

Cemetery and War Memorial Sub-Committee Meeting
Thursday 1st June 2017

PRESENT: Cllr Eileen Burt, Cllr Andy Gill, Cllr Jennifer McGee

1. Apologies for Absence

Cllr Duncan Couchman

2. Declarations of Interest NONE

3. Election of Chair of the HR Committee

Cllr Eileen Burt nominated Cllr Andy Gill, this was seconded by Cllr Jennifer McGee.

Cllr Andy Gill accepted and was duly elected Chair of the Cemetery and War Memorial Sub-Committee

4. It was AGREED to RECEIVE the report of the Cemetery Sub-Committee Meeting held on 9th March 2017 as a true record.

5. Matters Arising

Matters completed	Matters still requiring action
BT Landline has been re-installed	Quotation agreed with a builder to rectify the damp in Chapel, SE to chase up and to add the slates required on roof to the request.
Main light in chapel has been lowered to allow easy replacement of bulb	Registration of Title Deed for New Cemetery, SE to escalate to importance. Update: Caris Solicitors have not been instructed to carry this out. They require proof that the land was transferred to the Town Council, SE to follow-up. The clerk did ascertain that the land is not registered to anyone.
Safety boards for use during grave-digging are now safely stored	Cemetery Memorial Seats, SE to request cost from NCC to install seats with x3 flagstones.
Snagging issue raised with new roadway in new cemetery have been rectified and the invoice settled	Cemetery Gates still need to be reversed so they open more than 90 degrees, SE to look for a local contractor who would carry this out.
Topping-up of graves has been actioned as well as the relocation of a wrongly sited headstone	Not drinking water signs x3 required. Update: we now have these.
Concrete posts at rear of cemetery: Allotments matter	Lychgate, SE to contact Peter Ashworth to attend a meeting. Update: Peter will attend the next Cemetery meeting on 6 th July at 10:30 am
Unauthorised memorial installation, no further action required, the memorial has been taken away, however, the foundation remains: the council awaits an application	Lychgate: SE to investigate what stage the council is at with Faculty Application. Update: SE has completed Pre-Planning Application and submitted to NCC, awaiting response from DAC but Faculty Application has not yet been submitted.

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6. Planting and Flowers on graves

It was AGREED to write to NCC to request the following:

- That dead flowers are removed from vases and pots, as well as from the grave itself, as a maintenance measure in order to improve appearance, taking care not to throw away the metal holders.
- That those isolated pots and tributes (usually purchased from Masons) that can be moved easily are removed from the grassed grave and placed on the plinth.
- That where plant pots contain dead plants and it is clear maintenance is not active, that these are removed completely.
- That the plastic vases that spear into the ground are placed as near to the plinth as possible to allow strimming around them to be actioned as easily as possible.

Following this action, the committee agreed to re-visit the graves and agree which plot holders would need to be contacted as per the Council's agreed adherence to the policy. The letter sent would advise that although items would not be removed, that maintenance would be expected to be carried out by the plot holder and that if it was not action would then be taken.

7. Water Tap at Chapel

Cllr Gill advised that he was in attendance when the water was tested and that the water would be suitable for drinking if the pipe length was reduced. It was discussed that NCC have the obligation to provide drinking water to their employees and they are happy to provide bottled water, in light of this **it was AGREED** to add signs that state the water is not suitable for drinking as a health and safety measure.

8. Memorial Supervision

The committee reviewed a small number of memorial supervision forms that are completed by NCC staff whilst supervising memorial Masons. The administrator clarified that the form did not stipulate that NCC should take action, other than observing and noting compliance.

It was AGREED that NCC would be reminded that the forms should be forwarded to the council in a timely manner, preferably weekly and that in addition they should ensure that any issue of non-compliance is advised of immediately so that the Town Council office can take the appropriate action, whether that be issuing the Mason with a warning or asking them to return to clear up.

The committee discussed that masons are restricted to working on Tuesday and Thursday only, but **it was AGREED** this should continue.

9. Grass-cutting and Strimming

There were no issues to report.