

**Crewkerne & West Crewkerne
Joint Burial Committee**

TOWN HALL
Market Square
Crewkerne
Somerset
TA18 7LN

towncouncil@crewkerne-tc.gov.uk

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Joint Burial Committee** to be held on **Tuesday 3 October 2023**, starting at **18.45** in the Council Chamber, Town Hall, Market Square, Crewkerne.

Note: - Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:

<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan, Town Clerk (signed on original)
27 September 2023

Agenda

Open Forum: Questions may be put to the Committee in person during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Thursday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.

1. **To note apologies for absence.**
2. **To confirm the minutes of the meeting held on 6 June 2023.**
3. **Declarations of interest** in items on the agenda.
4. **Clerk's progress report:** to receive an update report (for information).
5. **Financial Matters for consideration:**
 - a) To receive the financial update report.
 - b) To consider the proposal from the Clerk that the cemetery fees for 2024/25 should remain unchanged.
6. **Open Day 2023:** to receive a verbal update from the Chair.
7. **Queen Elizabeth II memorial tree:** to consider a proposal from Crewkerne Town Council to plant a memorial tree at the cemetery and determine species and location.
8. **Maintenance Contract 2024-25:** to consider quotes for the cemetery maintenance contract for 2024/25 and make a recommendation to Full Council for inclusion in the Budget.
9. **Gates and Railings:** to consider quotes for sandblasting works for gates and railings.
10. **Lodge Garden:** to approve a plan for reinstatement of garden.

11. **Action plan 2023-27:** to consider a draft action plan.
12. **Spitfire memorial plaque:** to consider the installation of a memorial plaque as agreed in 2019.
13. **Tree report:** to note that the five yearly tree inspection has been carried out and to note budgetary implications.
14. **Layout of new section:** to approve draft layout and numbering of new plots.
15. **Inspections:**
 - a. To receive feedback from recent cemetery inspections
 - b. To make arrangements for cemetery inspections until December 2023.
16. **To approve the applications, transfers and memorials received.**
17. **Matters of report** (for information only).
18. **Date of the next meeting** – Tuesday 5 December 2023, 18.45, Council Chamber.

Item 5a)

INCOME/EXPENDITURE REPORT 2023-24

	2022/23 Actual	2023/24 Budget	As at 26/9/2023	End of Year Forecast	Notes
		19,800		19,800	*For calculation of West Crewkerne contribution only
ADMINISTRATION					
Salaries					
Computer software	254	300	262	262	
Admin	42	100	40	100	
Audit Fees	186				
Insurance	4,866	5,109	2,456	5,109	
Bank Fees	0	5	0	0	
Subscriptions	95	100	95	95	
Cemetery Training	0	150	0	150	
TOTAL	5,444	25,564	2,853	25,516	
CHAPEL					
Repairs/Maintenance	11,332	2,000	979	2,000	
Rates	3,194	1,709	929	1,547	
Electricity	526	200	39	200	
TOTAL	15,052	3,909	1,946	3,747	
LODGE					
Repairs/Gen maint/refurb	19,324				
Electricity	199				
Gas	1,025				
Council Tax	3,005				
TOTAL	23,553	0	0	0	
GROUND					
Grounds Maintenance	15,327	18,000	9,649	18,000	Railings £10,000 from General reserves
Water Rates	378	450	243	450	
New Equipment	0	0	0	0	
TOTAL	15,705	18,450	9,893	18,450	
TREWORK/NEW PLANTING	TOTAL	6,450	1,319	6,450	
PATH IMPROVEMENTS	TOTAL	0	0	0	
TOTAL EXPENDITURE	63,471	62,073	16,010	61,863	£8,000 from Earmarked reserves
RECEIPTS					
Burial Fees	10,570	9,000	4,370	9,000	
Digging of plots	720	600	180	600	
Garden of Remembrance	480	400	445	600	
Plot Purchases	12,480	13,000	7,250	13,000	
Memorials + inscriptions	5,490	5,000	2,340	5,000	
Chapel Use	900	600	200	600	
Transfer fees	1,280	1,000	720	1,000	
Bank interest	218	30	353	700	
Total Cemetery Fees	32,138	29,630	15,858	30,500	
TOTAL ACTUAL NET EXPENDITURE				31,362.90	
WEST CREWKERNE ACTUAL NET EXPENDITURE				2,195.40	
WEST CREWKERNE CONTRIBUTION RECEIVED				2,271.00	
Forecast +/- West Crewkerne at year end - To be deducted from West Crewkerne contribution 2024/25				75.60	

CREWKERNE AND WEST CREWKERNE JOINT BURIAL COMMITTEE
Fees 1st April 2024– 31st March 2025

These charges apply to residents of Crewkerne & West Crewkerne Parishes, including residents who have recently moved out of these parishes to a nursing home or hospital, or where the purchaser does not live in the parish but the deceased did. **All Charges for residents outside these parishes are double.**

