



Studley Parish Council
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NOTICE OF MEETING

**A meeting of the Cemetery Committee will be held on
Wednesday 18th October 2023 starting at 9.00am
Council Chamber, Studley Village Hall, High Street B80 7HJ**

Cemetery Committee Members:

Cllr Brian Dixon (Chair), Cllr Penny Hunt,
Cllr Phil Hunt, Cllr Lee Kent, 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

12th October 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 19th July 2023, attached pages 3-4.

7. Items for discussion and decision

The Chairman to introduce items to include:

- a) Update on tests of memorials in old cemetery section
- b) Planting of bulbs donated by Studley in Bloom within cemetery
- c) Update on quotes for repairs to the car park fencing
- d) Update on repair of car park pot holes
- e) Purchase of a grave cover following training course from ICCM
- f) Update on Risk Assessment progress
- g) Discussion and agreement on maintenance strategy for next 3 years of paths, trees, fences and gazebo
- h) New footpath specification for the proposed path in the cemetery
- i) Diary date for checking old Ten Point plans by Cllrs P Hunt and Kent and one other Councillor
- j) Revision of Ten point plan to enable an additional office member to book interments
- k) Checking of granted EROBs update
- l) Policy on interment of Foetal remains update from Full Council

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:

Discussion for Parish Council as Burial Authority to buy back pre-purchased plots which purchaser no longer wishes to use

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

19th July 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 (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