

AXMINSTER TOWN COUNCIL

MINUTES OF THE ANNUAL SITE MEETING OF THE CEMETERY COMMITTEE

Starting at The Guildhall, Axminster on Monday 31st July 2017 at 7.15 p.m.

1. PRESENT : Councillors : Mrs. S.R. Spiller (Chairman), P.G. Hayward, D.R.H.Hull, Mrs L.A. Rowe and The Town Clerk.

No members of the press or public.

2. APOLOGIES : The Deputy Town Clerk.

3. ELECTION OF VICE-CHAIRMAN: following the resignation of Cllr. Jeffery, this office had become vacant. Cllr. Mrs. Spiller proposed Cllr. Hull. Cllr. Hayward seconded the proposal. There were no other nominations so Cllr. Hull was duly elected.

4. MINUTES OF PREVIOUS MEETINGS : the minutes of the meeting held on 3rd April 2017, having been approved and adopted by the Town Council were signed by the Chairman.

4. PUBLIC FORUM :

5. MATTERS ARISING FROM MINUTES OF MEETING HELD ON 3rd APRIL 2017: None.

6. REVIEW OF CEMETERY RISK ASSESSMENT: no amendments were put forward.

7. MAINTENANCE AND REPAIR WORK:

a) Trees and Hedges:- the Town Clerk will draw up a specification and seek quotes from various contractors for work to the hedges. A tree surgeon will be asked to inspect the various trees and advise as to any works required, particularly in respect of any crown reduction of the various yew trees and any requirements as to wiring of these.

b) Fences and Walls including rear boundary:- the Chairman reported that the more serious problems relating to the east boundary had been resolved but that fly tipping was still a problem, though screened by vegetation at present. Problems on the south boundary had also been resolved. The Town Clerk reported that the contractors would be able to treat the front gates within the next few weeks. She was instructed to look into an alternative means of securing the entrance to the cemetery while this work was being done and to inform the insurance company that the work would be taking place.

A contractor will be asked to inspect the walls and advise as to any remedial works required.

c) Seats:- a replacement for the Rouse memorial seat had been obtained and would be installed shortly.

d) Paths:- quotations received would be discussed In Committee.

e) Chapels:- these will be included when the periodic electrical inspections are carried out.

f) Security:- nothing to report.

8. MEMORIAL MATTERS: the Chairman said that she was aware that the grass had got quite long in some areas of the cemetery and would discuss this with the Caretaker. She said that she was aware that, due to family circumstances, a grave which had been tended on a regular basis needed some attention and a plan was put forward to address the matter. Cllr. Mrs. Rowe offered to provide some manure for the scattering bed in the Autumn. She will let the Town Clerk or the Deputy Town Clerk know when this can be delivered.

9. ADMINISTRATIVE MATTERS:

a) Review of Regulations and Fees - the Town Clerk said that she had received no information from East Devon District Council regarding any changes in Cemetery Fees nor regarding the proposed consultation on Cemetery Regulations.

There was discussion as to what should happen if a request for interment or a memorial is received in respect of a grave space for which the Right of Burial had expired or would do so shortly. It was resolved that no charge should be made in respect of graves pre-dating 31st December 1918. For graves of a later date it was suggested that the Right of Burial could be renewed for the length currently approved by the Town Council. It was noted that the original Rights of Burial were set at 100 years but that this had been changed some time after 2000 to 50 years. The Town Clerk will seek guidance from Devon Association of Local Councils.

b) Copying of Cemetery Maps – Committee members agreed that good quality copies of the historic maps were desirable but were opposed to sending the maps away for fear of loss or further damage. Cllr. Hayward suggested that it might be possible to find a local firm of surveyors who had the facility to copy large maps and to approach them for assistance. A member of the Committee or one of the office staff could take the maps to Taunton or Exeter if necessary. Cllr. Hayward will liaise with the Town Clerk.

CLLR. MRS. ROWE LEFT THE MEETING AT THIS POINT.

10. REVIEW OF EQUIPMENT:

a) Servicing/condition of existing equipment – former Cllr. Jeffery had told the Chairman that he was happy to continue to service the equipment in a voluntary capacity.

b) New equipment – The Chairman said that Mr. Jeffery was satisfied that no new equipment was needed at present. The Town Clerk raised the issue of vibration from use of strimmers and similar equipment. Cllr. Hayward suggested that a pair of anti-vibration gloves be purchased.

The Town Handyman will be asked to photograph the usage data recorder on the new Stiga Mower so that it can be passed on to Mr. Jeffery to assist him with the maintenance.

Cllr. Hull proposed that under the provisions of the Public Bodies (Admission to Meetings) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Cllr. Hayward seconded the proposal. Agreed.

12. CONSIDERATION OF QUOTES RECEIVED RELATING TO WORKS AT CHAPELS: none.

13. CONSIDERATION OF QUOTES RECEIVED RELATING TO WORKS ON PATHS:

a) NEW PATHS IN Z SECTION - The Town Clerk had been unable to secure 3 quotes. The following quotes were therefore considered:

PATH FOR Z SECTION	CONTRACTOR A	CONTRACTOR B
	8309	13380

Cllr. Hayward, seconded by Cllr. Hull proposed that the quote from contractor A be accepted. Agreed.

It was suggested that while this work was being done that it might be prudent to include an extension to the gate into the Cemetery Field. Contractor A will be asked to quote a price for this. Agreed.

b) VEHICULAR ACCESS TO CHAPEL – quotes had been sought to widen the existing tarmac footpath which as becoming degraded at the edges as a result of its use by the tractors. It was felt that the cost of this work was higher than expected and the contractors had pointed out that the path had not been designed for vehicular use in the first place. The Town Clerk will contact the contractor who did the ground works for the permissive path to see whether that surface would be suitable for vehicles.

14. STAFFING MATTERS: The Town Clerk will undertake the annual appraisal for the Caretaker within the next month.

Signed Date