

**PERSHORE TOWN COUNCIL
CEMETERY COMMITTEE
Thursday 23rd July 2020**

Minutes of a meeting of the **Cemetery Committee** held on Thursday 23rd July 2020, via Zoom commencing at 7.30pm.

Present:- Cllr D Annis (Chairman)
Cllr P Brookbank
Cllr R Gillmor
Cllr J Hemming
Cllr J Palfrey
Cllr C Parsons MBE
Cllr V Smith

Items referred by members of the public

There were none

048. Apologies

There were none

049. Declarations of Interest

There were none

050. Minutes

It was proposed by Cllr Gillmor seconded by Cllr Brookbank and RESOLVED that the minutes of the meeting held 23rd January 2020 be signed as a true record of the proceedings.

051. Matters of report from the minutes

- a. The Clerk advised that the construction of the new toilet block was well under way..
- b. The Clerk advised that planning permission for the new container had been obtained and the container installed.

052. Finance

It was proposed by Cllr Gillmor, seconded by Cllr Brookbank and RESOLVED that the draft budget comparison to the end of July be accepted.

053. Cemetery Chapel

- a. Members considered how, in the current climate, it may be possible to raise additional funds for the stained glass window and various options were considered. It was agreed to continue to promote the Book of Remembrance and to endeavour

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to sell the ships crests. The Clerk will also speak to Pershore Art group concerning the remaining paintings in store following the coffee morning.

- b. Members considered how better to provide music in the chapel and it was agreed in the first instance to use one of the Family History Centre lap tops and if this was unsuccessful to review the matter again at the September meeting.
- c. The Clerk advised the cost of installing the bell in the tower which members felt was prohibitive at the present time and this item was therefore deferred.
- d. The Clerk advised that she was still awaiting a quote for work to the roof to prevent access for squirrels. It was agreed once the quote was to hand members be contacted by email for their agreement to proceed.

054. Family History Centre

The Clerk advised that some staff had, during lockdown, been entering burial records into the software and it was now possible for some photographs to be taken and uploaded. Cllrs Gillmor, Annis, Hemming and Parsons all volunteered and the Clerk will meet them at the cemetery and demonstrate how these works can be achieved.

055. Cemetery

a. The Clerk advised that the County Council had stated that their advice to prevent parking outside the cemetery would be for additional signage to be installed in the first instance and if this did not work then parking restrictions could be considered. The County Council officers had some concerns that bollards would narrow the area so that access for disabled may be restricted. Members felt that signage would not help as when large funerals take place even standing outside the cemetery and directing traffic does not seem to work.

It was proposed by Cllr Smith, seconded by Cllr Parsons and RESOLVED that the Clerk ask that the County Council officers meet with some members of the committee to discuss the issue further.

b. It was proposed by Cllr Parsons, seconded by Cllr Gillmor and RESOLVED that the unsafe blue spruce tree at the cemetery be felled at a cost of £485.

c. The issue of the tidying of the conifers screening the container was deferred with the suggestion this could be undertaken in house with the aid of a scaffold tower which could then be available for various tasks as required.

d. Cllr Parsons outlined the current issues with cars parking at the top of the cemetery blocking access for a variety of contractors needing to work at the cemetery including memorial masons, grave digger and mowing contractors. In view of this it was proposed by Cllr Parsons, seconded by Cllr Brookbank and RESOLVED that some repositioning of the back gate and the creation of the entrance into the field be undertaken. The Clerk was authorized to obtain quotations and liaise via email with the committee regarding these prior to contracting the works.

e. Members considered a request for a headstone which was slightly unusual. It was proposed by Cllr Parsons, seconded by Cllr Brookbank and RESOLVED that this memorial be approved.

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Members considered a second memorial which members felt did not comply with the regulations in the section of the cemetery it would be installed in. Members had no objection to two matching headstones but it was proposed by Cllr Brookbank, seconded by Cllr Palfrey and RESOLVED that the linking stone could not be permitted as it was against the regulations in plot Y – a lawn section.

f. It was proposed by Cllr Gillmor, seconded by Cllr Smith and RESOLVED that this item be considered at the end of the meeting in confidential session.

g. It was agreed to put signage at the Cemetery gates advising that all dogs must be kept on a lead whilst in the cemetery. Members noted that some cemeteries ban dogs completely and whilst one member agreed with this for Pershore, the majority of members agreed the sign should read that dogs be kept on a lead and owners must clean up after them. The Clerk will arrange this.

056. Cemetery Field

a. The Clerk advised that she was awaiting the report from the surveyors regarding the boundary between the field and Dowling Drive and would advise members of the results once they were to hand.

b. Members was agreed that a sign be installed advising that the field was private property and dogs were not allowed. The Clerk advised that she had not installed this as following the previous meeting sheep had been grazing the field which had meant dogs had not been on the field. The Clerk would arrange signage for the field as soon as possible.

057. Items for Information

a. Cllr Parsons updated members on the construction of the toilet block at the cemetery which was progressing well and the roof tiles would be fitted by the end of the following day. The Clerk was in the process of sourcing a simply off grid PV panel to enable a 12 volt PIR light to be installed. Cllr Brookbank advised this needed to be a light that stayed on for 10 minutes.

Cllr Hemming asked about the use of the water taps at the cemetery during the pandemic and the Clerk advised that whilst there did not appear to be any guidance on this from the Government she would speak to other cemetery managers to ascertain how they were handling this aspect of their cemeteries.

058. Items for future agenda

Family History Centre

EXCLUSION OF PUBLIC & PRESS:

It was proposed by Cllr Parsons, seconded by Cllr Smith and RESOLVED that in accordance with the provisions of the Public Bodies (Admission to Meetings) Act, 1960, as amended by the Local Government Act 1972, the public and press be excluded from the remainder of the meeting owing to the confidential nature of the business to be transacted” agenda item 8f. Memorials at the Cemetery

059. Cemetery

Members considered various issues relating to unauthorized memorials and cultivation of grave plots at the cemetery.

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It was agreed the Clerk take advice concerning some specific irregularities and in future, when burials are arranged, the family member sign that they have received and understand the rules relating to memorials in the section of the cemetery where their loved one's grave is located. The precise content of the document to be considered at the September meeting.

There being no further business, the meeting closed at 21.09

Signed..... Date.....
Chairman