

Our Ref: MD

23 December 2011

To: All Members of the Burial Grounds Sub-Committee
(Councillors Bradbury, Mrs Brettell, Isaacs, Mrs Rigby and Walker MBE)

Copy: B Cooper, Senior Administrative Assistant

Dear Councillor

BURIAL GROUNDS SUB-COMMITTEE

The Burial Grounds Sub-Committee will meet in the **Meeting Room, rear of Burntwood Library, Sankeys Corner on Thursday 05 January 2012 at 7.00 p.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

To approve the Minutes of a Meeting of the Burial Grounds Sub-Committee held on 22 June 2011 (Minute Nos. 1 - 5) (presented at the 30 June 2011 meeting of the Town Council) (**GREEN ENCLOSURE**).

4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members are requested to receive and consider the Senior Administrative Assistant's report:

4.1 BURNTWOOD CEMETERY

▪ **Interments**

Since the first interment in Burntwood Cemetery in 2007 there have been a total of 76 new adult grave plots purchased as well as five re-openings of these graves. There have also been 61 cremated remains and five child grave plots purchased. In 2011/12 there

have been eight new adult grave plots purchased, one re-opening of an adult grave and 13 cremated remains interments.

- **Opening and closing of Gates**

A local resident continues to open and close the cemetery gates each day at the designated times.

- **Maintenance**

Lichfield District Council DSO is responsible for the grass cutting of the areas where there are no graves, i.e. the area between the cemetery fence and the main road and the open space in Sister Dora Avenue. The grass cutting commenced in the last week of March 2011 and continued at regular intervals. The grass was cut 13 times this year with the final cut of the growing season in November.

There are areas next to the bin store and by the pathway which accesses the adult grave areas where the original shrubs had died. Lichfield District Council DSO quoted £359.36 to remove the dead shrubs and replace them with new plants. This planting has now been carried out and the new plants have bedded in.

The Handyman is responsible for the regular grass cutting of the grave areas and for any general tidying and minor maintenance of the cemetery. There have been many compliments regarding the appearance of the cemetery from relatives of the deceased.

Two sections of adult graves and three re-opened graves were turfed, together with two child graves and 23 cremated remains plots in October.

The established tree nearest to the cremated remains area was inspected by the Lichfield District Council Arboriculture Officer in December and he agreed that the dead wood in the tree should be removed and the crown of branches be lifted to three metres for health and safety reasons. A check of the other trees in the Cemetery showed one to be diseased and in need of felling. A price of £240 plus VAT was quoted by local Tree Surgeons for this work. After a discussion with the Burial Grounds Sub-Committee Chairman an order was placed for the necessary work to be carried out by this company which has previously worked for the Town Council.

The grassed areas were sprayed with a selective weed killer two years ago by the District Council and a further spraying will be necessary in 2012/13.

- **Grave digging**

The Town Council agreed to split the grave digging duties between Mark Barry and David Homer. This arrangement has been in place since July this year. A list of the proposed grave digging charges for 2012/13 from Messrs Barry and Homer will be tabled at the meeting.

- **Memorials**

A list of the graves and cremated remains plots where no application for a memorial has yet been received is attached (**BLUE ENCLOSURE**).

There have been problems with memorial masons this year submitting applications for memorials and at the same time indicating that they wanted to "fix" the memorials in the same week. In fact one mason attempted to arrange to install a memorial without submitting a design for approval by the Council.

It is recommended that a timetable for the approval by the Town Council of a memorial design application be introduced. This should allow the Council five clear working days from the receipt by post of an application, to approve it and then reply to the mason.

Only after this approval has been issued can the mason apply to install the memorial giving the required three clear working days notice. The agreed date and time of installation can be notified in writing to the mason.

On the concrete plinths where a memorial has been erected, there has always been a reasonably tolerant attitude shown by the Council towards additional plant pots where they have not intruded onto the neighbouring area of the plinth or onto the lawned area of the graves. In the last three months, however, some of the deed holders have started to ignore the rules and regulations and have brought in solar lights, wind chimes and a plethora of flower pots. Whilst it is appreciated that these are difficult times for relatives it has now become necessary to remind some of them of the rules and regulations.

- **Memorial Plinths**

The contract for additional concrete memorial plinths was completed in November 2011. An additional 273 metres of concrete plinths were laid which allow for 344 new graves. A total of 696 graves can be provided in Sections 1 and 2 of the adult grave areas.

When the contract was started and the ground area re-measured, it was found that an additional 23 metres of concrete plinths could be installed above the original estimated figure of c250 metres. This additional length has allowed for an additional 21 grave spaces. The additional cost for the 23 metres was £1,585.85. During the contract it was found that the ground surrounding the plinths required levelling as the land contours meant that future mowing maintenance would be impossible if this were not carried out. The additional cost of this work for topsoil and labour was £1,568.60.

