

ST DENNIS PARISH COUNCIL

Minutes of the Cemetery Meeting held in the Claytawc Centre on Tuesday the 30th July 2019 at 7.00pm

Present: Cllr Mrs T Edmunds (Chairman), Cllr Kelsey (Vice Chair), Cllr Clarke, Cllr Mr N Edmunds, Cllr Lodomez.

In Attendance: Lynn Clarke Parish Clerk

C22/19 – Apologies

None received. Cllr Cotton absent.

C23/19 – Declarations of Interest

None declared

C24/19 – Public Participation

Cllr Kelsey has been asked what the procedure is for filling in graves that have dipped, due to settling. The clerk informed that the office needs to be informed to identify the location, the sexton or the casual labourers would then be notified. Arrangements will be made to have the grave topped up.

C25/19 – To adopt the minutes of the 11th June 2019.

With two amendments the minutes were **Approved** – proposed by Cllr Mr N Edmunds seconded by Cllr Clarke all in favour.

C26/19 – Matters arising from the last meeting.

CCTV – Installation cannot go ahead until the shed has been refurbished, Waldon have been notified.

Extension of the Garden of Rest – Due to start this week, the bad weather has delayed start date.

Re-instatement of footpath – the footpath has been tidied up and weed sprayed. This is now being used, no action needed.

Folding Bollards – prices not yet received.

C27/19 – To agree the clerk holding Cemetery Records on a tablet.

Resolved – To purchase a Parish Council tablet for using whilst out of the office – Proposed by Cllr Mr N Edmunds seconded by Cllr Clarke all in favour. Clerk to obtain prices and bring to Full Council.

C28/19 – To agree the cost of paint for the Cemetery Benches

Resolved - To purchase 2ltr's of paint from Screwfix, proposed by Cllr Clarke seconded by Cllr Kelsey all in favour.

C29/19 – To retrospectively agree the cost of wasps' nest removal at £132.00

Cllr Clarke explained that a nest had been identified within section H, this required immediate attention for Health and Safety reasons.

Resolved – To agree the cost proposed by Cllr Mrs T Edmunds seconded by Cllr Lodomez all in favour

C30/19 – Report from the meeting with the contractor.

Cllr Mrs T Edmunds informed those present of the recent meeting between Cllr Clarke, the clerk and Cllr Mrs T Edmunds on the 4th July. After complaints received regarding the standard of work being carried out not only within the Cemetery, but the footpaths and

Trelavour Prazey. A report from the meeting was read to those present. The issues raised have now been resolved.

C31/19 To agree the cost of the boundary clearance at the Cemetery.

Resolved – To accept the quotation from Glenn Humphries at a cost of £380.00 + VAT. Proposed by Cllr Mrs T Edmunds seconded by Cllr Lodomez all in favour.

C32/19 – To review quotations for the refurbishment of the cemetery shed.

The quotations received were put before the committee, no decision was made. Clerk to obtain detailed quotation from Denning Construction Management Limited. Clerk to post on Facebook inviting local traders to quote for the works.

Agreement made to change the order of the agenda.

C33/19 Report from recent Cemetery Training.

The clerk and Cllr Mrs T Edmunds attended Cemetery Management Training as a result of this there are several procedures identified that need to be addressed and considered by the Cemetery Committee. The clerk informed that the transferring of exclusive rights of burial paperwork has been updated as a result of the training, processes are now in place to ensure that this is carried out correctly by all staff in the future.

Issues that arose from the training still to be completed: Letter template to be drafted this will be issued with all new Exclusive Rights of Burial requesting that all details are checked for accuracy: A form 18 needs to be drafted for funeral directors to complete when the green slip is not passed to the office in time for a funeral.

It was noted that our Cemetery Regulations currently do not have a limit on the number of names that can be included on an EROB. After discussion It was decided that four names would be the limit – Clerk to amend the Cemetery Regulations to reflect this.

The Cemetery currently does not have a section within the regulations for mourners carrying coffins – clerk to amend the regulations to state that mourners are permitted to carry coffins within the cemetery grounds but this is done so at their own risk, no liability will be taken by St Dennis Parish Council for those who choose to act as a pall-bearer, a disclaimer must be completed and submitted to St Dennis Parish Council with the notification for burial forms.

The clerk raised a question regarding the burial of non-viable foetus's currently the Parish Council do not accommodate burials of this type, as there is no legal requirement for them to do so. The subject was discussed at length and will be considered within future plans for the burial ground.

The Clerk enquired if the Parish Council had considered registering with an association such as the British Register of Accredited Memorial Masons (BRAMM) it is free for Burial Authorities to join. All masons that are working within the Cemetery Grounds would then need to be registered with BRAMM to enable them to carry out the installation of memorials, this would ensure that a high standard of installation is adhered to. The subject was debated, and consideration needs to be taken as to the costs that may be involved for the public when having work undertaken. The Clerk to email all Committee members the BRAMM Blue Book to review and to be placed as an agenda item for the next meeting.

Agreement of amended Cemetery Regulations reflecting the above changes to be on the agenda for the next meeting.

C34/19 Any other matters.

The clerk informed £200 had been raised from the Quiz Evening organised by Churches Together St Dennis and donated to the Parish Council for the Memorial Repair Fund. Report from the contractor regarding an issue with an irate resident in the Cemetery – The clerk to produce a sign asking for all complaints to be directed to the office, not staff and contractors.

Consecration of the Garden of Rest Extension update – Clerk informed of legal duties relating to consecrated and un-consecrated provisions for burials. Clerk investigate further and report back to the committee. to ascertain which areas are currently consecrated.

Cllr Mrs T Edmunds asked for an update on the Memorial Repair work – Clerk to contact Drew Memorials and obtain an update and place a sign in the notice board asking visitors to be aware that there are unstable memorials within the area giving a list of the locations of those identified.

C35/19 – To discuss the extension to the burial ground.

Looking at overview maps Councillors identified a parcel of land that may be suitable for the extension of the Cemetery. Clerk to ascertain land ownership through Land Registry, and draft letter to landowners.

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw

Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.

The meeting was closed by the Chairman at 8.20 pm

Signed..... Date.....

Chairman of the Cemetery Committee