



BROMYARD AND WINSLOW TOWN COUNCIL

BURIAL COMMITTEE

Minutes of a meeting held on Monday 20th June 2022
At 2:00pm in the Council Chamber, Council Offices, Rowberry Street, Bromyard

MINUTES
B22/15 – B22/23

Present: Cllrs Hughes (Chairman), Davies, Churchill, Law and Quantrill.

Officers Present: Jennifer Eva, Burials Officer

B22/15 Apologies for absence

LGA 1972 S85 (1)

Apologies for absence were received from Cllr Dr Dunne-Thomas (engagement).

B22/16 Declaration of interests and written requests for dispensation

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

None received.

B22/17 To receive, approve and sign the Minutes of the Meeting held on 21st March, 2022

LGA 1972 Sch 12 para 41(1)

The Minutes of the meeting held on 21st March, 2022, were received, approved, and duly signed by the Chairman.

B22/18 Burials Officer's Report

Members noted the following update from the Burials Officer.

On Friday 3rd June 2022, the Burials Officer, and the new committee Chairman, Cllr Ann Hughes visited the cemetery. The site looked well maintained, but the vacant cremation area at the top of the site does need to be weeded.

Other issues noted include:

- Additional memorial items were present on several graves: solar lights, picket fencing, flower vases, windmills, artificial flowers, and ornaments. These items are not permitted, as they pose a hazard to people and wildlife. Additional items of this nature inhibit the strimming of graves, which then become overgrown, and result in complaints from members of the public.
- Water flow to both taps has gradually reduced and stopped. This is due to a suspected leak. The Properties Officer met with Welsh Water and a local plumber to try source the location of the leak, without success. Public notices have been attached to both taps whilst investigations are ongoing.
- Workhouse memorial – a route of access to the proposed location for the memorial must be identified by the committee.

Chairman initials Date

B22/19 Cemetery Documentation

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

1. Rules and Regulations

Members considered the current rules and regulations and identified a couple of possible changes; list of prohibited memorial items and introduction of a period of mourning for families. A mourning period would give relatives an appropriate amount of time to leave items of sentimental value on the grave of a recently interred person before they need to be removed.

IT WAS RESOLVED to defer this item to the next scheduled meeting to enable members time to compare the rules and regulations of other similar sized town councils.

2. Exclusive Rights of Burial Form

Members considered the draft Exclusive Rights of Burial form.

IT WAS RESOLVED to accept the draft form as presented. The Burials Officer will provide the two local funeral directors with copies of the new forms.

3. Transfer of Exclusive Rights of Burial

Members noted that a transfer of Exclusive Rights of Burial can only take place under certain circumstances. These circumstances dictate which forms and type of evidence the applicant is required to produce prior to the transfer.

IT WAS RESOLVED to defer this item to the next scheduled meeting.

B22/20 Garden of Peace

1. To receive and note the revised project specification.

Members noted the revised project specification which includes modifications to the path material (hoggin) and the addition of a hoggin path from the cemetery to garden.

2. To receive and consider returned quotations for the project.

Members noted that only one quotation was returned within the closing date.

IT WAS RESOLVED to extend the closing date by 3-weeks. The Burials Officer will distribute details about the project to some local landscapers.

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

IT WAS RESOLVED to visit the cemetery at 2pm on Monday 27th June, 2022.

B22/21 Unmarked Graves Memorial Sculpture

1. Cllr Davies has spoken to Mr Adrian Legge (blacksmith), who confirmed that the project delivery date will be delayed due to his current workload.

Chairman initials Date

2. Members noted that the memorial sculpture requires planning permission before installation.

B22/22 Plot Provision

1. Members considered whether to directly approach local landowners, i.e. The National Trust, to acquire new land for burial grounds.

IT WAS RESOLVED for the Burials Officer to approach local landowners directly, to enquire whether they would sell/donate suitable land for burial.

B22/23 Correspondence

No correspondence has been received.

The meeting closed at 2:53pm

Chairman Date