

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 03 JANUARY 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Humphreys [in the Chair]
Councillors Ms Brettell and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer
N Caine, Direct Services Manager
Councillor Mrs Tranter
Councillor Stokes
Councillor Humphreys

6. APOLOGIES FOR ABSENCE

Councillors Drinkwater [Dispensation] and Mrs Rigby.

7. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

8. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 13 September 2018 [Minute Nos. 1-5] be approved and adopted.

9. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members received the Direct Services Manager's [DSM] report.

9.1 Burntwood Cemetery

Interments

It was noted that since the first interment in Burntwood Cemetery in 2007 there had been a total of 177 new adult grave plots purchased. There had also been 143 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 Turf and Landscapes [burial areas]. Wherever possible maintenance is 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. There are rolling programmes for the continuous upkeep of the cemetery [hedge cutting, compound cleaning, footpath maintenance].

Burial Plots

Members were informed that 13 burial plots had been re-turfed at the beginning of December 2018. A further number of grave plots will be re-turfed at the end of January 2019 by Grasslands Turf and Landscapes.

Memorial Stone Tests (Topple Testing)

Members were informed that no topple testing had recently taken place.

Rules and Regulations

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

Gulley Pots

Members were informed that the gulley pots will be checked in early January 2019.

Graffiti

Members were informed that there had been no reported incidents.

Dog Fouling

Members were informed that there had been no reported incidents.

Litter

Members were informed that there had been no reported incidents.

Trees

Members were informed as previously reported a Tree Survey had been undertaken in March 2018. The required work would be undertaken when the foliage had gone. Mr Hare, Arboricultural Officer, Lichfield District Council would be informed of any work to be undertaken.

RESOLVED That the DSM obtains three quotations for the works to be undertaken.

Benches

Members were informed that the Town Council had provided an additional 3 benches around the Cemetery and a further bench within the curtilage of the memorial wall. The DSM informed Members that a number of visitors to the cemetery had made enquiries as to future bench allocations.

RESOLVED That the DSM orders three plank type benches [at a cost of no more than £1,000] to be located along the hedge rows.

Cemetery Gates and Compound Gate Cleaning

Members were informed that work to the Cemetery gates and compound gate will be undertaken in early 2019 by Grasslands Turf and Landscapes. The work will also include laurel replacement around the compound.

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.

Remembrance Sunday Wreath

Members were informed that a wreath was placed on the entrance gates in November 2018 and will be removed in January 2019.

Boundary Wall

Members were informed that the outer 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 as previously reported a Tree Survey had been undertaken in March 2018. The required work would be undertaken when the foliage had gone. Mr Hare, Arboricultural Officer, Lichfield District Council would be informed of any work to be undertaken.

RESOLVED That the DSM obtains three quotations for the works to be undertaken.

5. 2019/20 FINANCIAL YEAR

5.1 Proposed 2019/20 Fees and Charges for Burntwood Cemetery

The SAO informed Members that the Policy and Resources Committee [on 19 November 2018] and Full Council [on 29 November 2018] had recommended an increase of 2.5%.

RESOLVED That the information be received and noted.

5.2 2019/20 Draft Budget

RESOLVED That the information be received and noted.

6. MEMORIAL PLAQUES

Members were informed that Councillor Humphreys together with the SAO had visited Chase Engraving Centre [37 High Street, Chasetown] on 15 October 2018 to ascertain costings etc.

RESOLVED THAT

- a. All plaques be 150 mm x 100 mm in size.
- b. All plaques be of brushed gold aluminium with black script/lettering [times new roman font, four lines of text, up to 100 letters].
- c. 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 have a plaque.

- d. The plaques be fixed by the DSM or Caretaker to the memorial wall by using “Instant Nails” or a similar product.
- e. A charge of £35 be made for each plaque.
- f. A form must be completed so that wording can be checked etc [to ensure uniformity] before the plaque is in scripted and installed.

[The Meeting closed at 6.12 pm]

Signed

Date