


Burial Ground – Clerk’s Report

Date 03.05.2022 Meeting

Agenda/ Page No.	Agenda Description	Date Added	Completion Date (expected)	Status	Comments/Updates
21/18 & 21/19	Tree Surgeon Work	01.2022	Ongoing – 3 year contract from 2021- 24	Full Complete – but surgeon to monitor	 <p>No.s 33, 35, 36 and 37 on map * Work Completed 01.2022 After Before (Trees/hedges – located south from entrance into BG)</p> <p>01.22 - The Clerk met with Tom Headle and went through the BG schedule of works he was asked to quote for (Tom’s advice is 7-16 do the need any work (as proposed in the report provided to Tom when quoting – and his quote to SPC does not therefore include work on these trees) 17-30 – just need the long grass taken away from in between them (again Tom has not quoted for them – as recommended on the report provided to him) Barry can therefore keep an eye on 7-16 and 17-30 – Tom will confirm when he needs to take over once they have suitably matured 5-6 on schedule – work was completed Nov 2021 32 – work has been completed 33-37 – work completed 01.2022</p> <p>THIS COMPLETES THE CURRENT CYCLE OF WORK AT THE BG Tom is happy to help with the ash scattering trees (but these have not been quoted for). 01.2022 - Clerk has spoken to the Tree Surgeon and will discuss this contract with CGC – Still ongoing</p>
21/18	Financial Report – BG promotion to support sustainability	01.2022	First promotion by Summer 2022	In hand	<p>01.22 – Clerk has registered Comb Meadow on The Bereavement Services Portal at www.iccm-uk.com – we are already members so FOC database Clerk also proposes registering on the following (but requires confirmation that our regulations prevent the burying of embalmed remains) – there is a charge of £ 60 http://www.naturaldeath.org.uk/index.php?page=anbg-membership Clerk will wait for confirmation that the regulations can be changed and then organise some re-prints of the brochure with amendments. 01.03.22 Agreed with principle of wallet design and gloss finish – Clerk will report back April meeting with proposed changes to wording/style. All present were asked to provide photos of the BG for new publicity. CS will also be asked to advertise this during the APF (May 2022) once the new brochures and leaflets are produced and information posters can be added to noticeboards/social media etc.,</p>

					<p>Clerk will organise a drone (if possible?) to take some aerial shots for publicity and some further photos with the memorial wall and incorporating the work that Barry has carried out on improvements – Further update to be provided during 04.2022 meeting</p> <p>Clerk will then approach Funeral Parlours in Colchester region to introduce Comb Meadow ask them to stock brochures</p>
21/19	Maintenance Report – Arborist advice for future development plan	01.2022	By Summer 2022	In hand	<p>Clerk has arborist’s report on current trees and is waiting to hear back fully with a price for a planting schedule and ideas to develop the landscape</p> <p>Nick Day from CBC may also visit the site 03.2022 to offer his advice on development and maintenance (particularly the whips he helped plant)</p> <p>A Risk Assessment has been carried out by the Clerk and BC has been advised not to tackle any trees above height on step ladders due to him working alone and also uneven ground and using sharp apparatus. The Clerk has suggested loppers or other equipment that can be used from the ground (or alternatively the tree surgeon will have to take over this maintenance) – Barry to provide an update 04.2022</p>
21/19	Existing Grave and Ash Plot Maintenance	01.2022	By Autumn 2022	In hand 03.2022	<p>Clerk has spoken to Epitrace manufacturer regarding this tracing system not fully functioning. Manufacturer has confirmed this does sometimes happen however the equipment is up to date and working. The advice is to locate the pens every year and if not found dig them up and replace (another area must be used as the soil needs to be settled). The manufacturer thought the idea of putting shingle down in the hole to stop sinkage was a good one and has provided a “dibber” to use as a stake. The Clerk has not found any other way of marking the graves on the surface that would not cause a problem when mowing. This issue can be discussed during the committee site visit (to be arranged in March) Cllrs Bloomfield, A Norton and Spademan will organise a March site visit to check grave markings and install further Epitrace pens where necessary and report back at April meeting Update to be provided 04.2022</p>
21/19	10 Year Celebration - signage	01.2022	By Summer 2022	In hand	<p>Clerk has obtained a price with ideas from Hunnaballs for 2 granite entry signs with words and emblem engraving. 01.03.22 meeting – Agreed to principle of new granite signage @ £1250 – the clerk will provide etching designs of meadows/trees/woodland. This will be added to BG April agenda to APPROVE – Clerk has chased Hunnaballs for design (granite is in short supply) – Clerk will continue to chase so signage can be in for Open Day. Clerk and Chair agreed to costs prior to May meeting to ensure new signage is in place before the opening day – Committee to resolve the agreement 05.2022)</p>
22/5	Open Day	03.2022	June 2022	Just started	<p>03.2022 – agreed to hold an open day for funeral parlours within 10m radius of Comb Meadow, Wednesday 15th June. The Clerk will hire St Albrights Hall for refreshments and contact Funeral Parlours. The new brochures will be available by then with current agreed frees from 01.04.2022 and it is hoped the new entry signage will be in place also. Hall is booked and Clerk will write to all funeral parlours by end of April - DONE. New brochure will be designed to hand out at the event – costs to be agreed 05.2022</p>

