

WEST MERSEA TOWN COUNCIL

MINUTES OF THE CEMETERY COMMITTEE MEETING

HELD ON THURSDAY 12 SEPTEMBER 2019 AT 10AM

PRESENT Councillor Robert Jenkins (Chairman)
 Councillor Dave Bragg
 Councillor Sylvia Wargent
 Councillor Sophie Weaver

IN ATTENDANCE Petra Palfreyman (Town Clerk)
 Carol Fountain (Cemetery Clerk)

19/009 APOLOGIES FOR ABSENCE

Apologies for absence received from Councillors Powling and Moore.

19/010 DECLARATIONS OF INTEREST

There were no declarations of interest received.

19/011 TO APPROVE THE MINUTES OF MEETING HELD ON 7 MARCH 2019, AND MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

The Minutes of the meeting held on 7 March 2019 were deferred until the next Cemetery Committee meeting as we were without a seconder.

19/012 TO NOTE THE CURRENT FINANCIAL POSITION

Both income and expenditure are within budget and are expected to remain so for this financial year.

19/013 TO DISCUSS AND AGREE THE LOCATION OF A COMMONWEALTH WAR GRAVES SIGN AT BARFIELD ROAD CEMETERY

Following discussion it was agreed to order the larger Commonwealth War Graves sign and site it to the right hand side of the entrance gate. Cemetery Clerk to do a plan of the ten War Graves in Barfield Road Cemetery. Proposed: Councillor Weaver, Seconded: Councillor Bragg. ALL IN FAVOUR.

19/014 TO DISCUSS AND AGREE A DISINTERMENT FEE

Following discussion it was agreed to charge £250 disinterment fee. This fee will be added to the cemetery price list.

Proposed: Councillor Bragg, Seconded: Councillor Wargent. ALL IN FAVOUR.

19/015 TO DISCUSS AND AGREE THE PROCEDURE FOR ADORNMENT REMOVAL WHERE THE GRAVE OWNER CANNOT BE CONTACTED

It was agreed that current procedures of retaining paperwork until no longer required would be maintained as would keeping removed adornments for a maximum of six months.

19/016 TO DISCUSS AND AGREE THE FIRS ROAD CEMETERY/BARFIELD ROAD CEMETERY RULES AND REGULATIONS

After detailed discussion, and several relatively minor adjustments made to the proposed draft, the regulations were agreed. Proposed: Councillor Weaver, Seconded: Councillor Bragg. ALL IN FAVOUR.

19/017 TO DISCUSS A REQUEST FROM VALUATION OFFICE AGENCY FOR REVALUING THE CEMETERIES FOR THE 2021 RATING LIST

It was agreed that the Cemetery Clerk would complete the necessary forms. No major increase in rates is expected.

19/018 TO DISCUSS OPTIONS TO IMPROVE THE FIRS ROAD CEMETERY ENTRANCE DRIVEWAY

It was agreed that there is an unsightly corner of the driveway leading to the main entrance and that this should be built up and grassed over. The problem of vehicles parking on the driveway is to be monitored and any action discussed at later meetings.

19/019 CEMETERY CLERK NOTES

- (a) Update given to Councillors on the Memorial course attended - particularly useful in respect of paperwork trails and risk assessments.
- (b) To build a bug hotel – After discussion it was agreed to add a bug hotel to the top end of Feldy View Woodland Cemetery, maximum size one metre cubed. Cemetery Clerk to contact local Scout and Guide groups to see if they would like to take this on as a project.
- (c) Removal of temporary markers – signage added to cemetery, temporary markers removed and two have been claimed to date.

19/020 TO REVIEW THE TASK TRACKER

All items reviewed – many have been completed. Tracker will be updated.

19/021 DATE AND TIME OF NEXT MEETING

To be arranged.

There being no further business, the meeting closed at 11.40am.