



Banwell Parish Council

Banwell Village Hall
Westfield Road
Banwell. BS29 6BS

Telephone: (01934) 820442
Email: clerk@banwellparishcouncil.org.uk

MINUTES OF A MEETING OF THE CEMETERY & MEMORIALS COMMITTEE HELD AT BANWELL VILLAGE HALL AT 7.00 P.M. ON TUESDAY 28th NOVEMBER 2017

Present: Cllr Paul Blatchford (Chairman), Cllr Angela Haden (Vice-Chairman), Cllr Davies, John Keate (co-optee) & Richard Tolmie (co-optee).

In attendance: Liz Shayler (Clerk).

57/17 To receive apologies for absence (agenda item 1).

Apologies were received from Cllr Weston and Cllr Hale.

58/17 To receive members' declarations of interest on any agenda item (agenda item 2).

John Keate declared an interest in all agenda items.

59/17 To approve as a correct record the minutes of the Cemetery and Memorials committee on 26th September 2017 (agenda item 3).

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (4 in favour 2 abstentions due to absences at the last meeting).

The minutes of the meeting were signed by the Chairman as a correct record.

60/17 To invite public participation (agenda item 4)

There were no members of the public present.

61/17 Matters for Information / Clerks Report (agenda item 5).

- i. **Update on the Cemetery headstones work** – Phase 1 has been completed. Phase 2 was due to be completed during December / January, weather dependent. The Clerk to write a second letter to the next of kin concerning the memorials which need work and feedback to the committee at the next meeting.

62/17 To discuss the request for the installation of a memorial bench (agenda item 6).

Resolved – To agree to the placement of a memorial bench located opposite the cremation corner. Clerk to write to the next of kin requesting pressure treated wood.

The resolution was correctly proposed and seconded (unanimous).

63/17 To discuss any work needed on the paths, trees, garden and the compost area in the Cemetery (agenda item 7).

Resolved – That £50 be budgeted for replacing the daffodil bulbs.

The resolution was correctly proposed and seconded (unanimous).

64/17 To review the Cemetery fees (agenda item 8).

Resolved – That the cemetery fees remain the same for the financial 2018/2019.

The resolution was correctly proposed and seconded (unanimous).

65/17 To discuss the way forward with a cemetery extension (agenda item 9).

The Clerk left the meeting for the discussion of this item.

Resolved – Given the West of England Joint Spatial Strategy would more than double the size of Banwell then the Parish Council will not purchase a piece of land for a cemetery extension at the present time. The Parish Council to work with North Somerset for the provision of future interments in the Parish and the Committee to revisit this in 5 years.

The resolution was correctly proposed and seconded (unanimous).

The Clerk returned to the meeting.

66/17 To agree the 2018/2019 Cemetery and Memorials budget to present to the Parish Council (agenda item 10)

Resolved – That a Cemetery and Memorials budget of £6,500 be presented to Council for inclusion in the 2018/2019 budget.

The resolution was correctly proposed and seconded (unanimous).

67/17 To note the Cemetery and Memorials Budget (agenda item 11)

The budget was noted

68/17 Date of next meeting (agenda item 12)

Tuesday 23rd January 2018 in Banwell Village Hall.

The meeting closed at 7:45pm.

Chairman.....

Date.....

Suggested Cemetery Meeting dates 2018/2019

Four times a year. Two in the cemetery two in the village hall. On the last Tuesday of the month.

2018

May 29th – Banwell Cemetery

Aug 28th - Banwell Cemetery

Nov 26th - Banwell Village Hall

2019

Feb 25th - Banwell Village Hall

Banwell Parish Cemetery - Regulations

Regulations made by the Local Council of the Parish of Banwell in the District of North Somerset under Section 214 and Schedule 26, Paragraph 11 of the Local Government Act, 1972, for the managements of the cemetery for which the Council is the Burial Authority.

1) **INTERPRETATION**

In these regulations, unless the context otherwise requires, the following expressions shall have the meaning assigned to them:-

'The Council' shall mean the Chairman and Councillors for the Local Council for the Parish of Banwell.

'Cemetery' shall mean the cemetery for which the Council is the recognised Burial Authority.

'The Clerk' shall mean the person for the time being holding the office of Clerk to the Council and any person appointed by the council to act on his/her behalf.

