

Minutes of the **CEMETERY MANAGEMENT COMMITTEE**
held at **Godlingston Cemetery** on
Friday 22nd September 2006 at **9.30 a.m.**

Present: -

Councillor Mrs J. Farrow - Chairman
Councillor Mrs C. Gainsborough
Councillor Mrs G. Marsh

Also in attendance:-

Mr A. Leeson Town Clerk
Dr M. Ayres Assistant Town Clerk

Mr L. Taylor Horticulturist
Mr M. Walker Cemetery Attendant
Mr L. Fletcher Undertaker

1. CHAIRMAN

It was proposed by Councillor Mrs Gainsborough, seconded by Councillor Mrs Marsh and **RESOLVED UNANIMOUSLY:**

That Councillor Mrs Farrow be appointed
Chairman of the Cemetery Management
Committee for 2006/07.

2. APOLOGIES

Apologies for their inability to attend the Meeting were received from the Town Mayor and Councillors Mrs Bartlett and Mrs Turner.

3. MINUTES OF THE MEETING HELD 11th FEBRUARY 2005

The Minutes of the Meeting held 11th February 2005 were noted as approved.

4. REPLACEMENT OF GATES – GODLINGSTON CEMETERY

The Town Clerk stated that replacement gates had been on the Town Council's capital expenditure programme for some time and drew attention to quotations for wooden gates, obtained in May 2005. It was, however, noted that metal gates would last longer than wooden gates and after further discussion it was proposed by Councillor Mrs Marsh, seconded by Councillor Mrs Gainsborough and **RESOLVED UNANIMOUSLY:**

That the Operations Manager obtain revised
quotes for metal gates.

Mr Taylor reported that the metal fencing was currently being steam cleaned and coated with iron oxide.

5. ROADWAY RESURFACING – GODLINGSTON CEMETERY

Mr Taylor reported that the Operations Manager was currently awaiting quotations for completing the resurfacing of the roadways at Godlingston Cemetery. The Town Clerk noted that the Council's contractors would have to return in the near future to complete the resurfacing of the Town Hall Car Park and if the two projects could be combined, it is likely that this would mean a substantial saving to the Town Council. It was proposed by Councillor Mrs Farrow, seconded by Councillor Mrs Marsh and **AGREED UNANIMOUSLY:**

That the matter be delegated to the Mayor,
Deputy Mayor and Town Clerk.

6. TREE WORKS – GODLINGSTON CEMETERY

Mr Taylor reported requests from relatives that branches be removed from overhanging trees, and he agreed that there were many that were dead and decaying. This represented a health and safety hazard and could potentially damage headstones. A number of holm oaks were the main problem. It was noted that some areas of the cemetery required replacement planting. It was proposed by Councillor Mrs Gainsborough, seconded by Councillor Mrs Marsh and **RESOLVED UNANIMOUSLY:**

That the completion of remedial works to trees in the cemetery and the choice of planting scheme be delegated to Mr Taylor.

It was noted that some relatives of the deceased wished to plant trees on grave plots at Godlingston cemetery and it was **AGREED UNANIMOUSLY:**

That persons wishing to plant trees on grave plots should first approach the Town Council for permission and that a charge should be levied for this.

7. MATTERS RAISED BY MR L. FLETCHER, MANAGER OF JAMES SMITH FUNERAL DIRECTORS

Prior to consideration of this item the meeting was adjourned for 15 minutes, under Standing Order xx, to enable Mr Fletcher to address the meeting.

a) Use of spaces in the UB section of Godlingston Cemetery

It was proposed by Councillor Mrs Farrow, seconded by Councillor Mrs Gainsborough and **RESOLVED UNANIMOUSLY:**

That the remaining UB grave spaces be used prior to the use of the next section.

b) Removal of hedge between Catholic and Church of England sections

It was proposed by Councillor Mrs Farrow, seconded by Councillor Mrs Marsh and **RESOLVED UNANIMOUSLY:**

That the hedge dividing the Catholic and Church of England sections be removed piecemeal, as the grave spaces are used.

c) Consideration of introduction of natural burial section

The Town Clerk noted that before any recommendation could be made there would have to be an investigation into the possible contamination of the watercourse. It was proposed by Councillor Mrs Farrow, seconded by Councillor Mrs Marsh and **RESOLVED UNANIMOUSLY:**

To agree in principle to the introduction of a natural burial section, the matter to be considered in more detail and a report to be made to a future Special Meeting of the Council to discuss Policy and Resources.

8. PRIMARY SITE AUDIT – NORTHBROOK AND GODLINGSTON CEMETERIES

The Town Clerk introduced the primary site audit that had been carried out by Mr Taylor and stressed the importance of carrying out the requisite health and safety work in the Town Council's cemeteries. It was noted that the moving of headstones was a highly sensitive matter that must be managed carefully, including appropriate publicity.

It was proposed by Councillor Mrs Farrow, seconded by Councillor Mrs Marsh and **RESOLVED UNANIMOUSLY:**

That the work outlined in the Primary Site Audit be carried out.

9. ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS

The Committee wished to record their thanks to Mr Fletcher for recognizing the hard work of the Town Council's staff in a recent letter to the Town Clerk, and also to Mr Fletcher and his staff for their assistance in the smooth running of the cemeteries.

Mr Fletcher highlighted the need to alert monumental masons of the importance of adhering to the Town Council's rules and regulations in relation to the numbering of the grave stones erected in Godlingston Cemetery, and it was agreed that reminder letters would be sent with each new memorial application.

Mr Fletcher reported that he had purchased a CD player for the use of the Cemetery Chapel, and this was noted with thanks.

Mr Fletcher also raised the possibility of the Council introducing a fee for the scattering of ashes on graves in the cemetery and it was agreed that this should be placed on a future agenda of this committee.

Councillor Mrs Marsh offered to donate some new candles to the Cemetery Chapel, which was accepted with thanks.

Mr Walker reported a problem with fly-tipping in the ditch at the south of the cemetery and the position was noted with regret.

The meeting closed at 11.15 a.m.