

Our Ref: MD

05 December 2013

To: All Members of the Burial Grounds Committee
(Councillors Bradbury, Mrs Brettell, Norman (Chairman), Mrs Rigby and Taylor)

Copy: B Cooper, Senior Administrative Assistant

Dear Councillor

BURIAL GROUNDS COMMITTEE

The Burial Grounds Committee will meet at **Burntwood Town Council's office, Unit 1 Lambourne House, Bridge Cross Road, Burntwood on Thursday 12 December 2013 at 6.00 p.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

PLEASE NOTE THE VENUE AND START TIME FOR THE ABOVE MEETING.

AGENDA

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**
- 3. MINUTES**

To approve the Minutes of a Meeting of the Burial Grounds Committee held on 18 September 2013 (Minute Nos. 6 - 10) (presented at the 07 November 2013 meeting of the Town Council) (**ENCLOSURE NO. 1**).

- 4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND**

Members are requested to receive and consider the Senior Administrative Assistant's report (**ENCLOSURE NO. 2**).

5. BURNTWOOD CEMETERY – BUDGET AS AT 30 NOVEMBER 2013 (ENCLOSURE NO. 3)

6. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meeting) 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.

7. QUOTATIONS: PROPOSED SCATTERING OF ASHES AREA, BURNTWOOD CEMETERY (ENCLOSURE NO. 4)

8. ATTENDANCE AT MEETINGS

9. MEMORIALS (ENCLOSURE NO. 5)

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON WEDNESDAY 18 SEPTEMBER 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Norman (in the Chair)
Councillors Bradbury, Mrs Rigby and Taylor

In attendance

Mrs M Danby, Town Clerk
One member of the public

6. APOLOGIES

Councillor Mrs Brettell

7. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

8. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 27 June 2013 (Minute Nos. 1 - 5) be approved as a correct record.

9. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members received the Senior Administrative Assistant's report.

RESOLVED THAT:

- a) Quotations be sought with regard to:
 - Supply and laying of turf
 - Creation of an area for the scattering of ashes
- b) The planning application for the installation of a storage container be expedited as soon as possible.

10. BURNTWOOD CEMETERY: REQUEST FOR AN ADDITIONAL BENCH

Members considered a request that an additional bench be provided in the Cemetery.

RESOLVED That the Council is not prepared to accede to the request at this early stage of the development of the Cemetery. It was further agreed to revisit the number of benches required in the next financial year and that, should another bench be considered necessary, comparative quotations be sought for both wooden and recycled materials options.

(The Meeting closed at 7.30 p.m.)

Signed

Date

BURNTWOOD CEMETERY

Interments

Since the first interment in Burntwood Cemetery in 2007 there have been a total of 113 new adult grave plots purchased as well as 10 re-openings of these graves. There have also been 81 cremated remains plots and 6 child grave plots purchased. In 2013/2014 there have been 10 new adult grave plots and 12 cremated remains plots purchased.

Opening and closing of gates

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

Turfing of Graves

In October quotations were be sought for the levelling and turfing of c120 square metres of the grave areas. Two quotations were sought and the lowest price of £330.00 was accepted. The work was carried out to a high standard.

Maintenance

Lichfield District Council DSO is responsible for the grass mowing of the areas where there are no graves, the area between the cemetery fence and the main road and the open space in Sister Dora Avenue. This season's grass mowing cycle was completed in the middle of October with the grass having been mown 13 times.

Mr Wilson carried out the regular box mowing of the grave areas and general tidying and minor maintenance of the cemetery during the year. He became ill in early October and was only signed off by the doctor at the beginning of December. In his absence the contractor who laid the turf was asked to box mow the grave areas, edge the grave plinths and pathways, cut back and shape the shrubs around the bin storage areas, weed all the shrub beds, clear weeds from and then spray weedkiller along the edges of the road and dig up the rose bed which had gone wild and replace it with turf. The total cost was £340.00. Once again the contractor carried out this work to a high standard and the cemetery is now ready for the winter months.

