

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Wednesday 19th February 2020 at 7:00pm

Present: Cllr. S. Broad – Vice Chairman
Cllr. N. Bridle
Cllr. S. Morawiec
Cllr. M. Tidd
Ms. K. St Clair – Clerk & Registrar

19/84 APOLOGIES FOR ABSENCE

Cllr. C. Chedgy - Chairman

19/85 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 20th JANUARY 2020

19/77 – The permanent bollards were fitted on 1st February 2020 and working well.

19/82 – Cllr Morawiec visited the cemetery on 6th February and was given an overview of the site, processes and types of work involved in the day-to-day management of the cemetery. He thanked both the Clerk and Groundsman for their time and relayed to the committee how impressed he was.

19/86 APPROVE AND SIGN FINANCIAL REPORTS – JANUARY 2020

Financial reports for the above period were provided to all members prior to the meeting, including the Clerk's Reports, Activity Summary and the Budget Comparison reports to date. Full reports including Bank Reconciliations, Financial Summary – Cashbook, Income and Expenditure Transactions and Budget Comparison to date were checked against the bank statements and signed by the Vice-Chairman, as correct.

19/87 CLERKS FINANCE REPORTS & ACTIVITY SUMMARY – JANUARY 2020

The Clerk's Finance and Activity Reports for January 2020 were provided to committee. The Clerk reported fee income as a bit low for the month and activity reported at 13, which is also low and reflected in the income received. The number of funerals in recent months to a year, has been reported as low across the industry. Expenditure was higher than income for the period, with the purchase of a bespoke Burial Register which is estimated to last the next 12-15 years, and the last being purchased in 2008/09. Also, the cost to install a new drainage system near to Stone Lane Garden to take water away from the pathways and area around the New Children's Section.

19/88 MONTHLY MAINTENANCE REPORT – FEBRUARY 2020

The committee were provided with a copy of the Clerk's Planned Maintenance report prior to the meeting. The old Kubota machine is no longer in use and the Clerk asked members to consider selling it for PARTS ONLY due to a lack of service history available for the machine. The Clerk also reported that fencing around the Fire Pit was lost during recent storms. It had been anticipated in the next financial year that the area would be redesigned to allow for a larger car parking area in

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compensation for the new restrictions. The Clerk asked members to consider a quotation from the current fencing contractor to carry out this work, at £1,250.

IT WAS RESOLVED that the Clerk could make enquiries to sell the Kubota for PARTS ONLY and accept the quotation to install fencing around the Fire Pit. It was also resolved that the Fire Pit will now be referred to as the RECYCLING AREA. This fits in with recent steps towards being more environmentally conscious by reducing the number of fires in quantity and size, and a move towards recycling.

19/89 AMENDMENTS TO FEES & CEMETERY REGULATIONS

Following the resolution of the committee recorded in minute 19/78, the Clerk provided members with an amended fees list. This included alterations to the fee structure to remove items that are no longer available and implement new fees agreed for scattering, trees and plaques. The Clerk reported new Government procedures for the costs associated with Child Burials, these are now paid for by the Government instead of the parents, and can be recovered by the burial authority. The Clerk recommended that these fees should now be included and parameters amended for the classification of a child to - '*a stillborn infant or child (under 18 years)*'. The Clerk further recommended an amendment to the wording in Reg. 21 of the Cemetery Regulations to reflect the recent changes (19/78) and Cllr Chedgy suggested to the Clerk prior to the meeting that this should also include other permanent items.

IT WAS RESOLVED that the fees list provided by the Clerk be accepted together with the amendment to the age classification of a 'child'. Also, that the wording for Reg.21 be amended to '*The planting of trees, shrubs or plants and installation of plaques and other monuments are only permitted with the consent of the Clerk*'.