4.2 COULTER LANE

- **Maintenance**

Lichfield District Council DSO is responsible for the mowing of the site and the first cut this year was carried out in June 2011 following advice from David Haslam, Staffordshire Ecological Services. There have been two further cuts in August and October.

The badger is still in residence and the mowing has followed a wide berth from the sett. An application can be made to Staffordshire Ecological Services for a licence to trap and remove the badger if the Sub-Committee believes this to be necessary.

It has not been necessary to spray the areas of brambles this year.

A number of heavy branches which were brought down by the wind have been removed from site by the Handyperson.

The areas of ivy which engulfed the old fence are showing signs of reviving and it will be necessary to spray and dig these areas in 2012/13 to remove any traces of the ivy and prevent a recurrence of the problem.

The cladding on the main pillar of the new boundary fence on Coulter Lane has deteriorated and chunks of it have fallen off the brickwork. It is necessary to remove the old cladding, rake out the perished mortar and replace the mortar and the cladding. A provisional estimate of £250 has been obtained to repair the pillar. The Sub-Committee's approval is sought to seek quotations for this work and an order placed to prevent further deterioration of the pillar.

The wooden panels of the new fence will need to be coated with a preservative in 2012/2013. This work can be carried out by the Handyperson. A five year life preservative such as the ones produced by Ronseal or Cuprinol should be used.

5. BURNTWOOD CEMETERY: RULES AND REGULATIONS – PROPOSED REVISION

Members are requested to consider the proposed revision to the Burntwood Cemetery Rules and Regulations (to be tabled at the meeting).

6. BURNTWOOD CEMETERY: DRAFT FEES AND CHARGES FOR THE 2012/13 FINANCIAL YEAR

Members are requested to consider and agree the recommended the proposed fees and charges for the 2012/13 financial year to be put the January 2012 meeting of the Town Council (**SALMON ENCLOSURE**).

7. BURNTWOOD CEMETERY: MEMORIAL AREA (PROPOSED)

To consider whether:

- a) The Town Council should offer a memorial area within Burntwood Cemetery
- b) If in the affirmation, to consider the options which Members require further investigation.

8. EXCLUSION OF THE PRESS AND PUBLIC

To move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

9. CONFIDENTIAL MINUTES

To approve the Confidential Minutes of a Meeting of the Burial Grounds Sub-Committee held on 22 June 2011 (Minute Nos. 6 - 9) (presented at the 30 June 2011 meeting of the Town Council) (**PINK ENCLOSURE**).

**MINUTES OF A MEETING OF THE BURIAL GROUNDS SUB-COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON WEDNESDAY 22 JUNE 2011 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Isaacs (in the Chair)
Councillors Mrs Brettell and Mrs Rigby

In attendance:

Mrs M Danby, Town Clerk
B Cooper, Administrative Assistant

1. APOLOGIES

Councillors Bradbury and Walker MBE.

2. DECLARATIONS OF INTEREST

None declared.

3. MINUTES

AGREED That the Minutes of a Meeting of the Burial Grounds Sub-Committee held on 12 January 2011 (Minute Nos. 16 - 23) be approved.

4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

AGREED That:

- The Administrative Assistant's report be received and noted.
- The Administrative Assistant's offer to invite the Sub-Committee Members to a site visit be accepted (arrangements to be confirmed in due course).
- The grave digging duties be split between the two contractors, as suggested by the Administrative Assistant and that the working arrangements be agreed between the Town Clerk and the Administrative Assistant.
- The benches in Burntwood Cemetery be revarnished as soon as possible to protect them from the elements.
- The notice boards in Burntwood Cemetery be tidied up as soon as possible and that all notices be laminated to protect them from fading.

8. EXCLUSION OF THE PRESS AND PUBLIC

AGREED That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

SUMMARY OF BUSINESS CONDUCTED IN THE CONFIDENTIAL SESSION

**9. BURNTWOOD CEMETERY:
CONTRACT FOR ADDITIONAL ADULT GRAVE MEMORIAL CONCRETE PLINTHS**

Resolved as set out in the Confidential Minutes.

**10. COULTER LANE BURIAL GROUND:
ADJACENT PROPERTY IVY REMOVAL AND REPLACEMENT FENCE**

Resolved as set out in the Confidential Minutes.

11. BURNTWOOD CEMETERY: GRANITE PLAQUE MEMORIALS

Resolved as set out in the Confidential Minutes.

12. BURNTWOOD CEMETERY: MEMORIAL PLOT REQUEST

Resolved as set out in the Confidential Minutes.

(The Meeting closed at 8.01 p.m.)

Signed

Date