DESCRIPTION	FEE (£)
<u>Exclusive Right of Burial – 99 years</u>	Under 16: free Over 16:
Grave Plot – Double depth in New Section	650
Ashes Casket Plot	300
<u>Interment Fees</u>	Under 16: free Over 16:
Body in a grave	250
Cremated remains	180
Digging of ashes plot for interment	40
<u>Memorials</u>	
Headstone	180
Wooden Cross	90
Vase	90
Each additional inscription/Memorial/Tablet	90
Replacement Memorial	90
<u>Garden of Remembrance</u>	
Scattering of ashes on the garden	£ 90
Memorial plaque on the wall	£120
<u>Other fees</u>	
Use of the chapel	£100
Transfer of Exclusive Right of Burial	£ 60
Statutory Declaration	£ 100
Administration Fee	£ 25
<u>Memorials in old section of Cemetery</u>	
Headstone not exceeding 5ft in height	£180
Kerbstones enclosing a space not exceeding 7ft by 3ft without rails, chains or palisades	£180
Vase – not exceeding 15 ins in height	£ 90

The Joint Burial Committee reserves the right to review and adjust charges throughout the year.

Item 11)

Area Project	Funding	Year 1	Year 2	Year 3	Year 4	UPDATE JUNE 2024
LODGE						
Repainting of exterior	Budget		X			
Replacement of defective or incorrect guttering	Budget		X			
Consider how to introduce a boundary to the A30 in Lodge garden	Budget		X			
Repair and repaint windows	Budget	X				
Repair porch, bell and paint front door	Budget	X				
Restore front garden	Budget	X				
Refurbish lean to flashing, tiles and guttering	Budget	X				
Restore driveway and improve bank retention	Budget	X				
Outside toilet - to refurbish for use by volunteer groups and contractors	Budget		X			
Improve roof insulation	Budget - possible grant		X			
Finish interior decoration	Budget			X		
CHAPEL - EAST						
Replacement of defective or incorrect guttering	Budget	X	X		X	
Reinstate bell	Budget			X		
Replace chairs	Reserves	X				
Community commissioned cross for the altar	Budget	X				
Refresh décor	Reserves	X				
CHAPEL - WEST						
Replacement of defective or incorrect guttering	Budget	X				
Restore internal walls	Budget	X				
GROUNDS						
Railings and gates - sandblast and repaint	Unallocated reserves	X	X			
Pathway improvements (existing paths)	Budget		X			
Pathway extension to accommodate new section	Reserves	X	X		X	
Tree surveys and associated works	Budget		X			
Memorial survey	Budget		X			
Woodland burial area?	?					
Improve flower bed areas	Budget/Volunteer groups	X	X		X	
Improve covered 'gazebo' area	Budget		X			
Grey water recycling	Budget		X			

CREWKERNE AND WEST CREWKERNE JOINT BURIAL COMMITTEE

Supporting reports to JBC – Tuesday 3rd October 2023

Agenda Item 12: Spitfire memorial plaque: to consider the installation of the memorial plaque on the Spitfire crash site, as agreed in 2019.

Background:

In September 2019 the Joint Burial Committee received the following proposal from Cllr. Borland:

To locate a plaque in the cemetery grounds on the site where the Spitfire crashed in WWII with the following proposed wording:

On 12th March 1942, RAF Spitfire Vb (serial No. AD189) of 602 Squadron was abandoned over Crewkerne. The pilot, Flight Sergeant Frederick Schofield of the Royal Canadian Air Force, bailed out of the aircraft and returned to duty the next day.

The Spitfire had taken off that day from RAF Kenley in Surrey on a mission to patrol over a convoy sailing in the Channel. On completion of the patrol, Flight Sergeant Schofield became lost and, when low on fuel, he elected to bail out.

This plaque marks the spot where the aircraft crashed.

In 2011, an excavation team found and lifted out the remains of the Spitfire.

It is likely that it was not progressed further due to the Covid-19 pandemic.

Equalities implications: No paths currently extend to the crash site part of the cemetery so consideration should be given to where the plaque will be sited so that it is accessible.

Recommendations:

Councillors to consider whether they would like to commemorate the Spitfire crash site in this way.

CREWKERNE AND WEST CREWKERNE JOINT BURIAL COMMITTEE

Agenda Item 13: Tree report: to note that the five yearly tree inspection has been carried out and to note budgetary implications.

Background: The Council's arborist has now completed the five-year tree inspection for Townsend Cemetery.

The key recommendations are as follows:

- Trees are generally acceptably safe and in good condition – approximately 250 hours (@ approx. £10k) of tree work is required over the next five years.
- Replanting carried out since the 2018 report is considered of good quality and judicious.
- Trees would benefit from being checked every 18 months by an expert.
- Additional planting to reflect the original Victorian design is suggested.

Recommendations:

1. Councillors to note estimated costs for budgeting purposes (both works to trees and planting costs for new trees).
2. Councillors to consider implementing regular checks at 18-month intervals.
3. Councillors to delegate recommended works to the Operations Manager in conjunction with contractors or grounds team as appropriate.

Equalities implications: None.

K. Sheehan, Town Clerk, September 2023

