



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S CEMETERIES COMMITTEE**

**Held on Wednesday 16<sup>th</sup> September 2020, at 6.30pm held by remote conferencing on Zoom**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Manley	PZ	Harris	PZ		
Trentham	-	Hartshorn	A		
Willgoss	PZ	Malcaus Cooper	PZ		

**In attendance:** Sarah Walker – Clerk  
 Cllr Gordon as substitute for Cllr Hartshorn  
 Cllr White as substitute for Cllr Trentham

PZ – present by Remote Attendance      A – apologies      PZA – part of the meeting  
 - no information

**In the Chair:** Cllr Harris (outgoing Chairman) and Cllr Willgoss (incoming Chairman)

		Action
CC/20/01	<p><b>To elect the Chairman and Vice-Chairman of the Committee for the ensuing year</b></p> <p>Cllr Malcaus Cooper nominated, Cllr Gordon seconded and <b>all agreed to elect Cllr Willgoss as Chairman of the Committee.</b></p> <p>Cllr White had suggested Cllr Harris remain as Chair, but as he currently holds the position of Chair of Planning (and had shown interest in Chair of another committee) and under Standing Orders agreed by Council that no Councillor can hold more than one Chair or Vice-Chair position, except under exceptional circumstances, he declined the nomination.</p> <p><i>Cllr Willgoss took the Chair</i></p> <p>Cllr White nominated Cllr Manley as Vice-Chairman but he declined the nomination. In the absence of a volunteer for the role, <b>it was agreed to defer the item to the next meeting.</b></p>	<b>Clerk</b>
CC/20/02	<p><b>Apologies for absence</b></p> <p>Apologies for absence were received and accepted from Cllr Hartshorn. Cllr Trentham was noted absent without apologies.</p>	
CC/20/03	<p><b>To review and agree the terms of reference for the Committee</b></p> <p>The terms of reference circulated (as at Appendix A) were <b>noted and agreed.</b></p>	

<p><b>CC/20/04</b></p>	<p><b>Declarations of interest</b></p> <p>No declarations of interest were made.</p>	
<p><b>CC/20/05</b></p>	<p><b>Public question time</b></p> <p>No public questions had been received.</p>	
<p><b>CC/20/06</b></p>	<p><b>Exclusion of the press and public</b></p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>CC/20/12 Correspondence  CC/20/13 To consider and agree tender evaluation process</p>	
<p><b>CC/20/07</b></p>	<p><b>Councillor update on Cemetery Maintenance Workplans</b></p> <p>Councillors had been provided with a timeline showing previous discussions and resolutions from meetings as detailed below:</p> <p>During the course of 2019 the Cemeteries Committee committed to assessing all three cemeteries and devising individual workplans both highlighting and addressing maintenance and upkeep. Please see minute references and timeline below:</p> <p><b>10th July 19 Committee Meeting – Minute Ref: CEM/19/08</b>  To consider a work plan/vision for each cemetery In order for the committee to draw up a vision for each cemetery, it was agreed that committee members would visit each cemetery over the summer and make their own notes on each. These would then form the basis for plans to be discussed at the next committee meeting. It was agreed that the Clerk would circulate maps of the cemeteries to committee members along with maintenance schedules and notes of any work already agreed for each cemetery. It was agreed that the next committee meeting be held at 6pm on Tuesday 3rd September, ahead of the planning meeting the same night.</p> <p><b>3rd Sept 19 Committee Meeting – Minute Ref: CEM/19/14</b>  To consider a work plan/vision for each cemetery  Committee members had visited the cemeteries to make observations but the Clerk had been unable to locate electronic maps of each cemetery so committee members could use them to make meaningful notes. The only maps available (other than grave maps) were the large-scale maps in the noticeboards at each cemetery.  It was therefore agreed that Cllr Harris would be provided with copies of the maps held in the land registry documents and obtain a quote to produce digital maps from those documents.</p> <p><b>18th October 2019</b> the Clerk sent Cllr Harris all mapping available in the office to enable him to obtain quotes to produce digital mapping.</p> <p>There were a number of discussions regarding a variety of issues within the cemeteries and although individual Councillors had made visits and taken their own notes, these were yet to be collated into a formal, structured work</p>	

