

CREWKERNE AND WEST CREWKERNE  
JOINT BURIAL COMMITTEE

Minutes of a meeting of the Joint Burial Committee held on Tuesday 6<sup>th</sup> June 2023 at 18.45 in the Cemetery Chapel, Townsend Cemetery, Mount Pleasant, Crewkerne.

PRESENT:

Cllrs. J. Borland, C. Broom, F. Freeman, A. Samuel and A. Stuart.

Also in attendance: K. Sheehan (Clerk), P. Hewitt (Finance Officer).

1 TO ELECT A CHAIRMAN

23/24

Cllr. Borland was unanimously elected as Chair for 2023/24.

2 REPORT FROM THE RETIRING CHAIRMAN

22/23

In the absence of Cllr. Best, Cllr. Borland read a report, noting:

- The planning application for the change of use for the Lodge had been approved, and the internal refurbishments allowing it to become office space were underway, with further works planned to improve it externally.
- Grounds maintenance continues to be regularly reviewed by Councillors and Town Council staff.
- Plans for the next section of available plots have been laid out, an area for grave spoils agreed, and new paths will be added as the new section is started.
- Thanks were expressed to the volunteers working at the cemetery for their efforts.

3 TO ELECT THE VICE CHAIRMAN

23/24

Cllr. Best was unanimously elected as Vice Chair for 2023/24.

4 TO CONFIRM THE APPOINTMENTS BY CREWKERNE TOWN COUNCIL AND WEST CREWKERNE PARISH COUNCIL OF COUNCILLORS TO THE JOINT BURIAL COMMITTEE

23/24

The Clerk confirmed the following Councillors had been appointed from Crewkerne Town Council: Cllr. Ashton, Cllr. Best, Cllr. Draycott, Cllr. Samuel and Cllr. Stuart.

Cllr. Borland confirmed that the following Councillors had been appointed from West Crewkerne Parish Council: Cllr. Borland, Cllr. Broom and Cllr. Freeman.

5 TO NOTE APOLOGIES FOR ABSENCE

23/24

Apologies for absence were received from Cllr. Ashton, Cllr. Best and Cllr. Draycott (all personal).

6 OPEN FORUM

23/24

No members of the public were in attendance.

7 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 3 APRIL 2023

23/24

The minutes of the meeting held on 3 April 2023 were APPROVED.

8      DECLARATIONS OF INTEREST

23/24 in items on the agenda

No declarations of interest were made at this point.

9      CLERK'S PROGRESS REPORT

23/24

The Clerk reported that she had been liaising with Taylor Wimpey over concerns raised about the ownership of, and plans for, the trees on the cemetery boundary with the Taylor Wimpey northern site. Taylor Wimpey had submitted revised tree plans, confirming that no trees on the boundary would be felled and acknowledging that the trees were inside the cemetery boundary. A site meeting had been scheduled.

10     TO CONFIRM MATTERS RAISED DURING THE COMMITTEE'S ANNUAL CEMETERY

23/24 INSPECTION

The following issues raised for follow up with the contractors: paths required spraying, graves to be weeded, ivy to be removed from trees, posts to be installed around turning circle, brash to be chipped, removal of last few seasonal wreaths.

11     FINANCIAL MATTERS

23/24 a. To receive the final financial update report for 2022/23.

The financial update report was noted, no questions were raised.

b. To receive the financial update report

The report was noted, no questions were raised.

12     RULES AND REGULATIONS

23/24 To review the Cemetery Rules and Regulations and an associated fee amendment

The proposed changes to the Rules and Regulations and Fees were AGREED.

13     MEMORIAL BENCH

23/24 To consider a suggestion from the retiring Chair for a memorial bench for Geoff Clarke

The proposal was AGREED, using the money left as a bequest in Mr Clarke's will. The Finance Officer was asked to liaise with the family over suitable wording for a plaque.

14     CHAPEL

23/24 To consider replacement curtains, chairs and flowers

The Clerk was asked to liaise with the local undertakers regarding the curtains. If there was no preference, they would be removed and repurposed elsewhere. The chairs were agreed for replacement, with arrangements being delegated to the Finance Officer in conjunction with the Chair. It was also suggested that a small pamphlet promoting the chapel could be produced. The Clerk was asked to organise a deep clean of the chapel and also to take advice from a flooring specialist on the tiles and how to preserve and maintain. The artificial flowers would be removed.

15     INSPECTIONS

23/24 To make arrangements for cemetery inspections until the next meeting

Cllrs. Broom and Stuart agreed to conduct inspections.

16 TO APPROVE THE APPLICATIONS, MEMORIALS AND TRANSFERS RECEIVED  
23/24

The applications, memorials and transfers received were APPROVED.

17 TO CONFIRM THE DATES OF COMMITTEE MEETINGS FOR 2023/24  
23/24

3 October 2023, 5 December 2023, 6 February 2024 and 2 April 2024.

18 MATTERS OF REPORT  
23/24

None.

19 DATE OF THE NEXT MEETING  
23/24

Tuesday 3 October 2023 at 18.45 in the Council Chamber, Town Hall, Market Square.

The meeting closed at 19.18.

Signed.....

Dated.....

JBC06062023