



Studley Parish Council

Minutes of Cemetery Committee Meeting

19th July 2023 at 9.00am

Council chamber, Studley Village Hall.

Committee members present: Cllrs B Dixon (Chair), J Beard (vice Chair), P Hunt, L Kent

Committee members not present: Cllr C Summers.

In attendance Clerk - Katharine Walters.

Agenda item 1. Chairman's welcome

Minute 012. The Chair welcomed everyone present to the meeting and announced that Cllr Osborne has stepped down from this committee. It was proposed and **agreed** by all present that Cllr Kent should join the committee. Full Council will be notified at the next meeting on 15 August 2023.

Agenda item 2. Apologies

Minute 013. Cllrs Py Hunt and M Osborne had sent apologies for absence which were accepted by the committee.

Agenda item 3. Declarations of Interest

Minute 014. There were no declarations of interest from members.

Agenda item 4. To consider grant of any dispensation requests

Minute 015. There were no requests for a dispensation.

Agenda item 5. Public Forum

Minute 016 There were no members of the public.

Agenda item 6. Approval of draft minutes from previous meeting

Minute 017 The minutes from the meeting 27th June 2023 were approved.

Agenda item 7. Items for discussion and decision

Minute 018.

a) Topple test on memorials

This will be conducted by committee. On site meeting arranged for Thursday 20th July at 9am. Clerk to provide Topple test sheets, maps, and copy of cemetery rules for Cllrs P Hunt and Kent.

b) Extra strimming required in cemetery

It was **agreed** to increase tender contract of strimming in cemetery from 6 to 10 times a year.

c) Repairs to car park fencing

It was **agreed** that Cllr P Hunt will obtain quotes for repair.

d) Repair of car park pot holes

Cllr P Hunt to investigate further.

e) Removal of glass and broken items on graves

It was **agreed** to put updated notices on gates (3) to inform the public.

f) Camera to prevent fly tipping

This was discussed and the Chair is to investigate further.

g) Reiteration of grave stone measurements to stonemasons

It was **agreed** that paragraph 47 in the Cemetery rules and regulations should be changed to ...Only headstones not exceeding 33 inches (84cm) high in total, (including plinth and base stone). This is to be put to the Burial Authority at Full Council meeting on 15th August 2023.

h) Checking of Ten Point plans

It was agreed that the plans for 2022 and 2023 be checked by Cllrs Beard, P Hunt and Kent. Date to be agreed with the Clerk.

i) Checking of granted EROBs

It was **agreed** to take this item to the Full council on 15th August 2023 to reverse the decision made by Full council that Cllr Summers (who was Chair at time) and Clerks were the only personnel allowed to check the EROBs.

Agenda item 8. Clerk's report on work to date.

Minute 019.

The clerk reported that there were lots of Memorial applications to process.

The meeting was closed at 9.56am for confidential discussion as matters would refer to living people.

Agenda item 9. To discuss:

Minute 020.

a. Delegation for Chair and Clerk to speak to families regarding graves.

The CDS plan of new burial plots was discussed and **agreed**. It was discussed and **agreed** that the Chair and Clerk can contact families regarding graves.

The Chair left the room at 10.07am returning at 10.09am.

b. Requests to change and issue EROB grant ownership

It was **agreed** to allow the Chair and Clerk to process an EROB for change of ownership for a grave.

c. Update on Cemetery extension

The Clerk updated the committee. Details are contained in the confidential minutes dated 19th July 2023.

Agenda item 10. Items for discussion at next meeting.

Minute 021. To be received by the office by 2nd October 2023.

Agenda item 11. Date and time of next Cemetery Committee meeting.

Minute 022.

Wednesday 18th October at 9.00am.

This meeting was closed at 10.25am

Signed: **Date:**.....
Chairman, Cemetery Committee