'Minister' shall mean any person officiating as such at an interment in the cemetery.

'Grave' shall mean a burial place formed in the ground by excavation and without any internal wall of brickwork, stonework or other permanent lining.

'Grave Space' shall mean the area of land in which a grave has been or will be excavated.

'Grave Number' shall mean the number of the space in the records of the Council.

'Section Letter' shall mean the letter of the alphabet indicating the section of the cemetery in which a grave space is situated

'Memorial' shall mean any item erected, constructed, placed or laid (for the purpose of a memorial) over or upon any grave space.

2) **HOURS OF ADMISSION**

The cemetery shall be open to the public from 9am until 6pm or sunset whichever is earlier.

3) **CONDUCT IN THE CEMETERY**

3.1) All persons admitted to the Cemetery shall be subject to the control and supervision of the Council and will be required to conduct themselves in a quiet, decent and orderly manner.

3.2) Any person who wilfully creates a disturbance, commits a nuisance, wilfully interferes with an interment, wilfully interferes with any grave or memorial, or any flowers or plants, or plays at any game or sport in the Cemetery, shall be liable to prosecution under Article 14 1) of the Local Authorities Cemeteries Order 1974.

3.3) No person shall unreasonably interrupt the Council's workmen in the Cemetery whilst they are engaged on their full duties or seek to employ them privately to execute any work within the Cemetery.

3.4) No person not being an officer or servant of the council or another person so authorised by or on behalf of the council shall enter or remain in the Cemetery at any hour when it is closed to the public. Any person contravening this regulation shall be liable to prosecution under Article 14 (2) of the Local Authorities Cemeteries Order 1974

4) **VEHICLES**

Admissions – All vehicles not connected with the excavation and maintenance of graves, or the erection or maintenance of headstones, shall not be permitted. Bicycles will not be permitted. Wheelchairs are allowed access to the Cemetery, motorised or otherwise.

5) **DOGS AND PETS**

No dogs or pets shall be taken into the Cemetery, with the exception of clearly identified Guide Dogs.

6) FUNERALS

CONTROL - The conduct of any funeral in the Cemetery shall be subject to the approval of the Clerk.

SPECIAL OCCASIONS

- 6.1) The arrangements for any ceremonies of a special nature shall be subject to the prior written approval of the Clerk.
- 6.2) In any instance where a funeral at the Cemetery is likely to be attended by a large number of persons, or at which a band of music or banners may be in attendance, details of this shall be given to the Clerk by the person making the funeral arrangements at least twenty-four hours before the funeral. Music shall cease to play at the cemetery gate unless written consent has previously been obtained from the Clerk.
- 6.3) No rehearsals of funeral arrangements shall take place in the Cemetery without the consent, in writing, from the Clerk.

7) PUBLIC HEALTH REQUIRMENTS

- 7.1) In all cases when the deceased suffered from an infectious disease or was exposed to radiation, the person making funeral arrangements shall notify the Clerk.

8) NOTICE OF INTERMENT AND CERTIFICATES

- 8.1) Notice of every interment shall be given at the office of the Clerk; all fees and charges shall then be paid.
- 8.2) Notice of Interment will be accepted by telephone but shall be subject to confirmation in writing to the Clerk immediately thereafter.
- 8.3) Notice of interment shall be given on the printed forms supplied, on which all requested shall be clearly stated; responsibility for any error or omission shall rest upon the person submitting the Notice.
- 8.4) A certificate of disposal issued by the Registrar of Births and Deaths or a Coroner's Order for burial shall also be delivered to the office of the Clerk.
- 8.5) A certificate of disposal issued by the Registrar of Births and Deaths or a Coroner's Order in respect of a stillborn child shall be delivered to the office of the Clerk.
- 8.6) Not less than forty-eight hours' notice shall be given for an interment, excluding Saturday, Sundays, Statutory Holidays and Extra Statutory holidays.

9) PAYMENT OF FEES AND CHARGES

All fees and charges shall be paid to Banwell Parish Council by cheque or bank transfer.

10) DOCUMENTS SENT BY POST

The council accept no liability for the consequences arising from the loss or delay in delivery of any Notice, Order or other document sent by post.

11) HOURS OF INTERMENTS

No burial shall take place before 10am or after 4pm between 1st April and 30th September; or before 10am or after 3pm between 1st October and 31st March, without special permission. No burial shall take place on a Sunday.

