



BONEY HAY
BURNTWOOD
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CHASETOWN

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Our Ref: MD/jm

17 June 2015

To: All Members of the Burial Grounds Committee
(Councillors Mrs Stokes (Chairman), Bamborough, Mrs Conolly, Mrs Evans and Mrs Rigby)

Copy: B Cooper, Senior Administrative Assistant

Dear Councillor

BURIAL GROUNDS COMMITTEE

The Burial Grounds Committee will meet at **Burntwood Cemetery, St Matthews Road, Burntwood** on **Wednesday 24 June 2015** at **6.00 p.m.** to consider the following business.

Yours sincerely

MDanby

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 2014 (Minute Nos. 9 - 16) (presented at the 06 November 2014 meeting of the Town Council) (**ENCLOSURE NO. 1**).

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

To receive a report from the Senior Administrative Assistant (**ENCLOSURE NO. 2**).

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 18 SEPTEMBER 2014 COMMENCING AT 5.30 P.M.**

PRESENT

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

In attendance

S Lightfoot, Interim Town Clerk
Ms J Minor Admin Assistant
B Cooper, Senior Admin Assistant

9. APOLOGIES FOR ABSENCE

Councillors Bradbury and Taylor.

10. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

11. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 24 June 2014 (Minute Nos. 1 - 8) be approved as a correct record.

12. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members received the Senior Administrative Assistant's report.

RESOLVED That the report be received and noted.

13. BURNTWOOD CEMETERY: SIGNAGE

Mr Cooper stated that prices had been obtained for the signage but nothing could be done until planning permission was obtained from Staffordshire County Council. Mr Cooper confirmed that the strip of land outside the cemetery was owned by Staffordshire County Council and that the signs would need to be placed there.

The Chairman asked if, since the last Burial Grounds Committee meeting held on 24 June 2014, planning permission had been sought. Mr Lightfoot said that he would look into the current situation and move it forward.

RESOLVED THAT

a) The information be received and noted.

- b) The current position relating to the planning permission required for the "IN" and "OUT" entrance signs and the finger post signs from Staffordshire County Council be obtained.

14. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960 (Section 2) (and as amended 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.

15. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of the Meeting of the Burial Grounds Committee held on 24 June 2014 (Minute No. 8) be approved as a correct record.

16. COULTER LANE BURIAL GROUND: BADGER

Mr Cooper confirmed that Staffordshire Ecological Services Limited were on site this week doing a survey as per the programme and then a licence will be applied for by Staffordshire Ecological Services Limited to Natural England.

RESOLVED That the report be received and noted.

(The Meeting closed at 5.36 p.m.)

Signed

Date

BURNTWOOD CEMETERY

Interments

Since the first interment in Burntwood Cemetery in 2007 there have been a total of 132 new adult grave plots purchased as well as 15 re-openings of these graves. There have also been 96 cremated remains plots and 6 child grave plots purchased.

In 2014/2015 there were 13 new adult grave plots, and 9 cremated remains plots purchased and 4 re-openings of a grave. There was also an interment of ashes in a grave plot.

In 2015/2016 there have been 4 new adult grave plots and 3 cremated remains plots purchased.

Maintenance

Lichfield District Council DSO is responsible for the grass mowing of the areas in the cemetery where there are no graves or cremated remains plots, the area between the cemetery fence and the main road and the open space in Sister Dora Avenue. This season's grass mowing cycle commenced in late March.

The box mowing of the cemetery grave and cremated remains area also commenced in March.

Health & Safety

The gravediggers use two skips purchased by the Town Council to dispose of surplus soil after digging a grave. In previous years they have made use of a makeshift ramp made from old wooden pallets to empty soil into the skip after closing the drop down access gate. The Council owes a duty of care to its contractors under health and safety legislation and the makeshift ramp is clearly unsatisfactory even though it has worked in previous years.

A new purpose built metal ramp 12 foot long x 3 foot high x 3 foot wide with handrails has been sourced at a cost of £1265 plus delivery and VAT.

Memorials

A list of the graves and cremated remains plots where an application for a memorial has not yet been received is shown as Appendix 1.

Coulter Lane

The levelled area of the defunct badger sett was seeded in March.

The area of the wall damaged by a sycamore tree which was subsequently felled, has been repaired.

NO MEMORIAL

12 MONTHS

APPLICATION MADE

		INTERMENT DATE
SECTION 1 Adult Graves		
E	55 TURNER G.	28/05/2014
E	59 GRAVES S.	05/11/2014
E	61 THACKER A.	20/01/2015
E	62 HAYCOCK L.	03/02/2015
E	64 MILLS K.	06/03/2015
SECTION 2 Adult Graves		
E	62 BATES A.	23/01/2014
E	64 McDONAGH B.	19/03/2015
E	65 BATHA S.	14/04/2015
E	66 BOOT D.	28/04/2015
E	67 SLEIGH T.	13/05/2015
E	68 EDWARDS E.	11/06/2015
SECTION 3 Cremated Remains		
D	95 SPENCER V.	06/05/2015
D	96 ALLEN V.	26/05/2015
SECTION 4 Child Graves		