

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE**  
**HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN**  
**ON THURSDAY 14 JUNE 2018 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Humphreys (in the Chair)  
Councillors Ms Brettell, Birch, Drinkwater, Mrs Stokes and Mrs Rigby

**In attendance**

Ms J Minor, Senior Administration Officer  
N Caine, Direct Services Manager

**1. APOLOGIES FOR ABSENCE**

Councillor Miss Fisher.

**2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

Councillor Drinkwater declared a disclosable non-pecuniary interest as he is the owner of one of the plots in Burntwood cemetery.

**3. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Burial Grounds Committee held on 11 January 2018 (Minute Nos. 6-12) be approved and adopted.

**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 169 new adult grave plots purchased. There had also been 136 cremated remains plots and 7 child grave plots purchased.

**Maintenance**

Members were informed that maintenance of the cemetery continues to be carried out to a very high standard of workmanship, by the appointed contractors namely Lichfield District Council's DSO (open spaces) and Grasslands (burial areas). Wherever possible maintenance is preferred to be carried out on a Monday, as no funerals or cremated remain interments are carried out on this day, the reason, as the burial area would need to be dug out and remain

open during weekend opening times, which could be a health and safety issue, due to a higher number of visitors to the cemetery.

### **Burial Plots**

Members were informed that burial plots continue to find their own natural level, even after a considerable amount of time has passed. These plots are at regular intervals, levelled to the surrounding height, in the adjacent area and then turfed. Additional minor landscaping is included.

### **Memorial Stone Tests (Topple Testing)**

Members were informed that topple testing commenced in autumn 2016 and tests were ongoing. All of these tests are carried out to ICCM guidelines. None of the results have proven negative.

### **Rules and Regulations**

Members were informed that there have been no additions to the Rules and Regulations.

### **Gates and Fences**

Members were informed that there had been some minor cleaning work carried out by the DSM to the gates at the cemetery entrance and compound to remove green algae growth, however, this had not been successful.

### **Laurel Hedge**

Members were informed that the laurel hedge surrounding the compound had had work carried out, this was cuttings taken from the hedge and replanted with rooting powder, but had not taken root.

### **Gulley Pots Emptying**

Members were informed that at this moment in time no work was required to the gulley pots.

### **Graffiti Removal**

Members were informed that at this moment in time there was no graffiti at the cemetery.

### **Dogs**

Members were informed that at this moment in time there had been no reported incidents with dogs or dog fouling.

### **Memorial Wall**

Members were informed that there was now a constructed memorial wall inside the cemetery. The wall had been constructed as a five sided wall, as previously agreed by Members. The height of the wall is approximately 1.8m in height and finished sympathetically with the local environment in mind. The DSM stated that he is in contact with suppliers as to the required type of plaque for the memorial wall. The DSM stated that the costings, design, size and initial placement of the plaques upon the wall needed to be considered by Members.

## **Trees**

Members were informed that a tree survey had been undertaken [March 2018] as the last surveys were undertaken in September 2010 and April 2014. For the purpose of continuation the survey had been undertaken by the previously engaged Arboricultural Officer. The survey highlighted a requirement for work to be carried out however all works for either priority level 3 or 4 [Level 3 – Pre-emptive works where required completed within 12 months; Level 4 – refer to inspection date].

### **RESOLVED THAT**

1. Three quotations be obtained for the works highlighted in the survey.
2. A copy of the reports be emailed to Members of the Committee.

## **Benches**

Members were informed that at the last meeting the DSM informed Members that quotations had been obtained for the installation of three benches [to include the plinth and minor landscaping work]. The remit was to match existing benches, however, for reasons known only to the suppliers, two companies have withdrawn, and therefore this item is still ongoing. Further contact had been made with other local suppliers, who have been asked to submit quotations and pictures of the proposed benches. The positioning of the benches within the cemetery will need to be decided. The DSM had been asked to recommend various locations by visitors to the cemetery and local funeral directors have mentioned that family sponsorship is available for the proposed benches.

## **4.2 Coulter Lane Cemetery**

### **Maintenance**

Members were informed that two organisations operate within the Coulter Lane Cemetery namely Lichfield District Council DSO who continue grass cutting after the wild flower season has finished and the Commonwealth War Graves Commission who take responsibility to maintain a limited amount of war graves.

### **Boundary Wall**

Members were informed that the wall is inspected on a weekly basis along with the internal site for any required maintenance and on a monthly schedule for a more methodical inspection, this would include any noticeable tree damage and fallen branches.

