

DRAFT

Minutes of the **GENERAL PURPOSES SUB-COMMITTEE** of Buckland Monachorum Parish Council held at Buckland Monachorum Village Hall on **WEDNESDAY** the 8th March 2017 at 7.30pm

Present: Cllrs L Wood (LW), D Butland (DB), S Britton (SB), S Challiss (SC), I Vincent (IV) and S Woollacott (SW)

In Attendance: Mrs K Johns (Parish Clerk)

064/17 **APOLOGIES FOR ABSENCE** were received from Cllrs Fowler and Larkin

065/17 **DECLARATION OF INTERESTS** None

066/17 **TO CONSIDER CURRENT PARISH PLAY AREA MATTERS**

- a) The Clerk reported the outcome of the most recent play park inspections carried out by TTC on behalf of BMPC. There were no high/ medium risk items to report.
- b) It was **RECOMMENDED** that the clerk purchase signs for the parish playparks informing adults not to smoke and signs for each of the play parks and cemetery informing dog owners that no dogs are not allowed except for guide dogs.

067/17 **TO CONSIDER CURRENT PARISH STREET FURNITURE MATTERS**

SW reported that they are still working with the landowner of the Crapstone bus shelter to find a way forward to ensure that the bus shelter is repaired and in good working condition.

Members discussed the possible options for repairing, replacing or removing the Milton Combe bus shelter (at the top of the hill), and agreed that the clerk would discuss with VB and LL to find out if the bus shelter is still well used. Once the regularity of use of the shelter has been determined, the Parish Council will decide whether it is worthwhile applying for T A P funding for works to the bus shelter.

068/17 **DOG FOULING:**

There were no matters to report.

069/17 **PARISH MEADOW:**

It was **RECOMMENDED** that Jake Rendle still undertake the works to the Parish Meadow trees following the outcome of the recent GP site meeting.

070/17 **PARISH GROUNDS MAINTENANCE MATTERS, TO INCLUDE**

A) To discuss Buckland Monachorum grounds maintenance contract cost increase and amendments : The clerk informed members that at the 24th January 2017 meeting it was agreed to offer the Buckland Monachorum grounds maintenance contractor a new rolling two-year contract, with a 2% increment payable annually. They explained that this increment would take the amount payable annually for the financial year 2017/18 and 2018/19 to above the amount set in the Parish Council's financial regulations (£10,000). This means that without the agreement of the Parish Council, that the contract will be required to go out to tender. They went on to say that there is an exclusion for this scenario in the Parish Council's financial regulations, where it may agree to not to put the contract out to tender because the amount saved would be diminutive.

Therefore, it is **RECOMMENDED** that Council agree that paragraph 11.1 (b) of Buckland Monachorum Parish Council's Financial Regulations (adopted 16th January 2016), is waived, (as allowed under para. 11.1 (c)) because;

- i) The contract was placed out to tender in 2015, although the contract was below the £10,000 threshold; and
- ii) It would be diminutive to undergo another tender process.

- B) The issue of the poor state of the Crapstone War Memorial grass was discussed. The PC has received two quotes for removal of the thatch build up to improve the grass quality. The quotes ranged from over £400 to just over £100. The issue of the cost was discussed and it was agreed that the clerk would speak to the maintenance contractor and require him to cut the grass surrounding the War Memorial very short into the ground for the next 2 to 3 months to see if this will help improve the thatch build-up. During this time, the PC will monitor the grass to see if it improves.

071/17 CEMETERY MATTERS, TO INCLUDE:

- i) **Interments and Memorials:** There have been no Interments since the last meeting of the GP committee. The Clerk has received a couple of the Applications for second inscriptions on memorials.

The PC has received a response from the local Roman catholic minister to say that they do not object to the use of a couple of the Roman Catholic blessed burial plots. The Priest has asked that he is kept informed of any decision made on this matter. It was **RECOMMENDED** that the Parish Council would in the first instance offer these burial plots making it clear that they had been blessed for Roman catholic burials. Should any family members object to their loved ones being buried in one of these plots, then the burial would take place in one of the unblessed plots available. This will be the councils position until the new cemetery extension layout is approved.

- ii) **Discussion of points raised by recent site inspection on 11th February 2017 at Buckland Monachorum Cemetery (see Appendix 1):** Following the recent General Purposes site meeting, the following recommendations were made:

That the PC makes an application for the replacement cost of the cemetery gates (pedestrian access from the rear car park), to the WDBC's Community Project Fund. This is a capital project fund administered by WDBC and provides up to 50% of the cost of a capital project. It was **RECOMMENDED** that the Council agree to provide the additional 50% of the cost. This will save the council approximately £750 if the application is successful. It has already been agreed to put aside £1500 out of the 2017/18 budget for the replacement of the gates.

It was requested that the PC seek two quotes to reduce the height of the Leylandii roundel in front of the green shed and the Leylandii's to the rear of the shed to enable access for regular maintenance. It was **RECOMMENDED** that quotes should not be sought from the current contractor to enable them to concentrate their schedule of works.

A quote of £120.00 pounds has been received from the current Buckland Monachorum grounds maintenance contractor to reduce the height of the mixed ash and sycamore hedging to the rear of the green shed. It is **RECOMMENDED** that the council accept this quote.

It is **RECOMMENDED** that the Buckland Monachorum grounds maintenance Schedule of Works is amended to ensure that all fallen leaves along and alongside the cemetery drive are collected before the end of December each year.

- iii) **To arrange a working group to check safety of memorials in the Cemetery:** It was **RECOMMENDED** to defer the arrangement for memorial safety testing until the next general purposes meeting. This is because of the amount of work the new cemetery extension will require.

- iv) **To discuss the new Cemetery extension plan and additional provisions once open:** Councillors discussed the newest layout plan for the cemetery extension. It was **RECOMMENDED** that the following amendment was made to the plan;

a) that the proposed child/infant burial area should be extended to provide a larger well-defined area for child burials.

The following points were also raised:

That the PC should check the proposed paths are of sufficient width to enable access for grave digging

DRAFT

equipment.

It was requested that the Clerk send the plan to the grave diggers for their comments prior to the March meeting. At the same time, a quote should be obtained for grave markers in the newest section of the cemetery extension.

- v) **Consideration of dates for a working party to clear moss from the Cemetery drive:** It was **RECOMMENDED** that the Parish Council hold a working party to remove moss from the cemetery drive on 18 April 2017 at 9:30 AM. LW will send out an email/ Facebook message asking for volunteers.

072/17 **ITEMS FOR FUTURE AGENDAS**

New cemetery extension

073/17 **FUTURE MEETING DATES**

To be confirmed

The meeting closed at 9.41pm.