



BROMYARD AND WINSLOW TOWN COUNCIL

BURIAL COMMITTEE

Minutes of a meeting held on Monday 21st March 2022
At 2:30pm in the Council Chamber, Council Offices, Rowberry Street, Bromyard

MINUTES
B22/07 – B22/14

Present: Cllrs Hughes, Davies, Churchill, Franklin and Clark

Officers Present: Jennifer Eva, Burials Officer

As Vice-Chairman, Cllr Hughes chaired this meeting in the absence of Cllr Dunne-Thomas.

B22/07 Apologies for absence

LGA 1972 S85 (1)

Apologies for absence were received from Cllrs Dr Dunne-Thomas (health).

B22/08 Declaration of interests and written requests for dispensation

Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159

None received.

B22/09 To receive, approve and sign the Minutes of the Meeting held on 10th February, 2022

LGA 1972 Sch 12 para 41(1)

The Minutes of the meeting held on 10th February, 2022, were received, approved, and duly signed by the Vice-Chairman.

B22/10 Burials Officer's Report

The Burials Officer reported the following information.

- Four interments are scheduled this week.
- Annual works – the grounds staff to carry out memorial safety testing.
- Routine works – as required, weathered flowers, etc, have been removed.

- The officer received a telephone call from a lady regarding the ground conditions around her relative's grave. Members acknowledged her correspondence and confirmed that the Council did install Grasscrete matting to reinforce the accessway down to the grave side.

IT WAS RESOLVED for the officer to write to the grave owner and confirm that the committee has received her comments and at this time they do not intend to carry out any further works in this area. The officer will inform the grave owner that they must remove the wooden fencing around the grave as it does not comply with the Council's memorial regulations.

Chairman initialsDate

B22/11 Cemetery Documentation

To review the Council's cemetery administration forms and consider any necessary changes.

a) Memorial Application Form

Members received the draft memorial application form and considered any necessary changes.

IT WAS RESOLVED to accept the form as presented.

b) Interment Form

Members received the draft interment form and considered any necessary changes.

IT WAS RESOLVED to accept the draft form with the addition a box that gives the applicant the option to identify the deceased persons religious beliefs.

B22/12 Unmarked Graves

Cllr Davies reported that the project is progressing well, and that the Blacksmith is awaiting contact from the engraver.

IT WAS RESOLVED to note this information.

B22/13 Garden of Peace

1. To review the progress of the project so far.

Members reviewed the progress to date. The project has been significantly delayed due to the Covid-19 pandemic, and members are keen for the work to start soon.

2. To receive the original design specification, as provided by the architect, and approve any necessary changes in accordance with planning permission.

Members reviewed the original design specification, produced in 2019, and agreed that changes were required to the footway material chosen at the time.

IT WAS RESOLVED to change the footway material from a resin bound stone finish to a more permeable option of hoggin self-binding gravel. The officer will finalise the specification and then issue it to local landscapers for quotations.

Members agreed that the original plan to install a metal archway, from the cemetery to the garden, is put on hold until further notice.

3. To arrange a committee site visit to the cemetery.

Members agreed that it would be useful to meet onsite to assess any work or changes that have been made to the cemetery over the past 12-months, prior to the formation of the new committee in May 2022.

IT WAS RESOLVED for the officer to arrange a suitable time for everyone to meet at the cemetery.

B22/14 Correspondence

No correspondence has been received.

The meeting closed at 3:14pm

Chairman Date