



# Stanway

## Parish Council

Parish Clerk: Donna Tristram  
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21/14

### Minutes of the Burial Ground Sub-Committee Meeting held on Tuesday 7<sup>th</sup> September 2021 at 2.00pm in the Committee Room, Village Hall

Present: Cllrs Bloomfield (Chair), Chambers (until No. 7), Jordon, Spademan, and the Clerk and Maintenance Manager

#### 1. Attendance and Apologies for Absence

Apologies were received & approved from Co-opted member, Colin Lax

#### 2. Declaration of Interest

To allow Parish Councillors to declare a Disclosable Pecuniary, Other Pecuniary or Registerable Non-Pecuniary interest on any matters covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest they must declare it – **None were declared**

#### 3. Public Participation- No members of the public attended

#### 4. Minutes of the Burial Ground Committee Meeting of 6<sup>th</sup> July 2021

**APPROVED** the minutes of the meeting held on 06.07.21 (*previously circulated*)

**5. Clerk’s Report/ Update – NOTED.** The Clerk discussed the health and safety incident with the contractor who constructed the memorial wall. It was agreed that the Chair & Clerk would visit the burial ground neighbour to follow up from this incident and report back. It was **AGREED** that a generator would be purchased or hired when electric was needed (approx. 3 times a year). The Maintenance Manager will investigate costings and report back.

The Clerk advised she was waiting for a reply from the company who installed the French Drain under the unused section of the burial ground when it was taken over by SPC. After discussion, this drain may prove to be a different one. The Clerk will investigate other options further and report back.

Cllr Chambers advised that a lazer marker was not suitable as does not work sufficiently in daylight.

Discussions around transporting equipment were discussed and will be referred back to CAC.

#### 6. Financial Report

The following financial report was **NOTED**

Stanway Parish Council  
 Detailed Budget Summary  
 Cost Centre 10 (Between 01/04/2021 and 31/03/2022)

4 September 2021 (2021-2022)

J - Comm Assets - Burial Gds	Last Year 2020-2021				Current Year 2021-2022				Next Year			
	Receipts		Payments		Receipts		Payments		Receipts	Payments		
Code Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
55 Burial Ground Income	2,000.00	1,210.00	0.00	0.00	4,000.00	3,045.00	0.00	0.00	0.00	0.00	0.00	0.00
56 Tree sponsorship	0.00	5.00	0.00	0.00	10.00	130.00	0.00	0.00	0.00	0.00	0.00	0.00
57 BG Maintenance	0.00	0.00	2,000.00	215.70	0.00	0.00	0.00	1,500.00	898.33	0.00	0.00	0.00
58 BG Reserve	0.00	0.00	5,500.00	0.00	0.00	0.00	0.00	13,000.00	12,600.00	0.00	0.00	0.00
<b>SUB TOTAL</b>	<b>2,000.00</b>	<b>1,215.00</b>	<b>7,500.00</b>	<b>215.70</b>	<b>4,010.00</b>	<b>3,175.00</b>	<b>0.00</b>	<b>14,500.00</b>	<b>13,498.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Summary</b>												
<b>TOTAL</b>	<b>2,000.00</b>	<b>1,215.00</b>	<b>7,500.00</b>	<b>215.70</b>	<b>4,010.00</b>	<b>3,175.00</b>	<b>0.00</b>	<b>14,500.00</b>	<b>13,498.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Stanway Parish Council

**21/15**

List of Payments and Receipts 3<sup>rd</sup> September 2021

**J - Comm Assets - Burial Gds**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Burial Ground Income	4,000.00	3,045.00	-955				-955 (-23%)
56	Tree sponsorship	10.00	130.00	120				120 (1200%)
57	BG Maintenance				1,500.00	898.33	602	602 (40%)
58	BG Reserve				13,000.00	12,600.00	400	400 (3%)
<b>SUB TOTAL</b>		<b>4,010.00</b>	<b>3,175.00</b>	<b>-835</b>	<b>14,500.00</b>	<b>13,498.33</b>	<b>1,002</b>	<b>167 (0%)</b>

4 September 2021 (2021-2022)

**7.Maintenance Report**

The Maintenance Manager confirmed that the vandalised tap had been repaired and contained in a lockable metal box for protection.

The Clerk will contact Bowman and Son to cut and collect the meadow area (as is done yearly towards the end of September). The exact area to be cut will be agreed upon (to establish who cuts beyond the trees at the back of the burial ground, next to the shed). Cllr Bloomfield will provide site plans.

**8.Maintenance of Existing Grave and Ashes Plots**

The Maintenance Manager confirmed that the two most recent graves were settling naturally and he will trim back the burial ground hedging on Church Lane after risk assessing. The Chair confirmed that no memorials were permitted, so any are to be collected and kept safe so the Chair can contact the family to arrange collection.

**9.Memorial Wall**

It was **AGREED** Trevor Manning’s plaque would be sited in the centre of the wall (this will be marked out by the Maintenance Manager), with a view to a memorial event at the burial ground, close to Trevor’s birthday in early November to commemorate his life. The Chair will talk to his family and report back.

**10.Budget Requirement for 2022/2023**

After **DISCUSSION** it was agreed to request an increase to the Maintenance Budget to £2500-£3000 to cover the purchase of a generator, new branded signage, a further bench and an increased maintenance schedule (eg., ash scattering area). Cllrs will consider a longer term vision for the Burial Ground concerning what services it provides (eg., children’s area, area of contemplation) and also amenities eg., replacement shed and pathways. This will be added to the next Agenda.

**11.Items for Committees/ Next Council Meeting**

CA to consider the Maintenance Manager’s transport issues in relation to relocating equipment back to the maintenance shed for safety.

**12.To Confirm the Date of the Next Meeting**

The next Burial Ground Sub-Committee meeting will be held on Tuesday, 5<sup>th</sup> October 2021 at 2.00pm, in the Committee Room, Victory Hall, Villa Road.

**The Chair closed the meeting at 3.38pm**