1st October to 31st December were APPROVED.

- b) To report the bank reconciliations for September, October and November have been completed.

Mrs Hooper reported that Cllr. Mrs Allman had verified the bank reconciliations for 30th September, 31st October and 30th November 2013 in accordance with the Committee's Financial Regulations and Risk Management.

It was noted that cash in hand and at the bank as at 30th September 2013 was £57,328.33, as at 31st October 2013 was £51,413.57 and as at 30th November 2013 was £52,260.57.

- c) To consider the Receipts and Payments Variance report as at 31st December 2013.

The report was noted.

- d) Annual review of Assumed Allocated Reserves and the adequacy of the General Reserves.

The report was noted. It was **AGREED** that if there were funds remaining in any of the budget headings at 31st March 2013 these should be transferred into Allocated Reserves Trees and that the estimated level of general reserves as at 31st March should concur with the Committee's policy of a minimum of 25% of the precept.

- e) Activities for preparation of end of year accounts – the review of internal controls. To approve the findings report from Cllrs. Pailthorpe and Ploszek.

The report was noted. **It was AGREED that the recommendations of the task group be implemented.**

49 **TO CONSIDER A REPORT REGARDING THE RECENT REMEDIATION**
13/14 **WORKS TO THE TREES AND TO APPROVE THE NEXT STAGE OF WORKS**

Cllr. Best displayed some photographs of the damage to trees caused by the recent storms as follows:

- Silver Birch T82 has fallen down, it has been made safe but the root ball is still protruding as it is within the kerb of a grave. After discussion, it was **AGREED that Cllr. Wyatt would remove the root ball and dispose of it and that the Cemetery Superintendent would re-instate the kerb.**
- Cedar T88 and Wellingtonia T34 have both suffered damage to branches. Councillors were very concerned that T88 could cause damage to the Chapel and the Clerk reported that they had both been inspected by an arboriculturist and it was **AGREED that the arboriculturist be instructed to remove the hangers still remaining in the crowns and other weak parts of both trees and that the Clerk be authorised to instruct further works if necessary up to a sum of £2,500.**

It was **AGREED** that in view of the urgency of the works to T34 and T88 the next stage of tree works would be considered at the next meeting.

50 **TO CONSIDER THE QUOTATIONS FOR THE FITTED KITCHEN IN THE**
13/14 **LODGE, REPAIRS TO THE CEILING AND FITTING NEW LAMINATE FLOOR**

The Clerk explained that she had been advised that the laminate flooring from the George Reynolds Centre would not be suitable for the kitchen, that vinyl flooring should be laid

instead and that a second quotation for the supply and fitting of this was still awaited. It was **AGREED to accept the quotations from Manor House Plastering in the sum of £502.76 for the repairs to the ceiling, from Waterside Kitchens in the sum of £1,812.29 + VAT for supplying and fitting the kitchen and that the Clerk obtain a quotation from All Floors of Crewkerne for supplying and fitting a vinyl flooring and to either accept the quotation from All Floors of Crewkerne or the quotation from DLG Property Maintenance and Refurbishment Services whichever is the cheapest.**

51 TO CONSIDER THE ANNUAL REVIEW OF HEALTH AND SAFETY
13/14 DOCUMENTS AND RISK ASSESSMENT REVIEWS

The written report prepared by the Clerk was distributed. It was **AGREED to approve the annual risk assessment review carried out by the Clerk.**

52 PERIODIC REVIEW OF THE RISK MANAGMENT
13/14 To approve the recommended amendments

It was **AGREED to approve the amendments to the document.**

53 TO RECEIVE A REPORT ON GROUNDS AND PROPERTY MAINTENANCE,
13/14 AND ON PROJECT WORKS FOR THE NEW SEASON AND CONSIDER THE
QUOTATION FOR THE PLAN OF THE NEW SECTION prepared by the Clerk

The report was considered. It was **AGREED to accept the quotation from John Thomas in the sum of £1,075 to produce a plan of the New Section which includes the location of the grave plots, path and boundary but to not accept the option of £40 Purchase of OS Digital Map.**

54 TO CONSIDER THE ACTION PLAN prepared by the Clerk
13/14

The plan was noted. In response to a question from Cllr. Mrs Borland, the Clerk explained that the rabbit control measures still need to be carried out. The Clerk reported that the chairs in the Chapel had been cleaned but that the unfit chairs had not yet been discarded. The Clerk explained the proposals for the creating the parking spaces in front of the Chapel and it was **AGREED that an accurate plan including measurements and costings be drawn up and for this item to be included on the next agenda.**

It was **AGREED to approve the purchase of the lockable posts in the sum of £290.**

55 TO RECEIVE THE VISITOR REPORTS FROM CLLR. BEST AND
13/14 CLLR. PLOSZEK AND TO SELECT THE NEXT COUNCILLORS TO VISIT
and make observations

Cllr. Best reported the following matters:

- In the north corner of the Old Section there are graves between the path and the boundary and that area needs to be tidied up.
- Part of a tree on the border in the New Section has fallen narrowly missing a number of headstones. This has been made safe and the wood removed.
- There are 2 headstones in the New Section which appear to be leaning and the Clerk explained this had been reported to the relevant Stonemason who would deal with this. Councillors asked the Clerk to establish whether this was a problem in other Cemeteries caused by the recent heavy rain.

- The roof of the lodge still has wood shavings on it when the monkey puzzle tree was felled and the Clerk was asked to ascertain when this would be cleared.
- The branches of the recently felled monkey puzzle tree need to be cleared from the garden of the Lodge.

The report prepared by Cllr. Ploszek was noted. The Clerk was asked to establish the ownership of the footpath running along the south boundary of the Cemetery. It was **AGREED that the hedge on this border should be trimmed to prevent it overhanging graves.**

Next visitors: Cllrs. Mrs Borland and Mrs Allman.

56 **TO APPROVE APPLICATIONS AND MEMORIALS RECEIVED**
13/14

PLOT PURCHASE

Elizabeth WATERMAN	CSK NE 138B
Norman FLEETWOOD	CSK NE 147A
Nichola CARPENTER & David MUNN	CSK NE 158B
Sally MEECHAM & Stephen GOFF	CSK NE 188
Susan JARVIS	EX O31

TRANSFERS

Nichola CARPENTER & Christopher TATE	CSK NE 171
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MEMORIALS

Margery GURR	CSK NE 161
Roger Arthur DUCKETT	EX N34
Stanley LACEY	EX L5
Ronald MEECHAM	F4 771
Arthur James BROWN	CSK N2
Eleanor Vera FLEETWOOD	CSK NE 147A
Muriel Jun TRASK	Garden of Remembrance

57 **ANY MATTERS OF REPORT**
13/14

Cllr. Best reported that the funds received each year from the War Graves Commission should be used to maintain the war graves and in view of the WWI Centenary that was taking place this year, he requested that the Superintendent ensure that these are cleaned and tidied as a matter of urgency.

Cllr. Best also reported that he would like the Cemetery to be entered into the 'Best Kept Cemetery' Competition in 2016 and for this item to be included on the next agenda.

58 **DATE OF NEXT MEETING**
13/14

Tuesday 1st April 2014 at 6.45 p.m. in the Council Chambers in the Town Hall, Market Square, Crewkerne.

The meeting closed at 8.20 p.m

Signed.....

Dated.....

jc/joint burial/BB07Jan14