

Our Ref: MD

03 December 2012

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

Copy: B Cooper, Senior Administrative Assistant

Dear Councillor

BURIAL GROUNDS COMMITTEE

The Burial Grounds Committee will meet in the **Meeting Room, rear of Burntwood Library, Sankeys Corner on Monday 03 December 2012 at 6.00 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 26 September 2012 (Minute Nos. 7 - 11) (presented at the 08 November 2012 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**).

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON WEDNESDAY 26 SEPTEMBER 2012 COMMENCING AT 6.00 P.M.**

Present

Councillor Bradbury (in the Chair)
Councillors Mrs Brettell, Heath and Mrs Rigby

In attendance

Mrs M Danby, Town Clerk

7. APOLOGIES

Councillor Taylor.

8. DECLARATIONS OF INTEREST

None declared.

9. MINUTES

RESOLVED That the Minutes of a Meeting of the Burial Grounds Committee held on 14 June 2012 (Minute Nos. 1 – 6) be approved as a correct record.

10. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

RESOLVED That the Senior Administrative Assistant's report be received and noted.

11. BURNTWOOD CEMETERY: RULES AND REGULATIONS – PROPOSED REVISIONS (FINAL DRAFT)

RECOMMENDATION That the revised Rules and Regulations for Burntwood Cemetery be adopted and implemented by the Town Council at its next meeting.

(The Meeting closed at 6.35 p.m.)

Signed

Date

SENIOR ADMINISTRATIVE ASSISTANT'S REPORT

BURNTWOOD CEMETERY

Interments

Since the first interment in Burntwood Cemetery in 2007 there have been a total of 93 new adult grave plots purchased as well as 5 re-openings of these graves. There have also been 68 cremated remains plots and 6 child grave plots purchased. In 2012/2013 there have been 8 new adult grave plots, 5 cremated remains plots and 1 child grave purchased.

Opening and closing of Gates

A local resident continues to open and close the cemetery gates each day at the designated times. The fee of £20 per week has been unchanged since March 2007 and it is recommended that the fee be increased by 5% to £21 per week from April 2013.

Maintenance

Lichfield District Council DSO is responsible for the grass cutting 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. The grass cutting commenced in the third week of March 2012 and a final cut was made in October. A total of 12 cuts were made this season.

Mr Wilson, who also acts as the Council's handyperson, is responsible for the regular grass cutting of the grave areas and for any general tidying and minor maintenance of the cemetery. The cutting of the grass on the graves started at the same time as the Lichfield DC DSO. As was previously reported, Mr Wilson was hospitalised earlier this year but the grass cutting of the grave areas has been maintained throughout the growing season.

The District Council have also been instructed to carry out the following work which commenced last week:

Compound near to entrance

Apply herbicide to border inside the compound and to a 30cm strip around the outside of the fence, then strim and remove debris when the herbage has died off.
£67.82

Bin store at the entrance end of main drive

Prune back shrubs off drive/footpath, clear inside of bin store and clear shrubs from the entrance to bin store. Remove Sycamores from shrub bed and treat with herbicide. Remove weeds from bed and cover surface of bed with bark/wood chippings.
£204.95

Rose bed on the right of main drive

Cut down to ground level.
£50.87

Bin store on the left of the main drive

Prune back shrubs from drive and from concrete pad to rear of store, clear vegetation from entrance and interior of bin store. Remove weeds from bed and cover surface of bed with bark/wood chippings.

£204.95

Shrub bed to left of the main drive near exit

Prune shrubs, remove weeds, top up with bark/wood chippings.

£204.95

Footpaths/driveway

Remove all vegetation (ivy, etc) and treat with herbicide and sweep.

£525.84

Laurel hedge

Apply feed to hedge c41 linear metres.

£43.91

All sites to be left in a clean and tidy condition, prices to include disposal of all waste generated by the above works.

Selective Weed Killing

The grassed areas will be sprayed with a selective weedkiller by the Lichfield District Council DSO next spring as there are large numbers of weeds appearing in these areas.

The hardwood benches have been removed from the cemetery to my garage, water jet cleaned, stained and varnished. They should be replaced this week if the new fixing bolts have arrived at the stockist.

Memorials

A list of the graves and cremated remains plots where no application for a memorial has yet been received is shown as Appendix 1.

Four new memorial plaques were installed last week. There are two additional plots that are over or approaching a year old and it is recommended that the Council write to these deed holders asking if they want memorial plaques placed on the concrete plinths as either a temporary or permanent measure.

Once the Council has received the necessary responses, an order can be placed with the mason who installed the last four memorial plaques to provide and fix any new plaques required.

Charges for Grave Digging

The grave digging contractor has stated that he wants to increase his price on only a single item by £20 to £210 for a double grave. This increase will cover the period to April 2014. The prices are extremely competitive and it is recommended that the contractor be retained during 2013/2014.

A copy of the proposed new price list is shown as Appendix 2.

Jubilee Oak

The Jubilee Oak Tree was installed in the cemetery on 13 November 2012.

COULTER LANE

Maintenance

The badger is still in residence and the District Council mowing during the year gave a wide berth to the sett.

Staffordshire Ecological Services Ltd (SES) was engaged to create a Wildflower Meadow on the site and the work was commenced in August this year. The site has been cleared and the wildflower seeds have been sown. The final phase of the scheme will be completed in January 2013 when various shrubs will be planted.

The maintenance and mowing by Lichfield District Council DSO will need to be re-evaluated next year after the completion of the wildflower meadow by SES. SES will provide the necessary guidance.