

Our Ref: MD

08 June 2012

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

Copy: David Haslam MSc MIEEM, Principal Ecologist, Staffordshire Ecological Services Ltd
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 Thursday 14 June 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 05 January 2012 (Minute Nos. 10 – 18) (presented at the 26 January 2012 meeting of the Town Council) (**ENCLOSURE NO. 1**).

4. COULTER LANE BURIAL GROUND

Mr Haslam will present two landscaping options for the Coulter Lane Burial Ground: Option A: Wild Flower and Option B: Woodland (Mr Haslam has confirmed that it

would be possible to combine the two schemes if Members wish). Copies of the plans will be tabled at the meeting.

5. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members are requested to receive and consider the Senior Administrative Assistant's report (to be tabled at the meeting)

6. BURNTWOOD CEMETERY: RULES AND REGULATIONS – PROPOSED REVISION (FINAL DRAFT)

Members are requested to consider the final draft of the proposed revision to the Burntwood Cemetery Rules and Regulations (to be tabled at the meeting).

**MINUTES OF A MEETING OF THE BURIAL GROUNDS SUB-COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 05 JANUARY 2012 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Isaacs (in the Chair)
Councillors Mrs Brettell, Mrs Rigby and Walker MBE

In attendance:

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

10. APOLOGIES

Councillor Bradbury

11. DECLARATIONS OF INTEREST

None declared.

12. MINUTES

AGREED That the Minutes of a Meeting of the Burial Grounds Sub-Committee held on 22 June 2011 (Minute Nos. 1 - 9) be approved.

13. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

AGREED That:

- The Senior Administrative Assistant's report be received and noted.
- The Senior Administrative Assistant was requested to provide a report to the next Sub-Committee meeting on a plan to see the trees in the Cemetery, particularly the largest one, managed in the long term.
- The grave digging duties be split between the two contractors, as suggested by the Administrative Assistant.
- The timetable to be adhered to by memorial masons in applying for and fixing of memorials be agreed as follows:

The Council is to be given five clear working days from the receipt by post of an application, to approve it and then reply to the mason. Only after this approval has been issued can the mason apply to install the memorial giving the required three clear working days notice. The agreed date and time of installation will be notified in writing to the mason.

- Letters be sent to Deed holders to remind them to abide by the Rules and Regulations with regard to the installation of additional plant pots, solar lights and wind chimes which are not permitted.
- Two further quotations be sought for works on the cladding of the main pillar of the new boundary fence on Coulter Lane, such works to include removal of the old cladding, raking out the perished mortar and replacement of the mortar and cladding. The quotations are to be put to the next meeting of the Sub-Committee for consideration.
- Further advice to be sought from Staffordshire Ecological Services on the badger which is still in residence at the Coulter Lane site, such report to be put to the next meeting of the Sub-Committee.
- The adjacent resident's wall will not be painted green as requested by the adjacent resident as the Town Council had already more than fulfilled its obligations with regard to reinstating the boundary between the Coulter Lane Burial Ground and the property in Coulter Lane.
- Plinth Markers be investigated for use in Burntwood Cemetery and a formal proposal be put to the next meeting of the Sub-Committee to see these installed in the future.
- Temporary grave markers be investigated with a view to a standard specification being agreed and included in the revised Burntwood Cemetery Rules and Regulations – report to be submitted to the next meeting of the Sub-Committee.

14. BURNTWOOD CEMETERY: RULES AND REGULATIONS – PROPOSED REVISION

The Senior Administrative Assistant presented Members with copies of the existing Rules and Regulations and the Proposed Revision. He asked that Members take these documents away for perusal and that they submit any comments/revisions to him by 06 February 2012 to enable the final draft to be compiled for consideration at the next meeting of the Sub-Committee.

15. BURNTWOOD CEMETERY: DRAFT FEES AND CHARGES FOR THE 2012/13 FINANCIAL YEAR

Members **AGREED** that the following recommendation be put to the Town Council for approval at its January 2012 meeting:

RECOMMENDATION That the fees and charges for Burntwood Cemetery remain unchanged for the 2012/13 and 2013/14 financial years and that this matter be reviewed in two years time.

16. BURNTWOOD CEMETERY: MEMORIAL AREA (PROPOSED)

AGREED That the Senior Administrative Assistant investigate the possibility of including a memorial area where the scattering of ashes might be permitted and plaques installed by those whose loved ones are not buried in the cemetery and

compiling draft Rules and Regulations for this area (such Rules and Regulations to be independent of the rest of the cemetery).

17. EXCLUSION OF THE PRESS AND PUBLIC

AGREED That under the Public Bodies (Admissions to Meetings) 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.

18. MINUTES

AGREED That the Confidential Minutes of a Meeting of the Burial Grounds Sub-Committee held on 22 June 2011 (Minute Nos. 6 - 9) be approved.

(The Meeting closed at 7.55 p.m.)

Signed

Date