Financial Report

As at 1st April 2022

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	4,800.00	800.00				800.00 (20%)
56	Tree sponsorship	10.00	430.00	420.00				420.00 (4200%)
57	BG Maintenance				1,500.00	1,068.33	431.67	431.67 (28%)
58	BG Reserve				13,000.00	12,820.00	180.00	180.00 (1%)
SUB TOTAL		4,010.00	5,230.00	1,220.00	14,500.00	13,888.33	611.67	1,831.67 (9%)

Summary

NET TOTAL	4,010.00	5,230.00	1,220.00	14,500.00	13,888.33	611.67	1,831.67 (9%)
V.A.T.					2,681.67		
GROSS TOTAL		5,230.00			16,570.00		

NB: Budget for income in the next five years starts at £ 3000 rising to £ 5500

April 2022 (start of new financial Year)

J - Community Assets - Burial

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Burial Ground - Maintenance				1,575.00	1,575.00		1,575.00 (100%)
58	Burial Ground - Repairs				500.00	500.00		500.00 (100%)
SUB TOTAL					2,075.00	2,075.00		2,075.00 (100%)

Also have reserves of £ 2500 – which will cover open day and relaunch, including signage and brochures

Granite Signage	£ 1250
250 brochure A4 wallets	£ 585 (£745, 500)
2 page regulation inserts	£210 (£230, 500) – required?
Logo Design and artwork	£ 420 may not be required

Total requested from BG was £ 3,000 (November 2021)

Tree Surgeon Plan and Schedule

COOMBS MEADOW BURIAL GROUND

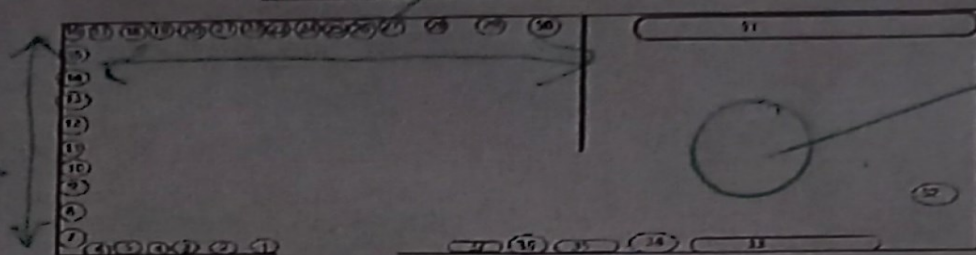
5,6 - Every 2 years - £250

12 - One off visit - £70

13,15,16,17 - Every 2 years - £250

34 - Every 4 years - £550

Tree Locations map: Coombs Meadow Burial Ground



No.	Tree Species	Recommendations
1	Acer Campestre Field maple	None
2	Acer campestra field maple	None
3	Acer campestre Field maple	None
4	Sorbus acuparia Rowan	None
5	Corylus avilana Hazel	Reduce to 8ft
6	Corylus avilana Hazel	Reduce to 8ft
7	Acer Campestre field maple	None
8	Betulus pendula Silver birch	None
9	Acer campestre field maple	None
10	Prunus avium Cherry	None
11	Phyladelphus	None
12	Betulus pendula silver birch	None
13	Prunus avium cherry	None
14	Prunus avium cherry	None
15	Acer campestre field maple	None
16	Corylus avilana Hazel	None
17-30	Mixed hedge	None
31	Mixed hedge	None
32	Quercus Oak	Remove to clear telegraph pole
33	Acer campestre Field Maples	Lift to 15ft over the road trim back on roadside, sever ivy at base
34	Tilia cordata Lime	Pollard back to large growth
35	Acer campestra Field Maples	Lift to 15ft over the road trim back on roadside, sever ivy at base
36	Ilex aquifolium / quercus holly and oak	Lift to 15ft over the road trim back on roadside, sever ivy at base
37	Acer campestre field maples	Lift to 15ft over the road trim back on roadside, sever ivy at base