

# DRAFT

Minutes of the **GENERAL PURPOSES SUB-COMMITTEE** of Buckland Monachorum Parish Council held at Milton Combe Village Hall on WEDNESDAY the 14<sup>th</sup> June 2017 at 8.00pm

**Present:** Cllrs L Wood (LW), S Challiss (SC), M Fowler (MF), S Hustler (SH), L Larkin (LL) and S Woollacott (SW)

**In Attendance:** Mrs K Johns (Parish Clerk)

148/17 **APOLOGIES FOR ABSENCE** were received from Cllrs Britton, Baird, Bolitho and Butland

149/17 **DECLARATION OF INTERESTS** None

150/17 **TO CONSIDER CURRENT PARISH PLAY AREA MATTERS**

The outstanding repair to the Buckland Monachorum playpark fence post is in hand.

151/17 **TO CONSIDER CURRENT PARISH STREET FURNITURE MATTERS**

SW reported that there is match funding available from the Tamar Valley AONB for projects and suggested that the PC apply for match funding for 2 picnic benches to be installed in Crapstone Field, instead of the one already agreed by full council. Therefore, if an application is made for 2 picnic benches to the West Devon Borough Council Community Fund, if both applications are successful, then the cost would be covered by both grants. It is **RECOMMENDED** that applications for grant funding are made to both TVAONB and WDBC for 2 picnic benches to be installed in Crapstone Field.

LL reported that the volunteer work to Milton Combe Bus Shelter (at top of the hill), has not yet started. LL raised the point that the roof to the bus shelter is asbestos concrete sheeting. Whilst the works will not involve the roof, the Clerk notified members that it is the PC's duty to inform the volunteers of its presence and to direct them not to touch the roof. KJ will write to the volunteers and let them know about the risk from the asbestos roof. SW queried what other provisions have been made to ensure the Volunteers' Health & Safety. The Clerk will check the Parish Council's insurance and ensure that the necessary Health and Safety provisions are in place prior to the work starting.

KJ to liaise with LL who will monitor the works.

152/17 **DOG FOULING:**

Signs are needed to the entrance to the cemetery extension and Crapstone Field reminding owners not to allow their dogs to foul the area. It is **RECOMMENDED** that the PC purchase the new signs.

153/17 **PARISH MEADOW:**

SW reported that there is a tree that had died in the Parish Meadow. It was agreed to leave it to die naturally as it poses no risk to the health and safety of the public.

154/17 **PARISH GROUNDS MAINTENANCE MATTERS, TO INCLUDE**

- a) **Grass Cutting of Crapstone Field:** The grounds contractor is still having problems with their mower getting stuck in the field. They have reported that it is the wettest they have ever known the field to be. It was agreed that KJ would have a further discussion with the Contractor to discuss the matter and try to find a solution. Additionally, KJ will ensure that the Contractors invoices reflect the work they have been able to do.

155/17 **CEMETERY MATTERS, TO INCLUDE:**

- a) **Discussion of points raised by recent site inspection on 17<sup>th</sup> May 2017 at Buckland Monachorum Cemetery (see Appendix 1):** Following the recent General Purposes site meeting, the following recommendations were made:

SC reported that they had researched a solution for the PC's contractor to reach the top of the rear and east perimeter leylandii hedging safely to trim them down to a more manageable height. This will involve the hire of an elevating platform at a cost of £100.00 per day. KJ will discuss the matter with the Contractor to ask if they are okay to use the platform and how many days work it will take to cut the hedges. They report back their findings at the next meeting.

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SC reported that they will be doing more moss removal from the cemetery drive over the coming days and invited anyone who is available to assist.

It was **RECOMMENDED** that MF purchase some more moss killer to treat the remaining moss over the coming weeks.

LW took the opportunity to thank SC and their husband for all their hard work removing moss from the drive and planting the replacement beech saplings in the cemetery extension.

SC reported that 18 of the 80 saplings have failed. KJ will contact the suppliers for replacement saplings to be sent.

The site inspection in the cemetery found that grave owners are still placing ornaments/ vases etc. on graves. Also, one of the graves has been cordoned off with string by the owner. These items contravene the cemetery rules and regulations, but more importantly impede access by the grounds maintenance contractor, damage their machinery and present a health and safety risk. A discussion was had about the problem and it was **RECOMMENDED** that the KJ place a suitably worded laminated sign at the entrances to the cemetery and contact the owners of the graves in question and discuss a way forward.

The moss to the closed churchyard paths is still not dying, even though it has been repeatedly treated with moss killer. The contractor has suggested that the only way to get rid of the moss is to dig out the gravel and replace it. It was **RECOMMENDED** that KJ write to the Diocese and ask if they are able to assist with the costs of doing the works, or if they are happy to leave the path as it is.

