

**CREWKERNE AND WEST CREWKERNE**  
**JOINT BURIAL COMMITTEE**

Minutes of a meeting of the Joint Burial Committee held on Tuesday 7 October 2025 at 18.45 in the Council Chamber, Town Hall, Market Square, Crewkerne.

**PRESENT:**

Cllrs. M. Best, J. Borland (Chair), C. Broom, N. Draycott, J. Holt, C. Rawe, A. Samuel, and A. Stuart.

Also in attendance: G. Hughes (Town Clerk), P. Martin-Hamblin (Finance Officer).

**018 TO NOTE APOLOGIES FOR ABSENCE**

25/26

There were no apologies for absence.

**019 DECLARATION OF INTEREST**

25/26 in items on the agenda

No declarations of interest were made.

**020 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 3 JUNE 2025**

25/26

The minutes of the meeting held on 3 June 2025 were APPROVED.

**021 OPEN FORUM**

25/26

No members of the public were in attendance.

**022 CLERK'S PROGRESS REPORT**

25/26

The Clerk reported that the plaster in the workshop is continuing to dry out. Progress is ongoing, and the contractor is scheduled to inspect the work in November, following which a final skim will be applied. Security nuts have been purchased and installed to secure the cemetery gates. The trial section of the path has not proved successful, and alternative membrane solutions will need to be investigated. The Clerk will continue to progress this matter.

**023 FINANCIAL MATTERS**

25/26 a. To receive the financial update report

The financial update report was noted.

b. To receive a budget update

The budget update was noted.

**024 CEMETERY POSTBOX**

25/26 To consider a proposal for a Cemetery post box

It was AGREED to purchase a white memorial post box. Councillors supported the proposal that it should be installed on a post in a central location near the chapel, accompanied by an explanatory sign. Councillor Best volunteered to deliver the unread messages to Yeovil Crematorium for disposal by burning.

**025 MEMORIAL TREE AND BENCH POLICY**

25/26

It was AGREED to adopt the new policy.

**026 BIN STORAGE AREA**

25/26

To consider visual improvements to the area

Councillors AGREED to add two fence panels on either side and leave a gap in the middle for access to the wheelie bins.

**027 CEMETERY MAINTENANCE CONTRACT**

25/26

To receive a verbal update from the Clerk

The tender process has now closed, with five applications received. These will be evaluated against the predefined criteria. An intention to award notice will be published, and the tenders will be presented at a future meeting for consideration.

**028 CEMETERY SURVEY**

25/26

To review the progress on the memorial inspections

Councillors noted that the old section of the cemetery was complete and that the new section was underway.

**029 INSPECTIONS**

25/26

a. to receive feedback from recent inspections

The following matters were noted during the inspection:

- The memorial bench to the left of the turning circle is not level and on a grave.
- Evidence of increased mole activity has been observed.
- Just past the turning circle, the 'Taylor' graves show signs of animal disturbance.
- A tree planted with a stake and tie in the hedge near the A30 has died.
- At plot H11027, towards the bottom, a new gravestone situated next to and facing a tree requires the surrounding area to be tidied, as there is a significant build-up of leaves.
- The pathway leading out of the cemetery and across to the adjacent field requires fencing off.
- The graves of Frederick and Dorothy Rowe, located near the turning circle, are sinking.
- It was noted that the hornet's nest remains active.
- Grass clippings were observed on several gravestones.
- Councillors requested that the war graves be tidied in time for Armistice Day, and that the cemetery overall be made presentable for Christmas.
- The 'break glass' monitor in the workshop is still to be installed.
- The notice board requires the Clerk's name to be updated, and the photographs replaced and laminated.
- The magnolia in the turning circle does not appear to be growing well, and the plaque beneath it has not weathered successfully. It was AGREED to delegate to the Clerk and the Chair authority to arrange for a more mature replacement tree.
- Positive comments were received regarding the flower beds and new paths.
- The area of memorial plaques on the left-hand side of the entrance appears to need some attention.

b. to make arrangements for cemetery inspections until December 2025

All councillors would visit the cemetery before the next meeting and report back.

**030 TO APPROVE THE APPLICATIONS, MEMORIALS AND TRANSFERS RECEIVED**

25/26

The applications, memorials and transfers received were APPROVED.

**031 MATTERS OF REPORT**

25/26

There were no matters of report.

**032 DATE OF THE NEXT MEETING**

25/26

Tuesday 2 December 2025 at 18.45 in the Council Chamber, Town Hall, Market Square, Crewkerne.

The meeting closed at 19.15.

**Signed.....**

**Dated.....**

JBC13October2025