

LYDNEY TOWN COUNCIL

BURIAL COMMITTEE MEETING – 2014/03/24 – 09

MINUTES OF THE MEETING OF THE BURIAL COMMITTEE held in the Council Chamber, Claremont House, Lydney on Monday 24 March 2014 at 6.26 pm.

PRESENT: Cllrs C Harris (Chairman), B Berryman, V Hobman, C Matthews, B Pearman, S Rudge and B Thomas

One member of the public

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

Cllr Harris informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **APOLOGIES**

None.

2. **DECLARATIONS OF INTEREST**

Cllr C Matthews – Agenda Item 7 (re Old Garden of Remembrance)

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Burial Committee meeting held on 25 November 2013 was proposed by Cllr Matthews, seconded by Cllr Thomas. Unanimous.

4. **TO CONSIDER INCREASING THE MEMBERSHIP COUNCILLOR NUMBERS OF THE BURIAL COMMITTEE**

It was proposed by Cllr Matthews, that Cllr Rudge would be appointed to the Committee, subject to ratification by Full Council. Unanimous.

5. **OPEN FORUM**

Ms C Matthews, Parkhill Lodge, Parkhill, Whitecroft – Regarding Council's notification to lay a weed suppressing membrane and aggregate on the Old Garden of Remembrance, questioned if families of the deceased were able to remove shrubs/memorials from their family plots themselves and if so, by what date? Cllr Harris advised that members of the public were eligible to remove their shrubs and it was noted that the Formal Notice for the Council to commence work would expire on 1 April 2014. Responding to a further question raised by Ms Matthews, the CEO advised that photographs of the gardens would be taken prior to the removal of any memorial vases; that any vases which had been placed in an off-set position would be replaced in the same position.

6. **ST MARY'S CLOSED CHURCHYARD**

Members were provided with photographs of the repairs which had been conducted to the churchyard wall which were duly noted.

Members were also asked how they wished to address the problem of moles which had occurred in the Cemetery and St Mary's Churchyard. During discussion Members believed that the issue was seasonal and felt only a marginal benefit would be provided if the Council engaged a contractor to address the problem. Accordingly, it was

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proposed by Cllr Matthews, seconded by Cllr Pearman, that no action would be taken on the problem.

7. LYDNEY CEMETERY

Removal of Tarmac

Members noted that the tarmac had now been removed from Cremated Gardens C & D in the New Garden of Remembrance and were asked to consider if they now wished the area to be turfed (at a cost of £423.78 inc VAT) or seeded with grass seed (at a cost of £240.00 inc VAT). It was **proposed by Cllr Harris** that turf would be applied to the previously tarmacked area and also the poorly grassed area of Gardens C and D, in order to provide uniformity. Unanimous.

Action by – the CEO

Contribution from Aylburton Parish Council

Members were reminded that for the 2013-14 financial year Aylburton Parish Council had been asked to provide a contribution of £150.00 towards the cost of maintaining the Cemetery and were asked to consider the suggested charge of £200.00 per annum for the 2014-2015 financial year.

Cllr Matthews felt that the issue should have been discussed prior to Christmas to enable Aylburton Parish Council to include sufficient provision in their 2014-2015 budget. Members were reminded of the need to maximise the Council's income stream and Cllr Pearman spoke in favour of the suggested amount for 2014-2015. After a short discussion it was **proposed by Cllr Harris** that a fee of £200.00 would be levied for the 2014-2015 financial year. Vote carried with one vote against (Cllr Matthews requested that her vote against be minuted).

Action by – the CEO

Old Garden of Remembrance

Cllr Harris advised Members that the Formal Notice period would expire on 1 April 2014 and that work would commence on the area in due course. Cllr Harris advised Members that the application of Enviro Glass to the area would be prohibitively expensive. Accordingly, Members were provided with photographic examples of aggregates which may instead be utilised. It was noted that approximately 12 tons of aggregate would be required, plus a quantity of weed suppressing membrane. It was **proposed by Cllr Hobman, seconded by Cllr Pearman**, that that Council would utilise green slate chippings on the area. Vote carried.

Action by – the CEO

8. INTEMENT FEES

Prior to the meeting Members were provided with a list of suggested charges for 2014. It was noted that increases had been applied to the memorial plaques utilised in the Old Garden of Reflection (to reflect the increase levied by the Council's supplier) and also the re-opening fee. Acceptance of the suggested charges was **proposed by Cllr Harris**. Vote carried with one abstention.

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9. **POLICY/PROCEDURE FOR TRANSFERRING EXCLUSIVE RIGHTS OF BURIAL**

Procedure

Prior to the meeting Members were provided with a copy of a draft procedure detailing the process to be observed when transferring Exclusive Rights of Burial. It was noted that the procedure had been based on a document produced by Forest of Dean District Council.

Adoption of the procedure was **proposed by Cllr Matthews, seconded by Cllr**

Pearman, subject to the correction of a typographical error on page 5. Unanimous.

Action by – the CEO

Fee

Members noted that as previously included on the Council's Cemetery Fee Sheet, a charge of £31.00 would be levied of members of the public for the transfer of Exclusive Right of Burial.

10. **GREEN BURIAL SITE**

Prior to the meeting Members were provided with a copy of a draft lease which had been provided by Lydney Park Estate, on which a number of queries had been raised by the Executive Officer. Cllr Berryman called for a further meeting to take place with the Lydney Park Estate Land Agent in order to clarify the queries which had been raised. Accordingly, it was **proposed by Cllr Harris, seconded by Cllr Matthews**, that a further meeting would take place, with a report then given at the next meeting. Unanimous.

Action by – the CEO

11. **COUNCILLOR REPORTS**

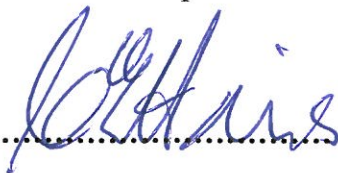
None.

12. **MEETING DATES**

It was noted that the next meeting of the Burial Committee would take place on Tuesday 27 May 2014 at 6.30 pm.

The meeting closed at 6.56 pm.

Chairman



Date

27/5/14