

Our Ref: MD

15 June 2011

**To: All Members of the Burial Grounds Sub-Committee**  
(Councillors Bradbury, Mrs Brettell, Isaacs, Mrs Rigby and Walker MBE)

**Copy: B Cooper, Administrative Assistant**

Dear Councillor

**BURIAL GROUNDS SUB-COMMITTEE**

The Burial Grounds Sub-Committee will meet in the **Meeting Room, rear of Burntwood Library, Sankeys Corner on Wednesday 12 January 2011 at 7.00 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 12 January 2011 (Minute Nos. 16 - 23) (**GREEN ENCLOSURE**).

**4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND**

Members are requested to consider the Administrative Assistant's report:

## **4.1 BURNTWOOD CEMETERY**

### **a) Interments**

Since the first interment at Burntwood Cemetery in 2007 there have been a total of 79 new adult grave plots purchased as well as three re-openings of these graves. There have also been 54 cremated remains and five child grave plots purchased. In 2011/12 there have been three adult grave and five cremated remains interments to date.

### **b) Opening and closing of Gates**

A local resident continues to open the cemetery gates each day having commenced the task on 01 August 2010.

### **c) 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 last week of March 2011 and has continued at regular intervals.

There is an area next to the bin store and by the pathway access to the adult grave areas where the original shrubs have died. Lichfield District Council DSO quoted £359.36 to remove the dead shrubs and replace them with new plants. The Town Council has placed an order for this work to be done. The new plants will need to be watered once or twice a week until the end of the summer, subject to the amount of rainfall. The Handyperson will carry out this task.

The Handyperson is now responsible for the regular grass cutting of the grave areas and for any general tidying and minor maintenance of the cemetery and has been doing a good job this year.

In October 2011, when the weather is suitable, work will commence to turf c60 square metres where the adult graves are over 12 months old and appear to have settled. Two child graves and several cremated remains plots will also be turfed. The deed holders of any affected plots will be contacted prior to this work being carried out.

### **d) Grave digging**

It is now four years since the original contract was given to Mark Berry for the grave digging at Burntwood Cemetery. Since then Mr Barry has carried out the duties with only one or two minor problems. On 31 May this year Mr. Barry was unable to dig a grave due to other commitments. The Town Council contacted David Homer of DTH General Maintenance, who originally bid for the grave digging contract and arranged for him to dig the grave as well as a cremated remains interment on the same day.

Does the Town Council wish to consider splitting the split the grave digging duties between Mr Barry and Mr Homer to try and alleviate the possibility of the gravedigger not being available to dig a grave when required?

### **e) Memorials**

A list of the graves and cremated remains plots is attached (**SALMON ENCLOSURE**).

## **4.2 COULTER LANE**

### **Maintenance**

Lichfield District Council DSO is responsible for the mowing of the site and the first cut this year was carried out on 04 June after advice from David Haslam, Staffordshire Ecological Services.

The mowing is timed to ensure that both the daffodils, crocuses and bluebells have gone over and that the mowing gives a sufficient berth to the badger sett as the badger is still in residence on the site. An area of pignut has been not mowed and will be left until the end of July.

No bramble spraying took place in 2010/11 and a decision will be taken in this year to decide if more spraying or other measures are necessary to clear the brambles which cover c35% of the site.

There are a number of heavy branches which have been brought down by the wind and the Handyperson will need to collect these and remove them from site.

## **5. EXCLUSION OF THE PRESS AND PUBLIC**

To move:

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.

- 6. BURNTWOOD CEMETERY:  
CONTRACT FOR ADDITIONAL ADULT GRAVE MEMORIAL CONCRETE PLINTHS  
(PINK ENCLOSURE)**
- 7. COULTER LANE BURIAL GROUND:  
ADJACENT PROPERTY IVY REMOVAL AND REPLACEMENT FENCE  
(PINK ENCLSOURE)**
- 8. BURNTWOOD CEMETERY: GRANITE PLAQUE MEMORIALS  
(PINK ENCLOSURE)**

**MINUTES OF A MEETING OF THE BURIAL GROUNDS SUB-COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON WEDNESDAY 12 JANUARY 2011 COMMENCING AT 7.30 P.M.**

**PRESENT**

Councillor Dr Hassell (in the Chair)  
Councillors Mrs Rigby and Walker MBE

**In attendance:**

Councillors Bamborough, Campbell, Mrs Evans, Heath, Mrs Holt, Humphreys, Mrs Humphreys and Isaacs  
D Haslam, Staffordshire Ecological Services (SES)  
Mrs M Danby, Town Clerk  
B Cooper, Administrative Assistant  
One member of the public

**16. APOLOGIES**

Councillors Bradbury and Everall.

**17. DECLARATIONS OF INTEREST**

None declared.

**18. MINUTES**

**AGREED** That the Minutes of a Meeting of the Burial Grounds Sub-Committee held on 04 October 2010 (Minute Nos. 1 - 11) be approved.

