



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

**A meeting of the Cemetery Committee will be held on  
Wednesday 17<sup>th</sup> January 2024 starting at 10.00am  
Council Chamber, Studley Village Hall, High Street B80 7HJ**

Cemetery Committee Members:  
Cllr Brian Dixon (Chair), Cllr Penny Hunt (ex officio), Cllr Phil Hunt,  
Cllr Lee Kent, Cllr Colin Summers, Cllr Chris Britt

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

11<sup>th</sup> January 2024

**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 confidential minutes of the meeting 19<sup>th</sup> July 2023 and the minutes of the meeting 18<sup>th</sup> October 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) To note date and agree safety procedure for barrier fitting to the car park fencing
- c) To note date and agree closure of area for footpath repairs in old part of cemetery
- d) Update on tree maintenance in cemetery prior to March 2024
- 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) Update on progress of cemetery extension
- i) Revision of Ten point plan to enable an additional office member to book interments
- j) Review of Grave Digging Order, Interment Form, GDPR notice, Memorial Request Permit
- k) Review of Burial Rules and Regulations
- l) Produce an agreement for Funeral Directors and Stonemasons when working in Studley Cemetery
- m) Checking of granted EROBs update
- n) Policy on interment of Foetal remains

**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.**

There are no items for confidential discussion

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

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



# Studley Parish Council

Minutes are draft until approved at the following committee meeting

## Minutes of Cemetery Committee Meeting

18<sup>th</sup> 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 17<sup>th</sup> 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 19<sup>th</sup> 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 29<sup>th</sup> 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 long 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 8<sup>th</sup> January 2024.

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

Minute 033.

**Wednesday 17<sup>th</sup> January 2024 at 9.30am.**

**This meeting was closed at 10.53am**

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