



Studley Parish Council
Minutes of Cemetery Committee Meeting
18th October 2023 at 9.00am
Council chamber, Studley Village Hall.

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

Committee members not present: Cllr C Summers, Py Hunt (Ex officio)

In attendance Clerk - Katharine Walters.

Agenda item 1. Chairman's welcome

Minute 023. The meeting start was delayed until 9.20am. The Chair welcomed everyone present to the meeting.

Agenda item 2. Apologies

Minute 024. Cllr C Summers sent apologies for absence which were accepted by the committee. Cllr C Britt was voted onto the Cemetery committee at the Full council meeting previous evening on 17th October 2023 and sent apologies as he had a pre-arranged appointment.

Agenda item 3. Declarations of Interest

Minute 025. There were no declarations of interest from members.

Agenda item 4. To consider grant of any dispensation requests

Minute 026. There were no requests for a dispensation.

Agenda item 5. Public Forum

Minute 027 There were no members of the public.

Agenda item 6. Approval of draft minutes from previous meeting

Minute 028 The minutes from the meeting 19th July 2023 were approved.

Agenda item 7. Items for discussion and decision

Minute 029.

a) Update on tests of memorials

Cllr P Hunt reported that 85% of the memorials had been tested and the rest would be finished by end of October 2023. The spreadsheets with the information will be digitally sent to the office for the Clerk to complete with ledger information.

b) Planting of bulbs within cemetery

It was **agreed** to plant the donated bulbs alongside the fence by the public footpath gate to the HoEF wood. Cllr P Hunt to liaise with Studley in Bloom and the Admin Officer to post information on Facebook for Studley residents to join a planting session on a designated Saturday morning.

c) Update on repairs to car park fencing

Cllr P Hunt will send specification to the office. It was **agreed** repairs are required to the metal boundary fencing by the car park which has been damaged by vehicles reversing into it. A secondary metal motorway crash barrier to be erected to prevent future damage.

A repair specification to be sent to the office for the removal of soil which is leaning against the metal boundary fence on the far side of the old cemetery and causing damage. To include removal of brambles in this area and repair of fence.

d) Repair of car park pot holes

The holes were recently repaired by a local farmer. The committee registered thanks for the kind gesture.

e) Purchase of a grave cover

During an inhouse ICCM training course, it was recommended by the ICCM representative that the cemetery used a grave cover to secure any pre-opened graves prior to interment. It was **agreed** the Clerk would investigate costs of grave covers and present to Full Council in November meeting for approval.

f) Update on Risk Assessment

Cllr C Summers is undertaking assessment.

g) Maintenance strategy for next 3 years for paths, trees, fences and gazebos

It was **agreed** that Councillors will meet on site to formulate strategy and to include donated benches.

h) New footpath specification

Cllr Kent reported new footpath regulations are 1.8m width to allow for wheelchair access. The current slabbed footpaths in the old part are 4ft (2x 2' slabs) wide and the best option to update to regulations would be to add a further 2ft slab to the existing paths. The current tarmac path in the newer section is not regulation width but sound. The proposed path in the newer section is marked on the ground. It was **agreed** to leave the proposed path until the cemetery extension is purchased and area has a landscaped plan and instead concentrate on repairing and upgrading existing paths to improve current infrastructure for users.

i) Date for Cllrs to check Ten point plans

It was **agreed** that Cllrs P Hunt, Kent and Cllr Dixon will be at the office on **Wednesday 29th November 2023** at 9.30am to meet with the Clerk and check plans from May 2022 to date.

j) Revision of Ten point plan

It was **agreed** the Clerk will revise the current plan to guide another member of staff in recording funeral booking details.

k) Granted EROBs to date

Due to time constraints, this is yet to be started.

l) Policy on Foetal remains interment

It was **agreed** the Chair and Clerk will write a policy to be presented at the next full council meeting for Burial Authority approval.

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

Minute 030.

The clerk reported that the Burial Regulations require review at the next meeting. Work is in process to update all records in the cemetery.

The meeting was closed at 10.30am for confidential discussion as matters may refer to living people.

Agenda item 9. To discuss:

Minute 031.

a. Parish Council as Burial Authority to buy back grave plots no long required by owner.

It was **agreed** to recommend the following to full council;

If an owner offers to return a pre-purchased grave as they no longer require it, the Burial Authority is recommended to purchase the plot at the original price sold.

Agenda item 10. Items for discussion at next meeting.

Minute 032. To be received in the office by 8th January 2024.

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

Minute 033.
Wednesday 17th January 2024 at 9.30am.

This meeting was closed at 10.53am

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