

# Burial Ground – Clerk’s Report

Date 05.09.2022 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	<b>08.08.2022 – Tree Surgeon visited and cut back satisfactory. Price £ 350.00 (Cost Code 57)</b>
21/18	Financial Report – BG promotion to support sustainability	01.2022	First promotion by Summer 2022	Nearly completed	01.22 – Clerk has registered Comb Meadow on The Bereavement Services Portal at <a href="http://www.iccm-uk.com">www.iccm-uk.com</a> – 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 <a href="http://www.naturaldeath.org.uk/index.php?page=anbg-membership">http://www.naturaldeath.org.uk/index.php?page=anbg-membership</a> <b>06.2022 – New folder brochures (250) received &amp; Terms amended &amp; printed with enclosures 06.2022 – Clerk updated website with photos &amp; new brochure template–Do committee want a slideshow of photos @ £ 50 from website providers?</b>
21/19	Maintenance Report	01.2022	By Summer 2022		<b>07.2022 – when will new Whips being grown be planted? 05.2022 – graffiti on shelter and wall removed by CBC Zoning Team — police advised and notice on FB – to monitor - 08.22 no further graffiti 08.22 – Clerk has written to neighbouring business re: not using area to smoke in</b>
21/19	Existing Grave and Ash Plot Maintenance	01.2022	By Autumn 2022	Part completed	<b>Clerk has spoken to Epitrace manufacturer regarding this tracing system not fully functioning. Update to be provided 09.2022 by Chair who carried out inspection with the grave digger (Epitrace records need to be updated) and Council to decide on wooden plaques spikes in ground with numbers etched in. Maintenance Worker to provide update on recent graves which require Epitrace numbering</b>
21/19	10 Year Celebration - signage	01.2022	By Summer 2022	Part completed	<b>06.2022 – 2 x entrance signs were erected in time for the opening day 13<sup>th</sup> June 2022 07.2022 – to discuss extra furniture and review funding options</b>
22/5	Open Day	03.2022	June 2022		<b>15.06.2022 – Open day was attended by 2 Funeral Parlours, 2 x clerics and 1 x Parish Clerk. All were very complimentary concerning the maintenance and comments have been fed back to Barry with thanks. 07.2022 – Clerk followed with brochures x 2 being send to all funeral parlours contacted so they have our new information. We have received 2 x pre-paid orders since the open day</b>

# Financial Reports for May and June 2022

**Stanway Parish Council**  
**Summary of Receipts and Payments**  
 Cost Center 10 (Between 01/05/2022 and 31/05/2022)

28 June 2022 (2022-2023)

**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%)
<b>SUB TOTAL</b>					<b>2,075.00</b>		<b>2,075.00</b>	<b>2,075.00 (100%)</b>

**Stanway Parish Council**  
**Summary of Receipts and Payments**  
 Cost Center 10 (Between 01/06/2022 and 30/06/2022)

28 June 2022 (2022-2023)

**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	585.00	990.00	990.00 (62%)
58	Burial Ground - Repairs				500.00		500.00	500.00 (100%)
<b>SUB TOTAL</b>					<b>2,075.00</b>	<b>585.00</b>	<b>1,490.00</b>	<b>1,490.00 (71%)</b>

Cost Centre Group - Burial Ground (Between 01/07/2022 and 31/07/2022)

**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%)	
<b>SUB TOTAL</b>					<b>2,075.00</b>	<b>2,075.00</b>	<b>2,075.00 (100%)</b>	

Cost Centre Group - Burial Ground (Between 01/08/2022 and 31/08/2022)

**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	24.80	1,550.20 (98%)	
58	Burial Ground - Repairs				500.00	150.00	350.00 (70%)	
<b>SUB TOTAL</b>					<b>2,075.00</b>	<b>174.80</b>	<b>1,900.20 (91%)</b>	

Granite Signage                      £ 2400 (agreed price for 2 signs) – invoice not yet allocated to BG cost centre  
 250 brochure A4 wallets            £ 585 (taken out of BG maintenance code ie., 57 as not maintenance, so not costed to BG expenses)

**Income Budgeted for 2022/23**

55 Burial Ground - Income                      3,000.00                      2,600.00                      -400.00                      -400.00 (-13%)

Have had 1 x ash burial and 2 x grave burials (1 x invoice still outstanding @ £ 710 (Bishop)) since May and also 1 x order for pre-paid companion plots (paid) and 1 x further order to follow for pre-paid companion plots

# Tree Surgeon Plan and Schedule

COOMBS MEADOW BURIAL GROUND

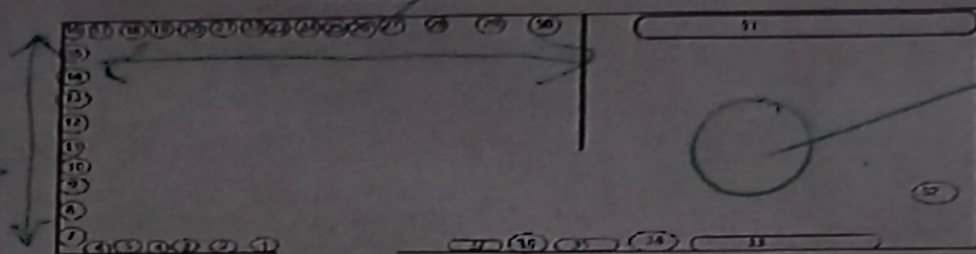
1,6 - Every 2 years - £250

12 - One off visit - £70

13,15,16,17 - Every 2 years - £250

14 - 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 acuparta 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	Phylidelphus	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 campestre 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