



Stanway

Parish Council

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Minutes of the Burial Ground Sub-Committee Meeting

held on Tuesday 6th September 2022 at 2.00pm in Victory Hall, Stanway Community Centre

Present: Cllrs Bloomfield (elected as Chair), Chambers (elected as Deputy Chair), A Norton (from 2.25pm) & Spademan and the Clerk

1. **Elected** Cllr Bloomfield as Chair and Cllr Chambers as Deputy Chair for the following Municipal Year 2022/23
2. **Attendance and Apologies for Absence** – No apologies received
3. **Declaration of Interest** - None were declared
4. **Public Participation**- No members of the public attended
5. **Minutes of the Burial Ground Committee Meeting of 3rd May 2022** – **APPROVED** minutes of meeting.
6. **Clerk's Report/ Update** – **NOTED**. There have been no further reports of graffiti since May 2022.
7. **Financial Report** – **RECEIVED & NOTED** and **AGREED** on budget request for 2023/24 with expenditure @ £ 2,200 and income at £ 4,000, both proposed from the CGC Working Group Budget Review Meeting
8. **Maintenance Report Update** - The Maintenance Operative provided a verbal report to the Clerk confirming that the whole site being maintained well and the Tree Surgeon had been in at the beginning of August to cut back any high hedges facing the road. Photos had been emailed recently showing the burial ground. The Clerk will contact Bowmans to attend for the yearly meadow cut back and discuss when, what type, and who should re-seed the meadow for next year. No equipment was identified as being required. Tree bordering areas to fill in along Church Lane (by memorial/carpark) were identified – mature saplings were agreed upon. The Clerk will liaise with the Maintenance Operative regarding planting this Autumn and also place an order with CBC for free saplings for SPC to pot grow again for 2023 planting.
9. **Maintenance of Existing Grave and Ashes Plots** – It was agreed that pre-paid plots would be allocated at time of death/first death (in the case of companion plots). The process (circulated by email) from ICCM regarding measuring depths and grave area to ensure compliance in accordance with up to date standards was accepted. Further training will be sought from the ICCM or similar regarding this and other processes
10. **DECIDED** to wait for the Committee site visit after the meadow had been cut to agree on further furniture
11. The Chair **UPDATED** that after a thorough site investigation with the grave digger, they managed to locate and confirm all grave Epitrace markers, with the exception of 4, which will be re-marked alongside the recent burials (x 4) and ash plot which have now settled. A site visit will be organised for the Committee and BG staff, after the meadow has been cut to mark out each grave by measurement, Epitrace and inserting a flush stake into the ground with the plot No. The Clerk will organise purchasing the necessary wooden pole and burnishing kit
12. **AGREED** that training would be investigated from the ICCM and other providers as necessary for up to date methods for measuring plots and also a visit to Colchester Crematorium during the November opening day.

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

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13. Items for Committees/ Next Council Meeting –

- i) Advise Corporate Governance Committee of Burial Ground Budget Request for 2023/24
- ii) Update Burial Ground Committee after visit to measure & mark plots & also type of furniture required

14.CONFIRMED the Date of the Next Meeting - The next Burial Ground Sub-Committee meeting as Tuesday, 4th October 2022 at 2.00pm, in the Committee Room, Victory Hall, Villa Road

The Chair closed the meeting at 3.34pm

Stanway Parish Council 28 June 2022 (2022-2023)
Summary of Receipts and Payments
 Cost Center 10 (Between 01/05/2022 and 31/05/2022)

| J - Community Assets - Burial | | Receipts | | | Payments | | | Net Position |
|--------------------------------------|-----------------------------|-----------------|--------|----------|-----------------|--------|-----------------|------------------------|
| Code | Title | 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%) |

Stanway Parish Council 28 June 2022 (2022-2023)
Summary of Receipts and Payments
 Cost Center 10 (Between 01/06/2022 and 30/06/2022)

| J - Community Assets - Burial | | Receipts | | | Payments | | | Net Position |
|--------------------------------------|-----------------------------|-----------------|--------|----------|-----------------|---------------|-----------------|-----------------------|
| Code | Title | 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%) |
| SUB TOTAL | | | | | 2,075.00 | 585.00 | 1,490.00 | 1,490.00 (71%) |

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

| J - Community Assets - Burial | | Receipts | | | Payments | | | Net Position |
|--------------------------------------|-----------------------------|-----------------|--------|----------|-----------------|--------|-----------------|------------------------|
| Code | Title | 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%) |

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

| J - Community Assets - Burial | | Receipts | | | Payments | | | Net Position |
|--------------------------------------|-----------------------------|-----------------|--------|----------|-----------------|---------------|-----------------|-----------------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 57 | Burial Ground - Maintenance | | | | 1,575.00 | 24.80 | 1,550.20 | 1,550.20 (98%) |
| 58 | Burial Ground - Repairs | | | | 500.00 | 150.00 | 350.00 | 350.00 (70%) |
| SUB TOTAL | | | | | 2,075.00 | 174.80 | 1,900.20 | 1,900.20 (91%) |