

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES

B20/011 – B20/020

BURIAL COMMITTEE

Minutes of a meeting held on Monday 16th March 2020 at 7pm
In the Council Chamber, Council Offices, Bromyard

Present: Cllr Cooper (Chair), Churchill, Davies, Franklin
Officers: Kym Wild, Deputy Town Clerk (DTC)
Members of the Public: None

The Fire Procedure and Recording of Meetings advice were read to those present

B20/011 Apologies LGA 1972 S85 (1)
Cllrs Clark, Dunne-Thomas

B20/012 Declaration of Interest and written requests for dispensations
Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159
No declarations of interest were made and no written requests for dispensations had been received.

B20/013 Minutes
The Minutes of the meeting held on Monday 20th January, 2020 were received, approved and signed by the Chair, as a correct record.

B20/014 Cemetery Management

1. Staff Development and Training
 - a. The Deputy Town Clerk's written report was noted.
 - b. Institute of Cemeteries and Crematoria Management (ICCM) Membership. Committee Members discussed this matter.
IT WAS RESOLVED that an application to the ICCM for membership be made immediately.

ACTION DTC

2. Ground Penetrating Radar Survey (B19/56 & B20/004 2.)
The response received from Messrs. Rowland Brothers Exhumation Services to the question set was circulated. Committee Members considered the responses and then discussed the matter.
IT WAS RESOLVED that Cllrs Cooper, Churchill and the Deputy Town Clerk review the information provided by the contractor and report back before or at the next Committee Meeting.

ACTION DTC

Initials / Signature

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3. Health and Safety

a. Lockable, Droppable Bollard

Committee Members considered the quotation received in the sum of £160.00 for supply, installation and provision of multiple keys from Rob Wilkes Landscaping.

IT WAS RESOLVED to accept this quotation and proceed with the works as quickly as possible to prevent further vehicular damage in the top end of the cemetery.

ACTION DTC

b. Risk Assessment (top end of the cemetery)

This matter remained outstanding.

c. Grave Digging Practices

This matter was ongoing.

d. Spoil Management

This matter was ongoing.

e. Ellis Whittam report

The DTC would the relevant element of the Ellis Whittam report.

f. Temporary repairs to the damaged entrance splay.

The DTC advised that a temporary patching repair had been undertaken to attempt to stave off the pot hole problem on the entrance splay. The situation would be monitored.

4. Terms of Reference (B19/53) and Rules and Regulations (B19/54)

IT WAS RESOLVED that no changes needed to be made at this time to the Terms of Reference, the Rules and Regulations and the associated fee structure.

B20/015 Forward Planning

The DTC updated members on plot availability.

B20/016 Garden of Peace (B19/57)

The Chair advised members that the Planning Application element of this item was with Herefordshire Council's planning department (Ref 200557) and statutory consultation invitation made to the Town Council. The matter would be considered by the Planning & Economic Development Committee at their meeting scheduled for Monday April 6th 2020 at 7pm. A fee refund of £231.00 had been applied for due to an overpayment error.

B20/017 Exclusive Rights of Burial

a. New applications

b. Assignment (Transfers)

There were no matters to discuss.

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B20/018 Memorial Applications

a. Additional Inscriptions

There were no matters to discuss.

b. New Memorials

(Black Granite Vase back, matching desk tablet, football boot design, gold inscription). The application was considered.

***IT WAS RESOLVED** to agree to this proposed application in the pre-application enquiry.*

***IT WAS FURTHER RESOLVED** to incorporate into the Rules and Regulations that a 12" maximum back height be placed on memorials used to mark Ashes plots.*

ACTION DTC

B20/019 Correspondence

Mrs. B Parry – This matter was discussed and it was agreed that the application of the Rules and Regulations to the fees had been correctly applied.

B20/020 Date and Time of Next Meeting

The next meeting of the Burial Committee was confirmed as 18th May, 2020 at 7pm.

The meeting closed at 19.45pm