

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 22 June 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)**