



# Stanway

## Parish Council

Parish Clerk: Donna Tristram  
 Victory Hall, Villa Road,  
 Stanway, Essex CO3 0RH  
 P: 01206 542221/07759 837111  
 E: clerk@stanwaypc.org.uk

22/4

### Minutes of the Burial Ground Sub-Committee Meeting held on Tuesday 1<sup>st</sup> March 2022 at 2.00pm in Victory Hall, Stanway Community Centre

Present: Cllrs Bloomfield (Chair), A Norton, Spademan, the Clerk and the Maintenance Operative (from No. 7)

- 1. Attendance and Apologies for Absence – Apologies were accepted from Cllr Chambers
- 2. Declaration of Interest - None were declared
- 3. Public Participation- No members of the public attended
- 4. Minutes of the Burial Ground Committee Meeting of 1<sup>st</sup> February 2022 - APPROVED the minutes of that meeting

**5. Clerk’s Report/ Update - NOTED**

The Clerk has met with the Tree Surgeon and is currently looking at the tree cutting contract. After risk assessing, the Clerk has advised the maintenance operative that he cannot use a stepladder alone to cut high branches. All present councillors agreed to carry out an Epirtrace audit at the Burial Ground in March and, if installing any replacement pens (by measuring), would do so with a shingle base. It was also agreed to leave graves for 3 months before inserting pens to allow the ground to settle further. It was agreed to add the provision of new granite name signage to the 2 entry walls @ £ 1250 to April’s agenda with proposed etchings of a tree/woodland/meadow images.

**6. Financial Report –** Previously provided report (as below) was **NOTED**. The proposed income has been exceeded for 2021/22 and costs are under budget (excluding the memorial wall supply).

**Stanway Parish Council**  
**Summary of Receipts and Payments**  
 Cost Center 10

27 February 2022 (2021-2022)

J - Comm Assets - Burial Gds		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Burial Ground Income	4,000.00	4,100.00	100.00				100.00 (2%)
56	Tree sponsorship	10.00	430.00	420.00				420.00 (4200%)
57	BG Maintenance				1,500.00	998.33	501.67	501.67 (33%)
58	BG Reserve				13,000.00	12,600.00	400.00	400.00 (3%)
<b>SUB TOTAL</b>		<b>4,010.00</b>	<b>4,530.00</b>	<b>520.00</b>	<b>14,500.00</b>	<b>13,598.33</b>	<b>901.67</b>	<b>1,421.67 (7%)</b>
 <b>Summary</b>								
<b>NET TOTAL</b>		4,010.00	4,530.00	520.00	14,500.00	13,598.33	901.67	1,421.67 (7%)
<b>V.A.T.</b>						2,681.67		
<b>GROSS TOTAL</b>			4,530.00			16,280.00		

Draft until signed.....Chair      Date...../...../20.....      This page..... of.....

**7.Maintenance Report – NOTED** The Maintenance Operator will arrange for quotes to adapt the tap ASAP as he needs to start jet washing. A tree which fell over in the storms (18 & 21<sup>st</sup> Feb), near grave 23 has been cut back and removed, making the area safe again.

**8.Maintenance of Existing Grave and Ashes Plots – NOTED** The graves and ash plots are in good order. The Chair reiterated that no keepsakes were to be left by graves or attached to trees after one week of the interment. The Maintenance Operative will continue to store these items should visitors want to retrieve them.

**9. To CONSIDER and AGREE Burial Ground Fees for the year 2022/23** After much consideration and discussion concerning the comparison report of natural burial ground fees within the area provided by the Clerk, **AGREED** to increase the Resident Single Depth Plot by £ 50 (ie., 16.5%) and apply this percentage increase to all grave plot fees. **AGREED** to increase Resident Interment of Ashes – Single Depth Grave Plot to £ 120 (ie., 41%) and apply this percentage increase to all resident ash fees. **AGREED** to add categories for Non Resident Ash Plots and further double these Plot fees based on the 2022/23 Resident Ash Plot fees. All other fees remain unchanged. This follow a few years of no increase and still results in Comb Meadow being vastly cheaper than other compared local natural burial grounds. The new fees will take effect from 1<sup>st</sup> April 2022

**10. Open Day at Comb Meadow – DECIDED** to hold an open day for funeral parlours within a 10m radius of Comb Meadow on Wednesday 15<sup>th</sup> June (10-4pm). St Albright’s Church Hall will be booked. Agreed that Comb Meadow should be featured at the Annual Parish Forum so residents are aware of what it can offer.

**11. To DECIDE on future publicity for Comb Meadow**

The Clerk will present revised regulations and brochure concept at April 2022 meeting. All present were asked to provide photographs of the burial ground for publicity/brochure purposes. Once a new brochure is organised, leaflets can be added to the noticeboards and the website updated

**13.Items for Committees/ Next Council Meeting (NB: Incorrectly numbered on the Agenda as no item 12)**

- \* Clerk to present granite signage options at April 2022 Burial Ground meeting
- \* Clerk to present amended regulations and brochure concept at April 2022 Burial Ground Meeting
- \* Burial Ground Committee Members to carry out a site visit – date to be agreed
- \* Community Services to ensure advertising materials are displayed at the Annual Parish Forum

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

The next Burial Ground Sub-Committee meeting will be held on Tuesday, 5<sup>th</sup> April 2022 at 2.00pm, in the Committee Room, Victory Hall, Villa Road

**The Chair closed the meeting at 3.37pm**