12) OFFICIATING MINISTER

The responsibility for making the necessary arrangements for the attendance of a Minister to officiate at an interment and for the payment of any fees to the said Minister shall rest upon the person arranging the interment.

13) EXHUMATION

After interment, no body or casket containing the ashes of a body, shall be removed from the grave without the production to the Clerk at the Clerk's office of the appropriate order or licence for exhumation in accordance with the statutory requirements.

14) COFFIN

No body shall be accepted for interment unless it is enclosed in a wooden coffin normally accepted by the Clerk. Details of any other type of coffin or container proposed should be given to the Clerk at the time that the initial Notice of Interment is given.

15) GRAVE SPACE EXCAVATION, ETC

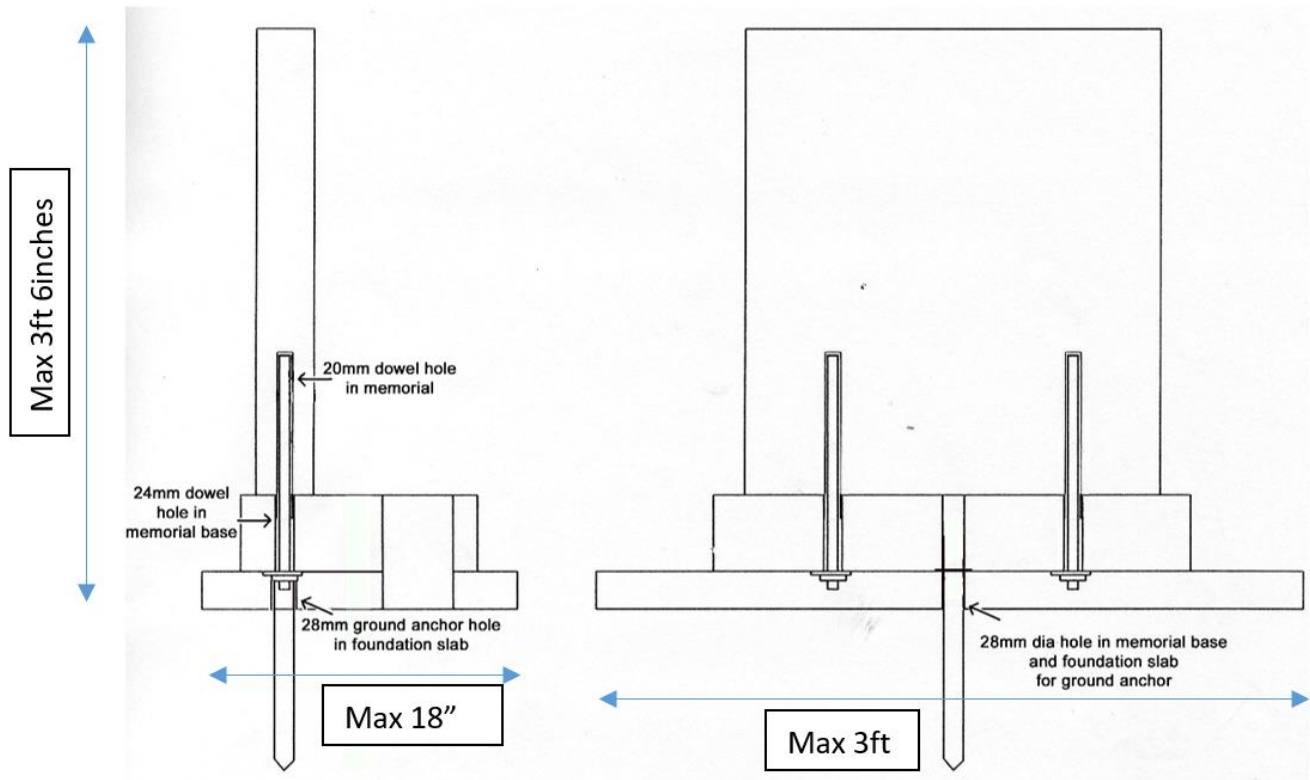
- 15.1) All work in connection with the excavation of a grave shall be the responsibility of the Undertaker (including compliance with the Health & Safety Regulations) and to the satisfaction of the Clerk.
- 15.2) Burials, and the grants of exclusive rights of burial, will be allowed only in rotation.
- 15.3) The grave shall be six feet deep for double burials and four feet six inches for single burials. Where notice is given at the first interment that the grave will be required for three persons the depth shall be agreed by the Clerk.
- 15.4) When more than one body is interred in any grave, a layer of earth at least 6 inches thick shall be left between each coffin interred therein.
- 15.5) Coffins of appropriate material will be allowed in graves not purchased for exclusive use, and no brick, stone or metal, apart from fittings, is to be used in or on such graves.
- 15.6) No coffin shall be buried in any unwallled grave in such a manner that any part of the coffin shall come within less than three feet of the ordinary level of the ground.
- 15.7) No grave shall be raised above the level of the ground immediately adjoining the grave space.
- 15.8) Memorial Glass Vases or Glass Containers are not permitted to be used in the Cemetery.
- 15.9) The Council reserves the right to cut back or remove any tree, plant or shrub planted in the grave space.

16) MEMORIALS AND MARKERS

- 16.1) Memorials shall be permitted on private graves only and shall be wholly constructed in natural stone, marble or wood.
- 16.2) No memorial shall be erected or placed on a grave until the owner of the grave has been granted a right to place a memorial, including the approval by the Clerk of the inscription or subsequent inscriptions. The right will not be issued until the appropriate fees and charges have been paid to the Clerk.

a) GRAVES See next page for diagram.

An ink drawing on paper (to scale, stating colours, grave space number corresponding with the register of graves and short specification of materials to be used, restricted to natural stone, marble or wood, and proposed inscription describing style of lettering and colour) shall be submitted to the Clerk for approval; and the appropriate fees paid before the erection, or undertaking of any work. Stainless Steel dowels only shall be used in connection with any stonework. The grave space number shall be placed on every memorial in half inch lettering. No memorial shall exceed three feet, six inches in height, by three feet in width, by one foot overall back to front. The concrete base of any memorial shall not exceed three feet, six inches in width by 18" and shall be so constructed that it does not protrude above the level of the surrounding ground. No kerbstones or granite chippings will be permitted. All memorials must be fixed in line with the National Association of Memorial Masons Code of Working Practice.



b) **CREMATED REMAINS**

As for 16.3 a) above but no memorial shall exceed four inches in height. Memorial tablets for single plots will be 18"x12"x4" deep at the rear tapering to 2" at the front, whilst memorial tablets for double plots will be 18"x18"x4" deep at the rear tapering to 2" at the front. This may include one mounted vase (excluding glass) to each memorial tablet. 2'x 2' slab.

c) The name of the monumental mason shall be displayed discreetly up to half inch high along with the number of the grave space of an inch high

16.3) Separate vases will not be permitted in the grave space.

17) **ERECTION OF MEMORIAL WORK**

- 17.1) All work carried out in connection with memorials or markers shall be carried out under the control of the Clerk. Any memorial or marker wrongly or illegally erected or placed on a grave space shall be removed as the law permits.
- 17.2) The person undertaking the fixing or laying of memorials shall provide all equipment for the work. Equipment and surplus materials shall be removed without delay and the site left in a tidy condition.
- 17.3) An extra administration fee will be charged to a Monumental Mason if any memorial is placed or subsequently amended without an application form being submitted to the Clerk in advance, along with the appropriate fee. The extra administration fee will be the equivalent of the original fee i.e. double will be charged. This is in recognition of the extra work involved.

18) **DAMAGE AND LOSS**

In the Cemetery, any person found guilty of destroying or damaging any property belonging to another, intending to destroy or damage any such property or being reckless as to whether such property would be destroyed or damaged, shall be liable to prosecution under Section 4 (2) of the Criminal Damage Act 1971.

19) PRIVATE GRAVES

- 19.1) An exclusive right of burial in a grave or cremation plot shall be granted for 80 years from the last interment.
- 19.2) A grant of exclusive right of burial shall be issued to the person purchasing such right and that person shall be registered in the Council's records as the owner of the grave space.
- 19.3) No assignment of the exclusive right of burial shall be recognised by the Council unless a Deed of Assignment has been executed and notice thereof has been received by the Clerk of the Council.
- 19.4) When notice is given of the first interment in a private grave the person responsible for making the arrangements shall indicate whether the grave will be required for one, two or three persons.
- 19.5) No further interments other than the number specified at the first interment shall be permitted in a private grave.
- 19.6) A grave space is permitted to have a maximum of 3 interments and any number of uncontained cremated remains. A cremation plot is permitted 3 contained cremated remains and a single uncontained cremated remains.
- 19.7) When it is desired to open a private grave the grant of exclusive right of burial or other authority of the owner for the opening shall be produced.

20) PUBLIC GRAVES

Consent for an interment in a public grave shall not include any right or privilege apart from the right to make a single interment in a grave taken in rotation.

21) INHABITANTS OF THE PARISH

- 21.1) For the purpose of these regulations and the Table of Fees a person shall be deemed to be an inhabitant (residential status 1) if;
 - I) At the time of death, he/she was a resident of the Parish, or
 - II) During the five years, immediately preceding death, he or she had resided in the Parish for a continuous period of twelve months, or
 - III) Being the owner of a grave space, he or she was an inhabitant at the time of purchase.
- 21.2) Additional fees shall be charged to all non-inhabitants (residential status 2) as laid down in the Table of Fees, except that when a grave is purchased by a non-inhabitant for the interment of an inhabitant, no additional fee shall be charged.
- 21.3) A grave may be purchased for a non-inhabitant only if there is a traceable link to Banwell.

22) UPKEEP

The Council will keep in order all parts of the burial ground, but the owner shall keep all memorials in repair. The Council reserves the right at all times to remove wreaths and flowers.

Any headstone on any grave space not kept in good order, repair and condition by the owner, and to the satisfaction of the Council, will be removed, or otherwise dealt with at the Council's discretion. Where the name and address of the owner of the grave space affected are known to the Council, only after three months' notice of neglect or want of repair has been given to the owner, will this be undertaken.

In the case of urgent safety issues, the Council reserve the right to remove the risk promptly and look for reimbursement later. Removal of the risk does not necessarily mean restoring a memorial to original condition; it could be to erect safety fencing or laying on the ground a stone likely to fall.

23) NEXT OF KIN DETAILS

Following an interment, the next of kin contact details must be provided to the Clerk. These details must be kept up to date. If the next of kin details are not kept up to date, and the next of kin cannot be traced by using all reasonable means, then the Council reserves the right to remove any memorial from a grave. In these circumstances the Council will not be held responsible for any damage which may occur.

Banwell Parish Council
Summary of Receipts and Payments
Cost Centre Cemetery & Memorials

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
1	Grass cutting (Cem)				1,950.00	1,625.00	325		325
2	Paths & trees				250.00		250		250
3	Garden maintenance				100.00		100		100
4	Making up graves				100.00	160.00	-60		-60
5	Cemetery Contingency Fund				10,000.00	22,410.00	-12,410		-12,410
6	Village memorials maintenance				600.00	1,174.75	-575		-575
NET TOTAL					13,000.00	25,369.75	-12,370		-12,370
V.A.T.						3,982.00			
GROSS TOTAL			0.00			29,351.75			

Banwell Parish Council
Listing of Payments in each Code for Cost Centre - Cemetery & Memorials
(Between 01/04/2017 to 17/01/2018)

Cost Centre Cemetery & Memorials**Code Number 1 Grass cutting (Cem)**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	11/04/2017	99/17	Current account (5:	005129	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
51	10/05/2017	132/17	Current account (5:	005148	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
78	20/06/2017	160/17	Current account (5:	005172	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
99	12/07/2017	181/17	Current account (5:	005184	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
119	22/08/2017	211/17	Current account (5:	005197	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
134	14/09/2017	234/17	Current account (5:	005203	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
159	12/10/2017	263/17	Current account (5:	005212	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
189	14/11/2017	286/17	Current account (5:	005227	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
217	19/12/2017	313/17	Current account (5:	005244	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
236	11/01/2018	14/18	Current account (5:	005259	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
Subtotal for Code: Grass cutting (Cem)								£1,625.00	£0.00	£1,625.00

Code Number 4 Making up graves

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
53	10/05/2017	132/17	Current account (5:	005148	Cemetery Env Fee	J K Gardening	X	80.00	0.00	80.00
121	22/08/2017	211/17	Current account (5:	005197	Cemetery Env Fee	J K Gardening	X	40.00	0.00	40.00
163	12/10/2017	263/17	Current account (5:	005212	Cemetery Env Fee	J K Gardening	X	40.00	0.00	40.00
Subtotal for Code: Making up graves								£160.00	£0.00	£160.00

