

# Bromyard & Winslow Burial Committee

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Minutes of a meeting held on Monday 31<sup>st</sup> July 2017  
at 7.30pm in the Council Chamber, Council Offices, Bromyard

*Until the next meeting of the Bromyard & Winslow Burial Committee  
these Minutes have not been ratified*

**Present:** Cllr's Churchill, Clark, Cooper, Johnson and Smith

**Fire Procedure:** Read to the meeting

		<b>Action</b>
<b>17/16</b>	<b>Apologies:</b> None	
<b>17/17</b>	<b>Declarations of Interest and written requests for dispensation:</b> None	
<b>17/18</b>	<b>Minutes of the meeting held on Monday 27<sup>th</sup> March 2017:</b> Were accepted as a true record of the meeting	
<b>17/19</b>	<b>Matters Arising:</b> <b>The DTC informed the committee:</b> <i>17/10</i> The tree had been removed and burials would take place in the new space when appropriate. <i>17/12</i> Risk Assessment – on-going matter <i>Members discussed other items</i> <i>16/77</i> The DTC was asked to progress a quotation for the survey of ground surrounding the new cremation plots <i>17/05</i> The notice board still to be re-varnished The DTC was asked to ensure that the most up-to-date version of the cemetery rules are on display on the notice board	  <b>DTC</b>  <b>DTC</b>  <b>DTC</b> <b>DTC</b>
<b>17/20</b>	<b>Matters brought forward:</b> <i>Painting of Railings</i> – Cllr Churchill had volunteered to ask the Probation Service to carry out this work. This is no longer viable. The DTC was asked to investigate alternative sources.  <b>Cracks in path to be remedied</b> – ongoing.  <b>Risk Assessment</b> – on-going.	     <b>DTC</b>

- 17/21 Finance:**  
Members considered
- the 2016/17 Year End Report
  - 03/2017 Month End Report

**Noted.**

- 17/22 Exclusive Rights of Burial:**  
D 756 Matthews  
D 757 Webley  
D 758 Parker  
D 759 Page-Jones  
D 760 Hamer  
D 761 Price

**Noted**

- 17/23 Memorial Applications:**  
507 Mason  
508 Webley  
509 Westacott  
510 Page-Jones  
511 Woodyatt

**Noted**

- 17/24 Available spaces:**  
The DTC gave an update on progress:  
The average number of burials per annum is 10.  
The DTC had reported to the meeting in March that the number of new burial spaces which could be achieved with minor alterations throughout the cemetery would be approximately 40.  
The Buhuri commemorative tree had now been cut down to ground level and this would immediately allow for approximately 13 of the 40 spaces.  
In addition there remain some 10 spaces in the lower B section, again sufficient for around a year.

**Noted**

Discussion followed regarding the possibility of having to cease burials in the cemetery in future years.

- 17/25 Spring Bulbs in Area D.**  
Members discussed the proposal by Cllr. Smith that spring bulbs be planted in Section D of the cemetery.  
Cllr. Churchill pointed out that most bulbs need to be left so that the leaves wither.

**IT WAS RESOLVED** that the DTC contact the contractor for further advice

**DTC**

**17/26 Digital Mapping:**

Members considered the purchase of a system of Digital Mapping for the Cemetery.

This would include;

- a) a digital map can be produced for a cost of £700.00
- b) a Cemetery database installed for a cost of £450.00
- c) all maps and registers scanned for safe keeping for a cost of £1000.00
- d) Up to 3 hours "remote" training at £75 per hour (perhaps 3 hours)
- e) £85 per annum technical support and updates when necessary

Total cost: First Year £2460.00

On-going Cost £85.00 per annum

The data base would be linked to the map giving quick and efficient location of graves, together with the ability to print a small map section for relatives, funeral directors and grave diggers.

"Scanned records" would ensure the safe keeping of these official documents for which the Town Council is responsible

Discussion followed.

**IT WAS RESOLVED** to recommend to Council that the system of digital mapping be introduced and that the set-up costs be allocated to the Councils Free Reserves.

**DTC**

**17/27 No Alcohol Signage:**

DTC informed Members that alcohol was still being consumed on a regular basis in the Cemetery and this has been reported to the police, the DTC was currently in conversation with PC Meek who was trying to locate another sign for the third entry point and had asked for additional patrols of the area by the CSO's

**DTC**

**Noted**

Members asked the DTC to organise the cleaning of various notices in the cemetery

**DTC**

**17/28 Review of Fees and Charges:**

Members were reminded the fees for the services at the Cemetery had last been reviewed in May 2016. At that time it had been decided not to impose any increase in costs. A copy of a previously circulated county-wide review carried out by Ledbury Town Council and kindly forwarded to the DTC was discussed.

**IT WAS RESOLVED** to increase all fees at the cemetery by 10% rounded up to the nearest £5 with immediate effect

**DTC**

**17/29 Old Extension Area:**

Members were reminded that at the March 2017 meeting they had agreed expenditure to "remove the weeds, make tidy and landscape the area". At the time a verbal estimate of "no more than £800" had been given by the Lengthsman.

Since that time another quotation had been received from Rob Wilks which included the cost of two alternative ways of replacing the fencing around the area at the same time.

Members discussed the matter in detail

**IT WAS RESOLVED TO;**

- a. Only weed kill, rotovate, level and seed the area
- b. Ask the Lengthsman to ensure proper access in line with the existing grass path **DTC**
- c. Extend the grass cutting contract to include cutting the new grass once established **ATC**
- d. Contact the grave digger to ensure that "spoil" is no longer left in the area but used to fill in where necessary **DTC**

**17/30 Memorial Benches in "Garden of Remembrance":**

Members considered the provision of a Garden of Remembrance and the possible installation of memorial benches, with or without memorial plaques, rose bushes, small shrubs etc.

**IT WAS RESOLVED** to defer the matter for future discussion in 12 months then discuss the possibility of further works in this area as above. **DTC**

**17/31 New Memorial Stone Mason:**

The new stone "Memory Lane Memorials" now with offices in Broad Street had carried out one or two works at the Cemetery prior to opening in Bromyard.

The DTC had seen sight of their NAMM certificate, Employers Liability and Public Liability Insurance.

**Noted.**

## The meeting closed at 8.50pm

Following the meeting the DTC was asked to;

1. **Ensure all dog fouling signs are cleaned**
2. **Put Budget Requirement onto the September agenda**
3. **Check the ownership of the area of land just inside the gates, some discussion as to whether the Water Board own this strip**
4. **Inform the Vicar of the car which parks continuously on the grassed burial plots in the Closed Churchyard by Schallenge House**