

**PERSHORE TOWN COUNCIL  
CEMETERY COMMITTEE  
Thursday 23<sup>rd</sup> September 2021**

Minutes of a meeting of the **Cemetery Committee** held on Thursday 23<sup>rd</sup> September 2021, at Pershore Town Hall, 34 High Street, Pershore, WR10 1DS commencing at 7.30pm.

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

**Items referred by members of the public**

There were none

**142. Apologies**

There were none

**143. Declarations of Interest**

There were none

**144. Minutes**

It was proposed by Cllr Hemming seconded by Cllr Brookbank and RESOLVED that the minutes of the meeting 22<sup>nd</sup> July 2021 be signed as a true record of the proceedings.

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

- a. The Clerk advised that the quinquennial inspection had been completed and the report was awaited.
- b. The Clerk advised that the parking restrictions outside the cemetery had been installed along with appropriate additional signage. Staff had put notices on cars parked on the pavement explaining the implications of their doing so and it appeared that residents and visitors were gradually starting to use the car park as requested. It was agreed an additional sign stating that the restrictions include the pavement may help residents to understand better.
- d. The Clerk advised that there had been no further correspondence from the Valuation Agency regarding the cemetery.
- e. The Clerk advised that the necessary repairs had been made to the wall outside the old lodge.

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f. The Clerk advised that the unusual request considered in confidential session at the July meeting had been withdrawn by the family.

#### **146. Finance**

Members noted the funds in reserve for the Family History Centre and expressed their concerns at the time it was taking for the records to be uploaded into the software. It was agreed the Clerk contact Atlantic Geomatics and ask for a quote for them to upload the remaining records and this be a matter for debate at the next meeting.

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

#### **147. 2022/23 Budget**

a. Members considered the suggested increase in fees which gave a total combined increase of 3.4%. It was proposed by Cllr Smith, seconded by Cllr Brookbank and RESOLVED that the fee increase be accepted with effect from 1<sup>st</sup> April 2022.

b. Members considered the draft budget for Cemetery expenditure for the financial year 2022/23. The Clerk advised that she had been able to propose a budget with no additional contributions from the own Council and Cllr Smith felt this aspect should be underlined when recommending the budget to the Finance and Property Committee at their October meeting. It was proposed by Cllr Brookbank, seconded by Cllr Parsons and RESOLVED that the proposed budget be recommended for inclusion in the Council budget for the next financial year.

#### **148. Cemetery Chapel**

a. Members noted that the 5-year electrical test had been completed and the report was awaited.

b. Members considered whether or not to reinstate the Christmas service in the chapel in December. Following debate, it was agreed that provisional arrangements be made for 2 services to enable those who lost loved ones in 2020 to also be invited. These to take place at 4.00pm on Saturday 11<sup>th</sup> and Sunday 12<sup>th</sup> December and Mr Peter Stansbie the Mayor's Chaplain be asked to officiate.

It was also suggested that if Government restrictions return it may be possible to use the archway and gazebos to enable people to take part from outside in a more Covid secure way.

The Clerk will start the arrangements and contact Mr Stansbie. A further report will be brought to the November meeting.

#### **149. Cemetery**

a. In view of the content of the letter received it was proposed by Cllr Gillmor, seconded by Cllr Brookbank and RESOLVED that discussion of the new toilet block be deferred to confidential session.

b. It was proposed by Cllr Parsons, seconded by Cllr Gillmor that two signs be installed, either side of the entrance to Cemetery Lane saying "No access to the Cemetery or Dowling Drive". The Clerk will arrange for these to be installed.

The Clerk was also asked to obtain a quotation for the re-stoning of the lane, and this would be an item

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for discussion at the next meeting of the committee.

c. Members considered the concerns of a resident as to the type of memorial the committee currently permitted on graves. Following lengthy debate, it was proposed by Cllr Gillmor, seconded by Cllr Annis and RESOLVED that: -

- The Committee will only permit artificial or real flowers on graves
- A notice to this effect be placed in the noticeboard and on the side gate and water taps also asking families to remove any other items from the graves

It was proposed by Cllr Parsons, seconded by Cllr Brookbank and RESOLVED that when a family chooses a plot in the cemetery they be advised of these regulations and be asked to sign a copy of them demonstrating their understanding. This to also be undertaken when a transfer deed is signed, demonstrating that the new owner also understands what is permitted.

The resident had also asked about untended graves which could be tended by volunteers, but it was agreed that in view of insurance issues and the fact that some graves may not be tended but were owned by the family this would not be possible. The Clerk will advise the resident accordingly.

### **150. Grounds Maintenance**

Members considered the safety of the ground's maintenance staff working alone at the cemetery. It was agreed to recommend to Council that a dedicated mobile phone be acquired for use by the grounds staff and a minor amendment to the Lone Worker policy be made to take this into account. It was agreed the Clerk investigate a lone worker alarm and bring this to the next meeting of the committee for further consideration.

### **151. Field off Defford Road**

There were no items to discuss other than in confidential session.

### **152. Items for Information**

The Clerk advised members of the vandalism to the driver window of the truck whilst it had been parked in the Cemetery compound overnight. The window had been replaced and the truck would in future always be parked at the Town Hall where access to it was less likely.

### **153. Items for future agenda**

There were none

### **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 13, Field off Defford Road, 14, Cemetery Burials and 15, Cemetery Toilet Block

### **154. Field off Defford Road**

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Cllr Brookbank presented a report on various options relating to the field and Cllr Gillmor thanked him for his work. It was agreed the Clerk investigate some of the options and bring a report to the next meeting of the committee.

**155. Cemetery Burials**

It was agreed consideration be given to the amount paid by non-residents to be buried in Pershore Cemetery and this will be an item at the next meeting of the committee.

**156. Cemetery Toilet Block**

Members considered the request from a resident for the cemetery toilet block to be opened. Following debate, it was agreed to continue the existing policy of opening it for funerals only.

There being no further business, the meeting closed at 21.45

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