**b) Interments and Memorial Work:** KJ reported that there have been two interments in the cemetery since the last meeting. Additionally, they have completed three transfers for the ownership of grave spaces to enable memorials to be placed on them.

**c) Cemetery extension:**

**i) To discuss/ agree wording for the new Rules and Regulations for the extension:** KJ had emailed examples of other Cemeteries Rules and Regulations to members prior to the meeting. Because of the complexity and time needed to complete the task it was **RECOMMENDED** to set up a working party to review the rules and regulations. SC, SB, SH, LL & MF volunteered to sit on it. Because there are a number of parishioners wanting to purchase grave spaces and the delay is causing some concern, it was agreed for the group to meet within the next 2 weeks. KJ will arrange a suitable date/ venue.

**ii) To further discuss the layout:** KJ has checked the Architects plan and found that the plan does not reflect what is on the ground in the south-eastern and south western corners of the extension. They will contact the Architect and arrange to meet them on-site. It was **RECOMMENDED** to move the proposed children's section to the south-east corner.

A copy of the updated plan will then be sent to the grave diggers/ monumental masons for their comments.

KJ also asked members to consider planting in the extension to demark particular areas, such as the children's and green burial sections. It was **RECOMMENDED** that the PC approach a Landscape Gardener for ideas. MF volunteered to contact a local firm to discuss ideas with them. They will report back at the next meeting.

**156/17** ITEMS FOR FUTURE AGENDAS

New cemetery extension  
Memorial Topple Test

**157/17** FUTURE MEETING DATES

To be confirmed

The meeting closed at 9.38pm.

**Notes on Buckland Monachorum General Purposes Committee site meeting at Buckland Monachorum Cemetery (17<sup>th</sup> May 2017, 6.00pm)**

**Present:** Cllrs Lucy Wood, Sue Britton, David Butland, Sally Challiss, Kelly Johns (Clerk) and Jake Rendle (Contractor)

**Apologies:** Cllrs Fowler, Larkin, Hustler and Woollacott

Councillors carried out an inspection of the Cemetery, Car Park and Cemetery Extension with the Grounds Maintenance contractor.

The following points were discussed;

1. The spindle to the latch on the lych gate has broken again. KJ will speak to Laurie Larkin to see if he can fix it.
2. The quotes for the removal of the ash and sycamore trees to the rear of the green shed and the height reduction of the fir roundel were discussed. There have been two quotes received; £225.00 and £540.00. KJ asked for Dave Butland to clarify if the work to the roundel was included in the quote he had received on behalf of the Clerk.
3. The fact that the height of the perimeter hedges to the east and rear of the cemetery are becoming unsafe to work on by the Grounds Maintenance Contractor was discussed. It was agreed that DB contact local contractors with a view to obtaining quotes to reduce the height of the east and rear perimeter hedges to one that can be worked on safely by the PC's contractor.
4. The issue of moss growing on the Churchyard's paths was discussed. The contractor said that they have treated the paths with moss killer, but it is not working. They went onto say that they believed the only way for any improvement to be made was to dig the old gravel out and replace with new. This point will be discussed at the next GP meeting.
5. The Councillors queried when the contractor would be carrying out the additional works to the cemetery they had quoted for; i) Crown lift of some of the trees etc. in the Parish Meadow; and ii) Remove/ clear debris to base of the hedge on the western perimeter of the cemetery. The contractor said that the works would be done the weekend following the site meeting.
6. The Councillors picked up that the edges to the cemetery car park and generally beneath hedges were becoming untidy and overgrown and the contractor was asked if they could pay particular attention to these areas.
7. There are large clumps of grass cutting accumulating around the edges of the cemetery extension grassed area. This is having the effect of smothering the new beech sapling that have just been planted. The contractor was reminded not to leave clumps as the contract requests that this is avoided.
8. The contractor discussed the problems they are still having with ornaments/ fencing etc. being placed around graves. One of the graves has been cordoned off with string by the deceased's family because they do not want the contractor to cut the grass on it. It was agreed that this issue would be discussed at the next GP Committee meeting.
9. The layout of the cemetery extension was discussed further and it was found that the layout plan did not match what is actually on the ground. KJ will contact the Architect to discuss and arrange for the Children's new grave section to be moved to the eastern front of the extension.
10. Finally, it was found that dogs have been fouling both in and around the cemetery extension. KJ will purchase some more signs to be affixed to the gates warning dog owners not to let their dogs foul the area.

Meeting finished at 6.55pm