19/90 CHEMICAL SPRAYING

The Clerk provided a report on the current procedures and use of chemical spraying to members prior to the meeting. This outlined that:

- The cemetery use Roundup Pro Vantage – this is a herbicide which contains the active ingredient glyphosate.
- It is used between 2-3 times a year to spray internal edges of pathways, around the chapels and car park areas only.
- Spraying is carried out before the cemetery opens and full PPE is worn. The Groundsman has the relevant training in mixing and application using a maximum of 250mls for the whole site.
- The current 5l container (approx. half full) would therefore last a further 3-4 years.
- The cemetery is abundant in wildlife and as far as is possible to tell, the use of chemical spraying to control weeds has never affected or deterred them from grazing in the cemetery. Wildlife includes rabbits, ground bees, badgers, deer, foxes, domestic cats and birds – the cemetery does not allow dogs and is not an area for children to play.
- The ground itself is already highly contaminated due to the nature of burials.

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Cllr Morawiec had undertaken comprehensive research into the use of Glyphates and in particular, the use of these chemicals in cemeteries, which he relayed to the committee. Cllr Bridle also reported his experience and knowledge around its use and a possible alternative, Algaecides. The committee discussed both the current position and research at length.

IT WAS RESOLVED that the Groundsman continue with safe and minimal use of current stock of Roundup Provenge while members explore alternatives. Extensive work in identifying a less harmful, but adequate replacement, is currently being undertaken by some larger authorities and findings would be disseminated down to the Joint Management Committee in due course.

19/91 MEMORIAL INSPECTION TABLET

The Clerk asked the committee to consider the purchase of the InspectEDGE package at £375 + VAT, plus an annual subscription fee of approximately £130. This would be for the purpose of inspecting and recording graves and memorials and could incorporate a number of essential functions including the rolling program of Memorial Maintenance; the package includes:

- InspectEDGE mobile app
- Samsung Galaxy A6 tablet with 7" screen
- 32GB SD storage card
- Rugged cover with built-in screen protector
- Lightweight at under 300g

Using this package would allow for the direct input of information and photographs from site straight into Epitaph without the need to record the data separately and then input into the system later. In the future, this information could be linked to a mapping system, called Pear Mapping, which would ensure compliance and also allow for public searches of burial records from the cemeteries website.

IT WAS AGREED that the Clerk look into any potential funding for upgrading IT systems and speak to someone who is currently using the system to see if they are happy with the functionality.

19/92 QUOTATIONS FOR HEDGING

It had previously been approved by the committee to use a sub-contractor to carry out annual hedge work in the cemetery (recorded in minute 19/59). The Clerk invited 5 local companies to provide a quotation for the work and which 4 responded. The Clerk provided the quotations to the committee together with any supporting information in a report.

IT WAS RESOLVED that the committee accept the quotation from 'Company D' at £2,680 + VAT for the completion of the work which will be scheduled in for around September 2020.

19/93 PROPOSED BUS STOPS

The Clerk received notification from Dorset Council that Go South Coast bus company wish to put up a bus stop with pole on the gravel area outside the gates which access the allotments. Cllr Broad provided members with some background

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to the proposal where the No.4 bus could stop at the top of the hills (St Margaret's Hill and Stone Lane) making it more accessible for people to alight for QE School and the Leisure Centre. The Clerk reported her concerns and those of allotment holders if the bus stop were to be positioned on the gravel and block access and egress from the cemetery.

IT WAS AGREED that Cllr Broad would report back these concerns and suggest the bus stop be placed around the corner on St Margaret's Hill, as marked on the map provided.

19/94 VE DAY – VICTORY PARADE

The Clerk updated members on progress with events to mark VE Day. Arrangements are being made to co-ordinate a variety of events between local town and parish councils. A question was raised with calling the parade a 'victory' parade to which the Clerk explained this had been taken from the 'VE' - Victory in Europe – and the objective behind the event was purely to bring the community together and have local level involvement in a Government led initiative.

19/95 ITEMS FOR INFORMATION

The date for the AGM is currently booked for Monday 25th May 2020 which the Clerk notes is now a Bank Holiday. Members were asked if this would be convenient to still meet and consideration was given to disadvantaging any members of the public who may wish to attend.

IT WAS AGREED to keep this date for the AGM.

19/96 DATE FOR NEXT MEETING

The date for the next meeting is Monday 23rd March 2020.

The Vice-Chairman declared the meeting closed at 8:37pm

Signed:

Chair

Dated: