



# Stanway

## Parish Council

Parish Clerk: Donna Tristram  
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21/16

### Minutes of the Burial Ground Sub-Committee Meeting held on Tuesday 9<sup>th</sup> November 2021 at 2.00pm in the Conference Room, Village Hall

Present: Cllrs Bloomfield (Chair), Chambers, Jordon, Spademan, and the Clerk

**1.Attendance and Apologies for Absence - None**

**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 7<sup>th</sup> September 2021**

**APPROVED** the minutes of the meeting held on 07.09.21 (*previously circulated*)

**5.Clerk’s Report/ Update – NOTED.** The current Tree Map compiled by Cllr Chambers was inspected with a view to updating it. The 41 outstanding sponsored trees will be coming from CBC beginning of December. One of the sponsors has indicated she would be happy to help plant them (The Clerk will liaise with her on delivery of the trees). It was **AGREED** the new trees will be planted as roadside hedging at the bottom of the burial ground site and where there are other hedging gaps on this border.

The Clerk is waiting to hear back from Highways after requesting clearance of the gully at the bottom of Church Lane and will try to identify the field owner in this area to ensure ditches are kept clear. The Clerk has also asked for guidance on enhancing road safety on Church Lane. The Clerk is trying to identify a drainage expert who can assist with flooding issues. It was agreed that the Clerk will report back to the next meeting with an up to date position so all relevant landowners can then be informed.

**6.Financial Report**

The following financial report was **NOTED**

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

J - Comm Assets - Burial Gds	Last Year 2020-2021				Current Year 2021-2022						Next Year 2022-2023		
	Receipts		Payments		Receipts			Payments			Receipts	Payments	
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget	
55 Burial Ground Income	2,000.00	1,210.00			4,000.00	3,045.00							
56 Tree sponsorship		5.00			10.00	230.00							
57 BG Maintenance			2,000.00	215.70				1,500.00	998.33				
58 BG Reserve			5,500.00					13,000.00	12,000.00				
<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>3,275.00</b>		<b>14,500.00</b>	<b>13,598.33</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>3,275.00</b>		<b>14,500.00</b>	<b>13,598.33</b>				

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**7.Maintenance Report - NOTED**

The meadow is in good order. Cllr Chambers will organise a removable water tap connection on the external water supply spout. The Tree Surgeon will be chased for a new date as he did not attend site 05.11.21 to cut back the trees around the carpark and the trees bordering the road. It was agreed to hire a generator (until suitable transport was in place to purchase one which could be taken to and from the Maintenance Workshop) if still needed to jet wash around the Burial Ground.

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

The Maintenance Operative confirmed all grave and ash plots are in good order, with one being topped up with soil. The latest plots will be Epitrace marked shortly with the Chair and Clerk in attendance to run through the method statement together.

**9.Risk Assessments and Method Statements/Procedures – AGREED** the draft Method Statement for marking the graves with the Epitrace System and draft Risk Assessment for Volunteer Working at the Burial Ground. The Grave Marking Method Statement will be reviewed on site and amended as necessary - date to be agreed ASAP for Chair, Maintenance Operative and Clerk to attend.

**10. Memorial Wall Plaque Options – AGREED** to change from bricks (in the memorial shelter) to Plaques for the New Memorial Wall, to ensure the structure of the wall is maintained and it is more aesthetically pleasing. Hunnaballs will be advised. Agreed to propose a 10% admin mark up if the plaques are purchased through SPC.

**11. Memorial Event for Cllr Manning, 20.11.21** –The Chair confirmed the timing for this invitation only event and instructed the Clerk to invite all SPC Councillors, Borough and SPC staff. Tollgate Hall has been booked and the Chair has instructed an external caterer to provide afternoon tea refreshments.

**12.Budget Requirement for 2022/2023 – AGREED** to propose a Budget of £ 3,000 for maintenance/upgrades to cover the purchase of a generator, new branded signage and furniture and an increased maintenance schedule (eg., to develop the ash scattering area).

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

a) BG Committee to **DECIDE** on a fitting tribute to Colin Lax, co-opted member of the Burial Ground Committee and previous SPC Cllr and Chair

**14.To Confirm the Date of the Next Meeting – AGREED** the next Burial Ground Sub-Committee meeting will be held on Tuesday, 4<sup>th</sup> January 2022 at 2.00pm, in the Committee Room, Victory Hall, Villa Road

**The Chair closed the meeting at 3.15pm**