	<p>list/vision for each cemetery. Cllr Manley raised the issue of understanding boundaries and responsibilities of the Council with regard to the cemeteries to enable work plans and visioning to be completed. <b>It was therefore resolved that the Clerk would provide the committee members with boundary maps and a list of work that the Council has responsibility for in each cemetery.</b></p> <p>Furthermore, <b>it was resolved that committee members would conduct an informal visit to Brookwood Cemetery for guidance and inspiration for the vision/work plan.</b></p> <p><b>Councillors agreed to have collated their notes on a vision/work plan to allow a meeting to be held in the second or third week of October.</b></p>	<p>Clerk</p> <p>Cllr Malcaus Cooper</p> <p>All</p>																			
<p><b>CC/20/08</b></p>	<p><b>To consider remedial works to Windlesham Cemetery path</b></p> <p>The path that leads through Windlesham cemetery was the subject of a complaint raised and Councillors had been given the following details:</p> <p><b>12<sup>th</sup> May 2020 and 14<sup>th</sup> August 2020 a complaint was received regarding the poor state of the path running through Windlesham Cemetery.</b> This has been assessed by Cllrs Malcaus Cooper, Harris and Goodman who all deemed it to be non-emergency work, however it is necessary that remedial works are considered.</p> <p>The Clerk provided Members with advice and indicative pricing for a variety of works as follows:</p> <table border="1" data-bbox="328 1137 1355 1917"> <thead> <tr> <th data-bbox="328 1137 518 1272">Action</th> <th data-bbox="518 1137 772 1272">Materials/Finish</th> <th data-bbox="772 1137 943 1272">Indicative cost</th> <th data-bbox="943 1137 1355 1272">Longevity, bearing in mind this path services vehicular access as well as pedestrian.</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 1272 518 1375">Fill the potholes only</td> <td data-bbox="518 1272 772 1375">Scalpings/Type 1 Aggregate</td> <td data-bbox="772 1272 943 1375">£500-£1000</td> <td data-bbox="943 1272 1355 1375">This will be a temporary fix and will need ongoing maintenance</td> </tr> <tr> <td data-bbox="328 1375 518 1648">Section Repair from the noticeboard to just beyond the pot holes.</td> <td data-bbox="518 1375 772 1648">Compacted Type 1 Aggregate</td> <td data-bbox="772 1375 943 1648">£14K</td> <td data-bbox="943 1375 1355 1648">This will require ongoing maintenance on a regular basis.</td> </tr> <tr> <td data-bbox="328 1648 518 1917" rowspan="2">To replace the whole path through the old section of the cemetery</td> <td data-bbox="518 1648 772 1783">Compacted Type 1 Aggregate</td> <td data-bbox="772 1648 943 1783">£28-40K</td> <td data-bbox="943 1648 1355 1783">This will require ongoing maintenance on a regular basis.</td> </tr> <tr> <td data-bbox="518 1783 772 1917">Compacted Type 1 aggregate with a Tarmac finish</td> <td data-bbox="772 1783 943 1917">£32-48K</td> <td data-bbox="943 1783 1355 1917">Periodic Maintenance</td> </tr> </tbody> </table> <p>It was discussed that a long-term solution is needed, however until work is carried out in the new section of the cemetery to address the current spoils area, which would involve heavier work vehicles using the pathway for</p>	Action	Materials/Finish	Indicative cost	Longevity, bearing in mind this path services vehicular access as well as pedestrian.	Fill the potholes only	Scalpings/Type 1 Aggregate	£500-£1000	This will be a temporary fix and will need ongoing maintenance	Section Repair from the noticeboard to just beyond the pot holes.	Compacted Type 1 Aggregate	£14K	This will require ongoing maintenance on a regular basis.	To replace the whole path through the old section of the cemetery	Compacted Type 1 Aggregate	£28-40K	This will require ongoing maintenance on a regular basis.	Compacted Type 1 aggregate with a Tarmac finish	£32-48K	Periodic Maintenance	
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	<p>access, it would not be prudent to invest a substantial sum of money for long term repair. <b>It was resolved to delegate authority to the Clerk to arrange an interim repair of the path.</b></p>	Clerk
CC/20/09	<p><b>To consider maintenance issues raised by Cllr Hansen-Hjul</b></p> <p>Cllr Hansen-Hjul had visited Windlesham cemetery and compiled a list of issues to be addressed. Not all issues raised are the responsibility of the Council and notes were provided to Members to inform them which elements of work could be undertaken, as follows:</p> <ol style="list-style-type: none"> <li>1) Level and make safe the main footpath through the 'Old' part of the cemetery</li> <li>2) Replace 2 water taps in the old part of the cemetery. One which recently burst and was fixed has been fitted with a gas tap and a piece of hose. <i>This was a temporary fix during lockdown.</i> The post of a second one in the area just before entering the new part has rotted and fallen to the ground so completely unusable.</li> <li>3) All 3 of the wooden notice boards need replacing, they are rotten at the base and the Perspex which has been used instead of glass is now so clouded as to make any notices /maps inside difficult to read. <i>Any change in the Council's name due to the CGR outcome will result in all noticeboards across the Parish having to be replaced.</i></li> <li>4) Bench in the New area is falling apart, base of legs, the wood is rotten. <i>All benches are memorial benches and as with grave plots are the responsibility of the person who paid for them. Members can choose to take on the maintenance or replacement like for like.</i></li> <li>5) Same bench as at point 4) a plaque has fallen off which I have in my possession as there was no way to fix it back. <i>It appears that this plaque had been fixed with double sided sticky tape, indicating it was not an authorised addition. The Cemeteries Administrator is contacting the family.</i></li> <li>6) Hedgerows are bare in places, somewhere trees have been felled. It would be good to have new whips planted over autumn/winter 2020 - they can be purchased for £1 each and we would need 10 maximum</li> <li>7) The shed up by the church has a revolting dilapidated toilet which needs to be removed. Apart from being a rat haven it is an eyesore and a potential health hazard. <i>To our knowledge the toilet is owned by the church who investigated refurbishing it a few years ago, however we believe they took the decision that cost outweighed it's use and that the public were able to use the toilets in the Link building.</i></li> <li>8) There is a headstone in the old part which has fallen and is lying in the grass. <i>Headstones are the responsibility of the grave owner. As a Council we carry out memorial inspections once every 3 years and any headstone deemed unsafe is laid down and the owners contacted. If we are unable to contact a living grave owner Council can decide to have a memorial removed/repared.</i></li> <li>9) Area to the back right of the new area is an eyesore There is a huge ugly rusted Skip which I understand is changed over on a 6? Weekly basis. There is a problem with fly tipping in and by this skip so would ask that the committee consider doing as Chobham cemetery do which is to have smaller wire cages with 1 tonne bulk bags inside which the contractor empties on a weekly basis There is a messy 'spoils' heap where the grave diggers are dumping the earth which is spilling onto the tarmac turning area</li> </ol>	