Eight laurel bushes were planted at the front of the compound to screen it from the cemetery road.

Storage Container Planning Application

A planning application for the siting of a metal storage container within the existing compound will be lodged with the District Council in the near future. The Town Clerk will provide the latest details on the application.

Scattering of Ashes

A detailed specification and scale plan for the construction of an area for the scattering of ashes was drawn up and tenders were invited from two local companies. The Town Clerk will provide the details of the tenders received at the meeting.

COULTER LANE

Maintenance

The badger is still in residence.

The flail mowing by Lichfield District Council DSO took place at the times agreed with Staffordshire Ecological Services Ltd.

The painting of the panelled boundary fence was completed in September. The owner of the adjacent property declared herself delighted with the result.

A contractor's quotation of £400 was agreed by the Town Clerk for the lopping and the removal of all cuttings from site of the five trees which overhung the garden of a property in Bodington Close when the trees were covered in snow last year. The work was carried out in November. The occupants of the Bodington Close property have stated that they are pleased with the result. The contractor also cleared other fallen branches from the site.

BURNTWOOD TOWN COUNCIL 2013/14 CEMETERY BUDGET
(as at 30 November 2013)

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
401	Burntwood Cemetery: Revenue						
4001	Salaries	6,000	0	6,120	0	6,120	6,000
4132	Computers: Software Licences	0	118	0	0	0	120
4133	Computers: Support	0	75	0	0	0	0
4411	Handyperson Service	0	0	250	0	250	250
4800	Grounds Maint: LDC	5,500	0	5,500	0	5,500	5,665
4801	Grounds Maint: Other	2,100	1,629	2,100	1,628	2,100	2,163
4802	Grounds Maint: Sister Dora Ave	0	0	200	0	200	206
4803	Grounds Maint: Front Verge	0	0	200	0	200	206
4806	Topsoil	0	0	0	131	131	0
4807	Turf	200	0	200	50	200	200
4809	Weed Killing (selective)	100	0	100	0	100	100
4810	Grave Digging: Main Contractor	2,500	2,140	2,500	3,320	4,000	4,500
4811	Grave Digging: Others	2,500	0	2,000	0	0	0
4812	Cemetery Gatekeeper	1,040	520	1,300	823	1,300	1,300
4813	Trade Refuse	300	135	300	150	150	300
4814	Skips	120	0	120	120	120	120
4815	ICCM Membership	100	90	100	0	100	100
4817	Survey	0	0	0	50	50	0
4818	Computer Software Support	0	104	185	0	185	185
4819	Water Rates	40	25	40	34	40	40
4820	NNDR: Burntwood Cemetery	352	353	440	415	460	475
4821	Trees: Maintenance, etc	0	0	0	0	0	0
4856	General Maintenance, etc	200	33	200	42	100	200

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
401	Burntwood Cemetery: Revenue (Continued)						
4857	Memorial Plaques	0	0	0	66	66	0
4858	Gritting Paths/Road	500	0	500	0	500	500
4859	Cemetery Software Package	1,250	0	0	0	0	0
	OverHead Expenditure	21,552	5,222	22,355	6,830	21,872	22,630
1000	Burial Fees/Licences	25,000	16,205	25,000	23,595	25,000	25,000
	Total Income	25,000	16,205	25,000	23,595	25,000	25,000
	401 Net Expenditure	-3,448	-10,983	-2,645	-16,765	-3,128	-2,370
402	Burntwood Cemetery: Capital						
4851	Contract Payments	0	0	0	0	0	0
	OverHead Expenditure	0	0	0	0	0	0
	402 Net Expenditure	0	0	0	0	0	0
	Total Budget Expenditure	21,552	2,354	21,910	6,830	21,872	22,630
	Total Income	25,000	8,725	25,000	23,595	25,000	25,000
	Net Expenditure	-3,448	-6,371	-3,090	-16,765	-3,128	-2,370