

**PERSHORE TOWN COUNCIL  
CEMETERY COMMITTEE  
Thursday 24<sup>th</sup> September 2020**

Minutes of a meeting of the **Cemetery Committee** held on Thursday 24<sup>th</sup> September 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

**060. Apologies**

There were none

**061. Declarations of Interest**

There were none

**062. Minutes**

It was proposed by Cllr Hemming seconded by Cllr Smith and RESOLVED that the minutes of the meeting held 23<sup>rd</sup> July 2020 be signed as a true record of the proceedings.

**063. Matters of report from the minutes**

The Clerk advised that blur spruce tree had been felled as agreed

**064. Finance**

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

**065. Budget 2021/22**

- a. It was agreed that the item relating to the mowing tenders be deferred to confidential session.
- b. Members considered the proposal for an increase in cemetery fees for the coming year. It was proposed by Cllr Palfrey, seconded by Cllr Brookbank and RESOLVED that the fees be increase as per the report.

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c. Members considered the report on changing the Cemetery electricity supplier to one that provided 100% green electricity. Following debate, it was proposed by Cllr Parsons, seconded by Cllr Brookbank and RESOLVED that the Cemetery Chapel electricity supplier be changed to Bulb which as well as having good reviews would also be slightly cheaper than the existing supplier. It was agreed to take a one-year contract in the first instance and review this in 2021.

d. Members considered the proposed budget for 2021/22 showing the same requirement from the Town Council budget as in previous year. Members noted that the quinquennial would be due in 2021 and this had been included in the budget. It was proposed by Cllr Smith, seconded by Cllr Hemming and RESOLVED that the budget as proposed be recommended to the Finance and Property Committee.

### **066. Cemetery Chapel**

a. The Clerk advised that Pershore Arts had donated the paintings left from their coffee morning for the Committee to use to raise funds for the Stained-Glass Window when circumstances allowed.

b. Members considered whether it would be possible, in view of the current Government restrictions and social distancing, to hold a Christmas service in the chapel this year. It was proposed by Cllr Gillmor, seconded by Cllr Smith and RESOLVED that a physical service be postponed until conditions improved and the Clerk investigate the possibility of a service online as an alternative for this year. Additionally, Cllr Smith asked that the committee send cards to all the bereaved families explaining that the service could not take place and what the committee were doing as an alternative.

c. The Clerk advised that she had approached a number of roofing contractors for quotations to squirrel proof the chapel, but none had been forthcoming. She would continue to work to obtain prices and email members once these were to hand.

### **067. Family History Centre**

The Clerk explained that training for members for the photographing had not yet taken place due to the workload in the office at present. It was agreed to continue entering records and consider the project as a whole at a future meeting.

### **068. Cemetery**

a. The Clerk advised that she had met with representatives from the County Council concerning parking in the layby outside the cemetery. Now that the car park was in place, they had agreed that whilst bollards were not possible a traffic order for double yellow lines should be undertaken together with additional signage on lampposts directing vehicles to the car park. The Committee were asked to create a further sign to be fixed to the railings stating that there was no parking in the layby and the car park should be used. The Clerk will arrange for these to be produced.

b. Members considered options for the purchase of a scaffold tower. It was proposed by Cllr Gillmor, seconded by Cllr Smith and RESOLVED that a 4 metre scaffold tower be purchased, together with the necessary safety equipment and that both grounds staff be trained in its use.

c. It was proposed by Cllr Parsons, seconded by Cllr Gillmor and RESOLVED to ratify the email decision to instruct the contractor to proceed with works to the rear entrance at the cemetery.

d. Members considered a draft memorial regulations sheet for issue to families when purchasing

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grave plots. It was proposed by Cllr Parsons, seconded by Cllr Brookbank and RESOLVED that this be adopted and the Clerk will send out the final version to members in due course.

- e. The Clerk advised that the memorial approved at the July meeting by members had now been installed.
- f. The Clerk advised that the signage regarding dogs in the cemetery would be installed in the next week
- g. The Clerk advised that the new toilet block was now complete, and members thanked Cllr Parsons for his work on this. Cllr Parsons stated that this was now an excellent facility and the interior lights were completely powered by a solar panel on the roof.
- h. Members considered a request from the grave digger to be allowed to use a mini digger wherever practical in the cemetery whereas currently the Clerk has only permitted such use in exceptional circumstances. Following debate and concerns raised about any marks that may be left behind on graves by the digger it was proposed by Cllr Brookbank, seconded by Cllr Parsons and RESOLVED that there be no change to the policy that such a machine be used only in exceptional circumstances and with the permission of the Town Clerk. The Clerk will advise the grave digger accordingly.

#### **069. Cemetery Field**

- a. The Clerk advised that the precise location of the boundary between the field and Dowling Drive had now been determined and the resident had moved their fence back to that line. The Clerk advised that the residents had been most cooperative and anxious to ensure their boundary fence was installed in exactly the right place. It was agreed that the Clerk write and thank them for their consideration during the surveys and other works.

It was proposed by Cllr Parsons, seconded by Cllr Hemming and RESOLVED that the contractor remove the brambles along the boundary to prevent them causing a nuisance to the resident at a cost of £400. The Clerk will liaise with Cllr Annis about a more permanent solution to this problem.

- b. The Clerk advised that the signage for the field relating to dog walking would be installed shortly.

#### **070. Items for Information**

There were none

#### **071. Items for future agenda**

There were none

#### **EXCLUSION OF PUBLIC & PRESS:**

It was proposed by Cllr Gillmor, seconded by Cllr Hemming 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 13. Mowing contract and 14 Memorials

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**072. Mowing contract**

Members considered the quality of the work of the existing contractor together with the tenders received for the coming year. Following debate, it was proposed by Cllr Parsons, seconded by Cllr Brookbank and RESOLVED that the Clerk speak to the current contractor and monitor the next few cuts. Provided these were satisfactory it was agreed, subject to certain conditions, that they be awarded the contract for a further 12 months.

**073. Memorials**

Cllr Parsons brought certain unauthorized memorials to the attention of the committee and the distress these had caused recently to a bereaved family. It was agreed the Clerk write to the owners of the unauthorized memorials and ask them to be removed within a certain timescale or the cemetery grounds staff would have no alternative but to remove them on their behalf.

There being no further business, the meeting closed at 21.04

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