## **Trees**

Members were informed that at this moment in time there had been no fallen trees however a tree survey had been undertaken in conjunction with the cemetery. The survey had concluded that there is a requirement for work upon the trees to be done however all works for either priority level 3 or 4 [Level 3 – Pre-emptive works where required completed within 12 months; Level 4 – refer to inspection date].

**5. CEMETERY GATE AND COMPOUND GATE CLEANING**

Members were informed that there had been some minor cleaning work carried out by the DSM to the gates at the cemetery entrance and compound to remove green algae growth, however, this had not been successful. The DSM stated that an approximate cost had been obtained in the sum of £115.

**RESOLVED** That subject to confirmation [cost] that Grasslands Turf and Landscapes be instructed to undertake the task.

**6. BENCHES [INSTALLATION AND POSITIONING]**

The DSM explained that three quotations had now been received from local suppliers [circulated at the meeting] to supply and fit three hardwood benches together with three concrete pads.

The DSM indicated on a plan [circulated at the meeting] suggested locations for the benches.

**RESOLVED** That G. E. Collis and Sons Limited be asked to supply and fit three benches at the locations suggested by the DSM at a cost of £1162.50 plus VAT.

**7. LAUREL HEDGE**

Members were informed that the laurel hedge surrounding the compound had had work carried out, this was cuttings taken from the hedge and replanted with rooting powder, but had not taken root.

**RESOLVED** That three quotations be obtained for the replacement of the laurel hedge due to non-growth or decay in the area of the compound.

**8. SCATTERED ASHES AREA MAINTENANCE**

The DSM explained that at present the grass was cut by the appointed contractors namely Lichfield District Council's DSO (open spaces) and Grasslands Turf and Landscapes (burial areas) however the DSM suggested that Grasslands Turf and Landscapes undertake the task of cutting the grass [scattered ashes area] to ensure that a more sympathetic cut was undertaken. The DSM stated that Grasslands Turf and Landscapes had indicated that they would charge £25 per cut as and when required.

Members made reference to a backless bench and asked if this could be included in the order.

**RESOLVED THAT**

1. Subject to confirmation [cost] that Grasslands Turf and Landscapes be instructed to undertake the task.
2. Subject to confirmation [cost] that G. E. Collis and Sons Limited be asked to supply and fit one backless bench at the location discussed at the meeting.

**9. SCATTERED ASHES COSTS**

The DSM explained that having checked various websites, the cost for scattering of ashes varies from £0 to £250 [circulated at the meeting] and that some Authorities offered a non-residents' fee.

The SAO made reference to the non-residents' fee and reminded Members that at present non Burntwood residents were unable to be buried or cremated at the cemetery.

**RESOLVED THAT**

1. Burntwood residents must pre-book in order to scatter the ashes at the cemetery so that the DSM can be present and a list of names can be recorded.
2. A charge of £50 be made for scattering of the ashes.
3. Burntwood residents only as defined in the Rules and Regulations namely:

“Definition of a resident means a person who was at the time of his or her decease a permanent resident within the Burntwood Civil Parish boundaries or whose last normal place of residence before confinement elsewhere in a hospital, hospice, a residential care home or assisted living in a retirement home or village due to ill health or age was within Burntwood Civil Parish boundaries. In the case of a deceased child the residential qualifications of the parents will be the deciding factor.”

be allowed to scatter the ashes.

**10. MEMORIAL PLAQUE COSTS**

Members were informed that there was now a constructed memorial wall inside the cemetery. The DSM stated that the costings, design, size and initial placement of the plaques upon the wall needed to be considered by Members. The DSM explained that several picture examples had been obtained [circulated at the meeting].

The SAO made reference to Newport Town Council who display a memorial plaque for up to ten years in a designated memorial space for a one off fee.

**RESOLVED THAT**

1. All plaques be 150 mm x 100 mm in size.
2. All plaques be of brass with black script/lettering.
3. The DSM obtains quotations for two options i.e. a quotation for just fixing the plaque and another quotation for supplying and fixing the plaque.
4. Burntwood Town Council will display a memorial plaque on the designated memorial wall in perpetuity.

**11. EMPTYING OF CEMETERY BINS**

Members were informed that there are currently two 1100 litre bins located at the cemetery which are emptied by Lichfield District Council [usually fortnightly]. The bins are emptied when an email request is sent by the DSM. Lichfield District Council have informed the Town Council that should the Town Council continue the procedure of “ring up and empty” an administration fee will be added to the charge [currently £383 per annum per bin]. Members were informed that Lichfield District Council currently offers a contract [financial year] with payment in advance.

**RESOLVED** That In order that the bins are emptied on a regular basis [fortnightly] the Town Council signs up to Lichfield District Council’s scheme.

[The Meeting closed at 7:05 pm]

Signed .....

Date .....