

Minutes of a meeting of Yeovil Crematorium and Cemetery Committee
held in the Council Chamber, Town House, 19 Union Street, Yeovil on
Wednesday 14 October 2009

(7.00pm – 9.00pm)

Present:

Ruth Kendall	Chairman
Julian Freke	South Somerset District Council
Dave Gooding	Yeovil Town Council
Alf Hill	Yeovil Without Parish Council
Alan Smith	Yeovil Town Council
Mary Thomas	Brympton Parish Council

Also Present:

Alan Tawse	Clerk to the Committee
Joy Coombs	Administration Manager
Tom Pullin	Operations Manager
Glenn Ford	Cemetery Foreman
Ian Johns	Property Management Team Leader
Paula Jeffery	Management Accountant

(1) Public Comment

There were no comments from the public.

(2) Minutes

The minutes of the previous meeting held on 15 July 2009, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

(3) Apologies for Absence

Apologies for absence were received from David Recardo and Barbara Strong.

(4) Declarations of Interest

There were no declarations of interest.

(5) Cemetery Capital Programme

The Committee considered the report of the Property Management Team Leader (agenda item 4 refers).

The Property Management Team Leader indicated at the meeting that the lowest quotation received for the installation of a new DDA access ramp to the Cemetery Lodge (including external lighting and contingencies) was £14,788.

He further reported that provisional costs had been obtained for the provision of a new garage next to the Mess Hut and replacing the central garages with a steel container, which totalled £14,000 including contingencies.

It was proposed that the costs involved be met from a combination of the underspend in the costs of repairing the boundary wall and reprofiling the replacement garages provision in the Capital Programme.

Members expressed their support for the installation of a DDA access ramp and the replacement of the central garages with a steel container at an early date. However, following clarification of a number of points by the Cemetery Foreman, it was felt that the provision of a new garage next to the Mess Hut should remain as currently profiled within the Capital Programme.

It was noted that the impending repair to the section of boundary wall adjoining the Quaker Burial Ground, the lowest quotation for which amounted to £3,831, needed to be included in the Capital Programme.

- RESOLVED:**
- (1) that the matters be noted;
 - (2) that approval be given to the following works being undertaken at an early date:
 - Provision of a new DDA access ramp to Cemetery Lodge - £14,788
 - Replacement of central garages with steel storage container - £2,500
 - (3) that the costs involved be met from a combination of the £8,011 saving in the cost of repairing the Westfield section of the perimeter wall and the reprofiling of part of the current provision for replacement garages; and
 - (4) that the planned survey of the remainder of the Cemetery boundaries be noted, and the outcome be reported to a future meeting.
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(6) Crematorium Capital Programme

The Committee considered the report of the Property Management Team Leader (agenda item 5 refers).

During the ensuing discussion, reference was made to the identified need for cremator relining works to take place at planned intervals, and the financial provision that had already been made for such works.

Reference was also made to the provision made for green burials and, following the recent completion of the Westfield section of the perimeter wall works, the opportunity that had arisen for an assessment to be undertaken of the options for the future use of the Poppy Field for the provision of additional interment facilities.

The Chairman referred to a request that she had received earlier that day from Brympton Parish Council for the Committee's support in seeking the installation of a pedestrian crossing in Bunford Lane.

She indicated that as the request was received too late to be included on the agenda, the matter would be included on the agenda for the next meeting. In the meantime, the Clerk to the Committee offered to ask the Highway Authority to install a vehicle movement counter to help assess the level of traffic using Bunford Lane.

Reference was also made to recent changes in legislation which permitted burial authorities to re-use grave spaces in certain circumstances.

- RESOLVED:**
- (1) that the matters be noted;
 - (2) that the Property Management Team Leader, in consultation with the Clerk to the Committee, undertake an assessment of the options for the future use of the Poppy Field for the provision of additional interment facilities, and their findings be reported to a future meeting;
 - (3) that arrangements be made for the above-mentioned request of Brympton Parish Council to be included on the agenda for the next meeting and, in the meantime, the Clerk to the Committee seek the Highway Authority's support to install a vehicle movement counter on Bunford Lane; and
 - (4) that the Clerk to the Committee, in consultation with the Cemetery Foreman, investigate the recent changes in legislation regarding the re-use of burial spaces in certain circumstances, and their findings be reported to a future meeting.

(7) Statistics – April 2009 to September 2009

The Committee considered the report of the Administration Manager (agenda item 6 refers).

RESOLVED: that the matter be noted.

(8) Exclusion of Press and Public

RESOLVED: that the press and public be excluded from the meeting for consideration of the following item in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

(9) Garden of Remembrance

The Committee considered the confidential report of the Clerk to the Committee (agenda item 7 refers).

Members considered the merits of the proposals and options set out in the report.

- RESOLVED:**
- (1) that the matters be noted and supported;
 - (2) that approval be given to the choice of granite/marble stone available for use in memorial tablets supplied, inscribed and fixed by the Crematorium's contractor being widened and the proposed tender specification be amended accordingly;
 - (3) that the response to the tendering exercise be reported to the next meeting; and
 - (4) that no action be taken regarding recommendation (3).
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(10) Cemetery Lodge

The Committee considered the confidential report of the Clerk to the Committee (agenda item 8 refers).

During the ensuing discussion, Members expressed their wish for the outstanding matters to be resolved at an early date.

- RESOLVED:**
- (1) that the matters be noted; and
 - (2) that approval be given to the recommendations set out in the above report, and the Solicitor to the District Council be urged to provide the information requested within the next seven days.

Chairman.....