



**Studley Parish Council**  
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**NOTICE OF MEETING**

**A meeting of the Cemetery Committee will be held on Wednesday 19<sup>th</sup> July 2023  
starting at 9.00am**

**Council Chamber, Studley Village Hall, High Street B80 7HJ**

Cemetery Committee Members:

Cllr Brian Dixon (Chair), Cllr Jill Beard (Vice-chair), Cllr Penny Hunt,  
Cllr Phil Hunt, Cllr Mike Osborne, Cllr Colin Summers

This meeting is open to the public.

**Summons**

Studley Parish Council Cemetery Committee members are hereby summoned to attend the Cemetery Committee meeting at the Council Chamber for the purpose of transacting the business detailed on the following pages.

Signed

*Katharine Walters,*  
Clerk to the Council

Date **13/07/2023**

**AGENDA**

**1. Chairman's welcome**

The Chairman will be pleased to welcome attendees to the meeting.

**2. Apologies**

To receive apologies from absent members and record the reason for absence.

**3. Declarations of Interest**

Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date
- b) Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and Non-Registerable Interests relating to items on the agenda and their nature.

**4. To consider grant of any dispensation requests**

Written requests for the council to consider grant of dispensation to a councillor who has declared a DPI in any item on the agenda must have been received by the Clerk prior to the start of the meeting. Granting a dispensation may allow the councillor with the DPI to stay in the meeting and to speak and to vote.

**5. Public Forum**

Members of the public may attend this meeting and ask questions relating to the agenda or suggest items for consideration at future committee meetings.

**6. Approval of draft minutes from previous meeting**

To approve minutes of the meeting 27<sup>th</sup> June 2023, attached pages 3-4.

**7. Items for discussion and decision**

**The Chairman to introduce items to include:**

- a) Topple test on memorials in old cemetery section – procedure and timeline
- b) Extra strimming required in addition to the agreed tender contract
- c) Repairs to the car park fencing
- d) Repair of car park pot holes
- e) Removal of glass and broken items on graves
- f) Camera to prevent fly tipping
- g) Reiteration of grave stone measurements to stonemasons
- h) Checking of Ten Point plans
- i) Checking of granted EROBs

**8. Clerk's report on work to date**

**9. During this item the meeting may be closed to the public if discussing individuals. In which case the Chairman will ask members of the public to leave.**

**The Chairman to introduce items, to include:**

- a) Delegation for Chair and Clerk to speak to families regarding graves
- b) Requests to change and issue EROB grant ownership
- c) Update on cemetery extension

**10. Items for discussion at next meeting**

**11. To agree date and time of the next Burial Committee meeting.**



# Studley Parish Council

## Minutes of Cemetery Committee Meeting

27<sup>th</sup> June 2023 at 9.00am

Council chamber, Studley Village Hall.

Minutes are draft until approved at  
the following committee meeting

**Committee members present:** Cllrs B Dixon, J Beard, Py Hunt, C Summers, M Osborne

**Committee members absent:** Cllr P Hunt.

**In attendance** Clerk - Katharine Walters.

Agenda item 1. Election of Chairman  
**Minute 001.** Cllr M Osborne as Chair of the Council conducted the election of the Chair of this committee. Members agreed to elect Cllr B Dixon as Chair.

Agenda item 2. Apologies  
**Minute 002.** Cllr P Hunt had sent apologies for absence.

Agenda item 3. Declarations of Interest  
**Minute 003.** There were no declarations of interest from members.

Agenda item 4. To consider grant of any dispensation requests  
**Minute 004.** **There were no requests for a dispensation.**

Agenda item 5. Election of vice Chairman  
**Minute 005.** Members **agreed** to elect Cllr J Beard as vice Chair.

Agenda item 6. Public Forum  
**Minute 006** **There were no members of the public.**

Agenda item 7. Items for discussion and decision.  
**Minute 007.**

**a) Topple test on memorials**

This is an annual test. Scheduling to be discussed at next meeting.

**b) Update burial plan in older part of cemetery**

It was **agreed** to update this plan at the same time as the topple test.

**c) New grave provision survey by CDS**

**It was agreed to propose to Full Council the cost of £1782 for the professional marking out of extra burial plots required to be used for families in the new cemetery.**

**The meeting was closed for confidential discussion as matters would refer to living people.**

Agenda item 8. To discuss:

**Minute 008.**

**a. Memorial applications which do not comply with the Burial rules and regulations.**

**It was agreed that the two applications discussed had headstones that were too high and did not comply with the rules set by Studley Burial Authority**

**b. Requests to change and issue ERoB grant ownership**

**It was agreed to issue a grant where no ERoB was issued at time of interment.**

**It was agreed to change a name on an ERoB.**

Agenda item 9. Clerk's report on work to date

**Minute 009.**

A report will be issued at the next meeting.

Agenda item 10. Items for discussion at next meeting.

**Minute 010.** To request to increase strimming to 10 times/year in the cemetery

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

**Minute 011.**

Wednesday 19<sup>th</sup> July at 9.00am

**This meeting was closed at 10.00am**

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