Code Number 5 Cemetery Contingency Fund

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	06/04/2017	99/17	Current account (5:	005135	Cemetery Wall Work	Dan's Engineering Ltd	S	14,035.00	2,807.00	16,842.00
40	10/05/2017	222/16	Current account (5:	005154	Cemetery Wall Work	Dan's Engineering Ltd	S	5,625.00	1,125.00	6,750.00
41	10/05/2017	224/16	Current account (5:	005153	Cemetery Wall Work	C V Gower	X	2,500.00	0.00	2,500.00
86	24/06/2017	148/17 (iv)	Current account (5:	005180	Cemetery Wall Work	Steve Bailey	S	250.00	50.00	300.00
Subtotal for Code: Cemetery Contingency Fund								£22,410.00	£3,982.00	£26,392.00

Code Number 6 Village memorials maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
64	24/05/2017	36/17	Current account (5:	005167	Memorial work including hedge	A M Griffin	X	1,174.75	0.00	1,174.75
Subtotal for Code: Village memorials maintenanc								£1,174.75	£0.00	£1,174.75
Subtotal for Cost Centre: Cemetery & Memorials								25,369.75	3,982.00	29,351.75

TOTALS £25,369.75 £3,982.00 £29,351.75

Banwell Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01/04/2017 to 17/01/2018)

Cost Centre Income

Code Number 48 Cemetery income

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	24/04/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	50.00	0.00	50.00
4	24/04/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	135.00	0.00	135.00
5	24/04/2017		Reserve Account (£		Cemetery income	Elms Funeral Directors	X	180.00	0.00	180.00
13	16/05/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	50.00	0.00	50.00
14	17/05/2017		Reserve Account (£		Cemetery income	C V Gower	X	580.00	0.00	580.00
16	25/05/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	135.00	0.00	135.00
20	08/06/2017		Reserve Account (£		Cemetery income	C V Gower	X	180.00	0.00	180.00
21	12/06/2017		Current account (£		Cemetery income	Adams Memorials	X	60.00	0.00	60.00
25	07/07/2017		Reserve Account (£		Cemetery income	C V Gower	X	220.00	0.00	220.00
28	05/07/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	30.00	0.00	30.00
30	04/07/2017		Reserve Account (£		Cemetery income	Gwyn	X	220.00	0.00	220.00
31	10/08/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	60.00	0.00	60.00
33	15/08/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	50.00	0.00	50.00
38	12/09/2017		Reserve Account (£		Cemetery income	C V Gower	X	100.00	0.00	100.00
41	21/09/2017		Reserve Account (£		Cemetery income	M J Sheppard	X	70.00	0.00	70.00
43	05/10/2017		Reserve Account (£		Cemetery income	C V Gower	X	360.00	0.00	360.00
45	12/10/2017		Reserve Account (£		Cemetery income	Stylish Plaques and Memorials	X	40.00	0.00	40.00
49	08/11/2017		Reserve Account (£		Cemetery income	Andrea Hayes	X	74.00	0.00	74.00
53	27/11/2017		Reserve Account (£		Cemetery income	Con Mahoney	X	110.00	0.00	110.00
58	07/12/2017		Reserve Account (£		Cemetery income	Andrea Hayes	X	74.00	0.00	74.00
59	07/12/2017		Reserve Account (£		Cemetery income	Stylish Plaques and Memorials	X	20.00	0.00	20.00
61	19/12/2017		Reserve Account (£		Cemetery income	Andrea Hayes	X	74.00	0.00	74.00
62	22/12/2017		Reserve Account (£		Cemetery income	C V Gower	X	180.00	0.00	180.00
65	11/01/2018		Reserve Account (£		Cemetery income	A E Davey	X	180.00	0.00	180.00
66	11/01/2018		Reserve Account (£		Cemetery income	Adams Memorials	X	50.00	0.00	50.00
Subtotal for Code: Cemetery income								£3,282.00	£0.00	£3,282.00
Subtotal for Cost Centre: Income								3,282.00	0.00	3,282.00
TOTALS								£3,282.00	£0.00	£3,282.00