**19. COULTER LANE BURIAL GROUND**

Councillor Dr Hassell welcomed David Haslam, Staffordshire Ecological Services (SES) to the meeting. Councillor Dr Hassell gave an overview of the site, including the Town Council's original concept and works undertaken to date.

Mr Haslam informed the meeting that the badger now on the site was not present when the original survey was undertaken. He said it is likely that it will over-winter on the site and it should move on in the Spring. The Town Council may have a problem if it does not move on. He stressed that no vehicles should be allowed within 30m of the sett, though he was advised by Councillor Dr Hassell that this requirement does not pose a problem in itself as no vehicles or heavy machinery are permitted on site due to the proximity of remains to the ground surface. Mr Haslam said that a Licence can be obtained to relocate the badger if necessary – a survey would be required and a one-way gate installed to deter the badger from the site, but he warned that this might take some time to achieve. Mr Haslam recommended that chain link fencing be installed along the Burntwood Sports & Social Club boundary to prevent badger movement in the future once the badger has moved on from the site.

Mr Haslam said that a sample from the daffodils will be taken in the Spring and genetically tested at the SES laboratory at Warwick University to ascertain whether they are true native plants. He said it is possible to mow the area when all the flowering has gone over. He said that four cuts could be undertaken annually (June July, August and September) and confirmed that these timings would be acceptable from a survey perspective.

Mr Haslam recommended that a pile of dead wood be put in a corner of the site to encourage wildlife back, he also took the opportunity to confirm that the clearance works had not significantly damaged the site. He said that the area around the War Graves should be kept well maintained, as it is now. He also recommended that brambles be retained around the curtilage of the site and rotationally cut to keep things as they area. He added that none of the trees on the site appear to be in a dangerous condition, as borne out by the recent tree survey.

Mr Haslam floated the idea of a residents group being formed in the future to help keep the site clear of litter, etc. He also mentioned that should the Town Council decide to seek to formally close the burial ground in the future, funds might be available to develop the site and SES would be able to help to apply for those funds.

Councillor Dr Hassell said that he would hope that a woodland garden could be achieved in the long-term, with due respect paid to the wildlife, flora and fauna and those interred on the site.

Councillor Mrs Evans said that she envisaged a more woodland setting without brambles. She would like to see people take ownership of the site and help the Town Council to look after it.

Mr Haslam said that bird song would be part of the tranquillity of the site and a shrub layer would be needed to encourage birds to the site together with other planting to encourage bees and other insects.

Councillor Dr Hassell suggested that SES be commissioned to undertake an ongoing survey of this site through the seasons in 2011 and the Town Council seek advice from SES on maintaining the status quo for 12 months but not jeopardising the surveys. SES would then be requested to report back to the Town Council in, say, Autumn 2012 to include advice on planting.

Mr Haslam said that a total of three surveys would be necessary to identify everything on the site but confirmed that as SES already have a good knowledge of the site and he would be able to come back to the Town Council by the end of June 2011 with some concept designs of semi-formal woodland planting schemes building on the focals of the War graves and paupers graves for Members consideration.

**RECOMMENDATIONS** to be put to the Town Council meeting on 27 January 2011 for consideration and approval:

- Three survey visits be commissioned be undertaken by Staffordshire Ecological Services to identify everything on the site.
- Four cuts be undertaken to maintain the status quo for 12 months, with those cuts being undertaken in June, July, August and September.
- Concept designs be brought to the Town Council by Staffordshire Ecological Services for consideration based on achieving woodland setting of shrubs and flower species.
- Badger Sett: Remove the tree root and stump and collapse the sett if the badger moves on in the Spring and retain the tree root and stump on the site to encourage wildlife.

Councillor Dr Hassell thanked Mr Haslam for attending the meeting.

## **20. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND**

**AGREED** That:

- The Administrative Assistant's report be received and noted.

- The Town Council accept the quotation from the LDC DSO for the Burntwood Cemetery maintenance programme for the 2011/12 financial year.
- The ivy clearance works at the Coulter Lane site had been completed by the Administrative Assistant and the Handyperson.

*(COUNCILLOR WALKER MBE LEFT THE MEETING AT THIS POINT (8.40 P.M.) AND COUNCILLOR MRS EVANS SUBSTITUTED FOR HIM FOR THE REMAINDER OF THE MEETING.)*

- The fencing specification for the Coulter Lane site be increased to include coping stones, bolt-down kit and post caps (to be provided within the original budget set for this work).

**21. BURNTWOOD CEMETERY FEES 2011/12**

**RECOMMENDATION** That the Town Council approve the revised fees to be implemented for 2011/12, as set out at Annex 1.

**8. 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.

**9. CONFIDENTIAL MINUTES**

**AGREED** That the Confidential Minutes of a Meeting of the Burial Grounds Sub-Committee held on 04 October 2010 (Minute Nos. 12 – 15) be approved.

(The Meeting closed at 9.03 p.m.)

Signed .....

Date .....