

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON WEDNESDAY 22 JUNE 2016 COMMENCING AT 6.00 PM**

PRESENT

Councillor Humphreys (in the Chair)
Councillors Ms Brettell, Mrs Evans, Miss Fisher, Mrs Rigby and Willis-Croft

In attendance

Ms J Minor, Senior Administration Officer
N Caine, Direct Services Manager
1 member of the public

1. APOLOGIES FOR ABSENCE

Councillor Mrs Pullen.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 07 January 2016 (Minute Nos. 5-12) be approved.

4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members received the Direct Services Manager's (DSM) report.

4.1 Burntwood Cemetery

Interments

It was noted that since the first interment in Burntwood Cemetery in 2007 there had been a total of 146 new adult grave plots purchased. There had also been 105 cremated remains plots and six child grave plots purchased.

Maintenance

Members were informed that Lichfield District Council (DSO) were responsible for the grass mowing of the areas in the cemetery where there were no graves or cremated remains plots, the area between the cemetery fence and the main road and the open space in Sister Dora Avenue.

Members were informed that the box mowing of the grave and cremated remains areas and the general maintenance of the cemetery was carried out by a contractor, Grasslands.

4.2 Coulter Lane Burial Ground

Maintenance

Members were informed that the DSO were responsible for flail cutting of the Coulter Lane Burial Ground. Members were informed that cutting would start after the wildflowers had gone and would be undertaken five or six times during the year at a cost of £345 plus VAT per cut.

Members made reference to the cost of £345 plus VAT per cut and felt that the Burial Ground looked neglected. Members were informed that the wildflower planting and grounds maintenance regime instigated by the Staffordshire Ecological Services Limited had been largely unsuccessful.

Boundary Wall

Members were informed that since the removal of the sycamore tree which was situated directly behind the wall, there was now no direct pressure on the wall which was in no immediate danger of collapse. Several metres of the wall would, however, need to be rebuilt in the near future to remove the pressure on the concrete lamp post.

With regard to the reinstatement of the affected area of the wall and a repointing programme along the entire length of the boundary wall, quotations had been sourced.

Replacement Trees

Members were informed that as a requirement of the agreement allowing the felling of the sycamore tree, five birches had been planted at no cost to the Town Council other than the purchase of five protective covers at a cost of £15.05 plus VAT.

RESOLVED That the DSM takes advice from the DSO with regard to the cutting of the grass and obtains the grass cutting schedule.

5. COULTER LANE BURIAL GROUND (Minute No. 8.2 refers)

Members felt that three quotations should be obtained and that more clarity was needed with regard to the perimeter wall. However, it was felt that the wall could not be left if it was unsafe. Members asked that Public Liability insurance documents be obtained in respect of all companies who would be providing a quotation.

RESOLVED THAT

- a) The DSM would produce a specification on what exactly needs to be done, i.e. look at the inside of the wall, re-pointing, rebuilt and capping.
- b) Company A and Company B be approached again for a quotation according to the specification.
- c) A third company be approached for a quotation according to the specification.
- d) Once the quotations have been received an email be sent to all Members of the Committee in order that another meeting be arranged to consider those quotations. (As the Committee only meets twice a year it was agreed that if an item needed an urgent decision an extra meeting of the Committee would be convened as appropriate).

6. BURNTWOOD CEMETERY: MEMORIAL WALL (Minute No. 8.1 - Ashes Area refers)

Members were informed that a previous suggestion had included a trellis with rose bushes, however, it was felt that this would not be long lasting. Members felt that a wall of some description was better than walking on plaques but the wall needed to be sympathetic to the surrounding area. Members were informed that a structure under 2 metres in height would possibly not require planning permission.

RESOLVED THAT

- a) The Chairman would produce a sketch and discuss the content with the DSM and that the wall be at eye level and curved with a simple plaque design.
- b) The DSM take advice from the Local Planning Authority (LDC) to ascertain what would be and what would not be acceptable in the Green Belt.
- c) Three quotations be obtained for the wall.
- d) Costings be obtained for a plaque.

7. BURNTWOOD CEMETERY: STORAGE CONTAINER

The Chairman read out the following statement received from the Senior Planning Officer of LDC:

"I would suggest consideration be given to the siting of a more permanent structure, i.e. a brick and tile building, or perhaps a timber clad building. Careful consideration will need to be had to the overall size including the height so that any structure does not impact on the appearance of the streetscene, the cemetery or openness of the Green Belt.

Full justification for the building and its size would be required for any future planning application.

It is suggested that prior to the submission of any formal application that you engage with the LPA via a formal pre-application. Details of the pre-application procedure can be found on the Council's website".

Members were informed that this was the second time that planning permission had been granted and that the storage container was rented to the Town Council. Members felt that the storage container had become redundant.

RESOLVED THAT

- a) The items in the storage container be removed and placed in the shed/basement at the OMCC.
- b) The DSM looks at the rental agreement so that the storage container can be removed from the cemetery sooner rather than later.

8. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED 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.

9. RE-OPENING OF GRAVE NO. 2E60

Members considered a request with regard to the re-opening of a plot at the cemetery.

RESOLVED That £1,560 be charged as the deceased at the time of his decease did not permanently reside within the Burntwood Civil Parish boundaries.

(The Meeting closed at 6.45 pm)

Signed

Date