

Our Ref: MD

11 September 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 in the **Meeting Room, rear of Burntwood Library, Sankeys Corner, Burntwood on Wednesday 18 September 2013 at 7.00 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 27 June 2013 (Minute Nos. 1-5) (presented at the 11 July 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 31 AUGUST 2013 (ENCLOSURE NO. 3 – TO BE TABLED AT THE MEETING)

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 27 JUNE 2013 COMMENCING AT 6.10 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
B Cooper, Senior Administrative Assistant

1. APOLOGIES

Councillors Bradbury and Mrs Rigby.

2. DECLARATIONS OF INTEREST

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 14 March 2013 (Minute Nos. 17 - 20) be received and approved as a correct record.

4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members received the Senior Administrative Assistant's report.

RESOLVED THAT:

- a) The report be received and noted.
- b) Quotations are to be sought with regard to:
 - Turfing of graves
 - Supply and installation of a 20 ft Storage container
 - Electric start portable generator
- c) Quotation were approved with regard to:
 - 65 No. embossed metal plinth markers (covered in replaceable plastic) (£2.44 each plus VAT)
 - Temporary markers for cremated remains plots (£6.80 each plus VAT and delivery)

- d) The proposal for memorial plaque flower vases was considered and this item is **DEFERRED TO THE FULL COUNCIL FOR DECISION** (photographs are attached illustrating the proposed vases). It was further **AGREED** that should be proposal be agreed all costs would have to be met by the family.
- e) The proposal for the creation of a scattering of ashes area centred on the Jubilee Oak be progressed and quotations be brought to a future meeting of the Committee. The formal proposal, if accepted, would then be referred to the Policy and Resources Committee before being put to the Town Council for ratification and implementation.
- f) Quotations be sought for treating the fence at the Coulter Lane Burial Ground.
- g) Further to a complaint from a resident of Bodington Close arrangements to be made for trees to be lopped at the appropriate time (subject to a site visit by Councillor Norman and Mr Cooper).

5. BURNTWOOD CEMETERY – BUDGET AS AT 12 JUNE 2013

RESOLVED That the report be received and noted.

(The Meeting closed at 6.50 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 9 re-openings of these graves. There have also been 77 cremated remains plots and 6 child grave plots purchased. In 2013/14 there have been 10 new adult grave plots and 8 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.

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. This season's grass cutting will continue as necessary until the end of the growing season.

Mr Wilson is responsible for the regular grass cutting of the grave areas and for any general tidying and minor maintenance of the cemetery. The mowing has been carried out on a regular basis and will continue until the end of the growing season.

The District Council DSO was instructed to carry out various works which have now been completed.

Compound near to the entrance

Apply herbicide to border inside the compound and to a 30cm strip around the outside of the fence.

Footpaths/driveway

Remove all vegetation and treat with herbicide and sweep.

Selective Weed Killing

Spray the main grass areas with a selective weed killer.

Turfing of Graves

In October quotations will be sought for the levelling and turfing of c100 square metres of the grave areas. Bradley Lakes Landscapes will be invited to quote. Would members of the Committee like to recommend any other local turfing companies who could be asked to quote for this work?

Storage Container Planning Application

A planning application for the siting of a metal storage container within the existing compound has not yet been processed. The application will be lodged with the District Council in October.

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.

There two graves which have reached the criteria of a year with no application for a memorial where plaques could be installed on the concrete plinth subject to the agreement of the plot owners.

Scattering of Ashes

A specification for the construction of an area for the scattering of ashes has been drawn up and an indicative price for the work to be carried out of £2,500 to £3,000 has been obtained. The Policy & Resources Committee should now be asked whether they are prepared to allocate the resources required for this scheme and if so, formal tenders can be invited

COULTER LANE

Maintenance

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

The first flail mowing by Lichfield District Council DSO took place at the end of August as agreed with Staffordshire Ecological Services Ltd.

Three prices were obtained for the painting of the boundary fence and the repair work to the pillar and the lowest price accepted. The work was started on 9th September and should have been completed by the time this Committee meets, subject to the weather.