	<p>There are large unsightly conifers supposedly to shield the spoil heap, but they don't fit with the rest of the trees in the churchyard. This whole area could be made much neater and more pleasant if the trees were cleared, dig out the brambles, level the area and then seed it with grass.</p> <p><i>The original cemeteries working party in September 2018 were tasked with reviewing spoil arrangements. At the time the then new grave diggers were happy to remove the unsightly spoil pile FOC, and offered to meet the working party on site to discuss the long term removal of spoil off site, negating the need for a skip, and made a suggestion to turn the area behind the trees into a columbarium memorial garden. However, the working party failed to confirm a mutually convenient date between them.</i></p> <p>The various issues were discussed, along with issues in Lightwater and the overall conclusion was that work needs to be carried out in line with the vision for each cemetery and not piecemeal. A number of these items would be considered stand-alone projects, such as the clearance of the spoils area and once complete the appointed contractor would be expected to maintain the area in line with the rest of the cemetery.</p> <p><b>It was resolved:</b></p> <ol style="list-style-type: none"> <li><b>1) To replace both taps in Windlesham cemetery with a cost effective self-closing tap</b></li> <li><b>2) To delegate authority to the Clerk to arrange for the installation of a bin at Lightwater cemetery, next to the bench.</b></li> </ol> <p><i>19:25 Cllr White left the meeting.</i></p>	Clerk
CC/20/10	<p><b>Memorials</b></p> <p>Memorials for the following <b>were approved:</b></p> <p>Beryl Webb          Maria Spalding          Mr and Mrs Powell          Percy Sincock          Robert and Vivienne Hill</p>	
CC/20/11	<p><b>Exclusion of the press and public.</b> Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>CC/20/12 Correspondence          CC/20/13 To consider and agree tender evaluation process</p> <p><i>19.47 Live streaming to Facebook was stopped at this point.</i></p>	

## **Windlesham Parish Council Cemeteries Committee – Terms of Reference**

**The role of the Cemeteries Committee is to direct and oversee the long-term maintenance and management of Bagshot, Lightwater and Windlesham cemeteries.**

1. Membership of the committee will consist of a total of 6 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.
2. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

### **FUNCTIONS:**

#### **The committee shall:**

- a) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations. The Committee must also adhere to the Local Authorities Cemeteries Order 1977.
- b) Appoint sub-committees or working parties to undertake any specific project work as required.
- c) Delegate to the Proper Officer, or a Councillor in conjunction with the Proper Officer, to undertake any specific project work as required.
- d) Undertake project work as directed by Full Council.
- e) The committee shall have spending powers to a maximum of £1,250 per agenda item. The committee shall make recommendations to Full Council on all expenditure in excess of this sum.
- f) Work to devise a plan/vision for each cemetery.
- g) Read and revise cemetery regulations as required, on an annual basis.
- h) Make recommendations to Full Council regarding cemetery fees (review due before March 2021).
- i) Draft the Cemeteries budget lines and submit budget requirements and recommendations to the Finance Sub-Committee.
- j) The Terms of Reference shall be reviewed annually.

#### **The Chairman shall:**

- k) Agree the minutes of the Cemeteries Committee at Full Council meetings subject to approval.

*SW, Clerk September 2020*