

Malmesbury Town Council

Burial Committee

Minutes of the Meeting of the Burial Committee held in the Town Hall Malmesbury on 19th February 2020 at 7pm

PRESENT: Councillors: C Ritchie, F Vandelli, W Jones & P Smith

ALSO PRESENT: Deputy Town Clerk

BC/08. To receive apologies for absence

Apologies received from Cllr P Exton

BC/09. To receive declarations of interest

None

BC/10. Public question time in respect of items on this agenda

None

BC/11. To approve Minutes of meeting held on the 23rd October 2019

Minutes were approved and signed as a correct record

BC/12. To note income & expenditure report

Members noted the report

BC/13. To agree to request the use of CIL funding for Cemetery improvements (driveway, electrics, replacement shed) to P&R

It was agreed that the request would go to the next meeting of P&R and that the notes taken at meetings at the Cemetery would be formalised at the next Burial Committee meeting detailing work to be carried out.

BC/14. To review Cemetery Regulations/Headstone application

Following in depth discussion it was agreed that the Town Council needs to find a way to protect itself when agreeing to the erection of headstones and the long term future. The Clerk will shortly attend a Cemetery Course which covers the legalities and will report to next meeting.

A new version will be drafted to address ambiguity for the short term

BC/15. To approve quote for works to create vehicular access and extend cemetery space

The Clerk stated that quotes had been sought from four companies; two hadn't responded, one had been in excess of fifty five thousand pounds and the fourth had been reasonable. Members

requested that another is sought for correct practice but noted that every effort has been made to acquire several quotes. The Committee also asked that kerbing is placed along the hedge to define the driveway and prevent encroaching weeds, this is to be added to the quote.

Members resolved that the work should take place as soon as possible & therefore a request will go to P&R at its next meeting on the 1st April 2020

BC/16. To agree that the bank account for the Burial Committee is merged with the MTC account from April 1st 2020

It was agreed that the previously named 'Joint Burial' Bank Account will be merged with the MTC bank account as from the 1st April 2020

BC/17. To consider request from Tetbury Hill Gardens Residents Association to put a ditch drain alongside the hedge

Cllr Ritchie had taken photographs of the lane and hedge. It was resolved that it is not possible to dig a ditch on the Cemetery side of the hedge because of the electric cable and water pipes. Councillors offered to speak to the Residents Association to discuss minor works/options that could be investigated to alleviate water build up on the lane.

BC/18. To consider repair of toilet door – 'like for like' or improved strength/security

It was agreed that given the damage to the door, it would be an opportune time to install a 'Timer Lock' as had been previously resolved. Members agreed in principle to the replacement of the door but would wait upon investigation of the Clerk into costings of Timer Lock before work would commence.

BC/19. To update Committee on Cemetery Software

The Clerk updated the Committee on the installation of the Cemetery Software. Data inputting will be a lengthy task but ultimately information would be far easier to retrieve and historical burial records would be protected.

BC/20. To update on development of Environmental Management Plan

Members resolved that the lower level of survey by Caring For Gods Acre would be sufficient, Clerk to organise a suitable date for all to conduct the survey.

The meeting closed at 8.35pm.