



Minutes of a meeting of the **Calstock Parish Council, BURIAL COMMITTEE**
held on **Tuesday 25 May 2021, at Calstock Cemetery, at 0930.**

Those present were; -

COUNCILLORS: Cllr Beech, Cllr Greenwood (Chairman), Cllr Wells, Miss Clare Bullimore (Deputy Clerk – *minutes*). Mr Chris Smart, University of Exeter.

1. ELECT CHAIRMAN

Proposal/resolution: Cllr Greenwood be elected as chair. Proposed: Cllr Wells, seconded: Cllr Beech – unanimous.

2. RECOMMEND COMMITTEE TO FULL COUNCIL

Proposal/resolution: to recommend to full council the committee comprising of Cllrs Greenwood, Alford, Polglase, Beech, Wilkes, Wakem. Proposed: Cllr Greenwood, seconded: Cllr Wells – unanimous.

3. RECOMMEND TERMS OF REFERENCE TO PERSONNEL

Proposal/recommendation: the terms of reference be recommended for approval to the Personnel Committee. Proposed: Cllr Greenwood, seconded: Cllr Wells – unanimous.

4. APOLOGIES

Cllr Alford

5. DECLARATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS

None

6. PUBLIC PARTICIPATION

Chris Smart was present and was welcomed.

7. APPROVE MINUTES OF LAST MEETING – 23-03-2021

Proposal/Resolution: the minutes be approved. Proposed: Cllr Wells, seconded: Cllr Greenwood – unanimous.

8. CALSTOCK CEMETERY – ROMAN REMAINS – CHRIS SMART

Area of Calstock cemetery to be used

Chris explained that there are still roman remains that if burials were allowed would be lost forever. It was agreed to use the section marked in the grey rectangular area and leave the section adjacent to the road (grey hatchings).



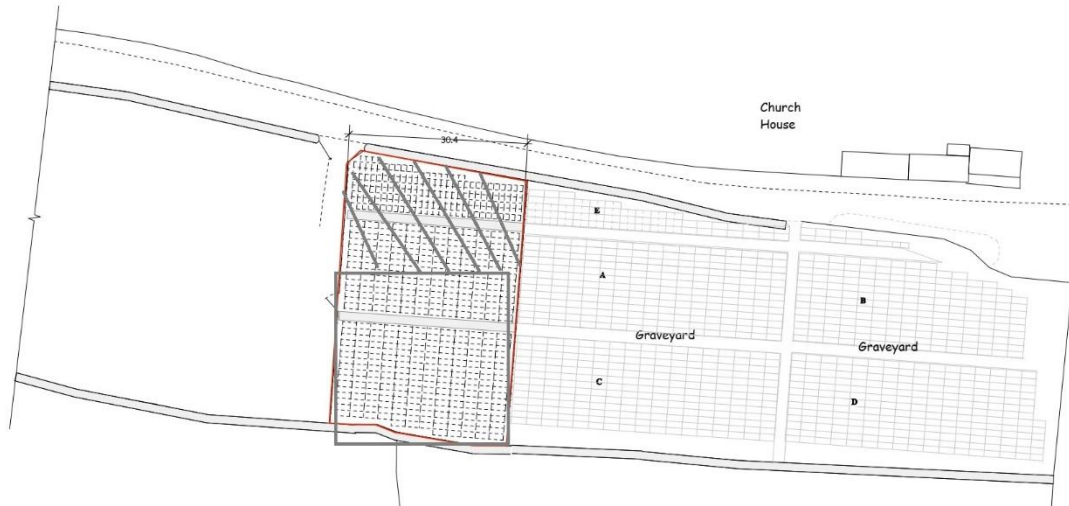
BERNARD WOOSTER MASH, MCRIB
Building Surveyor
 Breckers Vale Down, Lydford, Okehampton, Devon EX20 4BB
 Tel: 01322 82895 email: bwoster@btconnect.com

PROPOSED CEMETERY EXTENSION
 CALSTOCK CEMETERY
 CALSTOCK PARISH COUNCIL

1360 2
 26th. Nov. 2019
1:500

A - Layouts revised 16/12/2019

Copyright drawing - The figured dimensions - If in doubt - ask!
 SITE PLAN
 0 5 10 20 30 40 50



Hardstanding Vehicular Access

Chris would like the opportunity to excavate this area as it is being damaged by work vans – once excavated hardstanding can be laid (Cllr Wells suggested MOT Type 1 hard core to a depth of 15cm @ 1 tonne per 5 square metre). Timescale – Chris would like to be able to do this in the Autumn, 2021. It was agreed that as soon as we have an idea of when we will ask for tenders.

Siting of Memorial Tree and Landmark Tree

Chris had previous met with Clare and another Councillor and two sites were agreed to plant two trees – Chris will excavate the area where they will be planted.

Forest for Calstock Parish – update

Apart from the Landmark tree it was agreed to remove the Calstock cemetery from the planting schemes due to the roman remains. There are a few opportunities in Albaston which will be followed up in Phase 2 although a donated oak sapling may be planted during Phase 1.

9. REWILDING OF CALSTOCK CEMETERY

Clare explained that a voluntary group has liaised with the Parish Council staff and areas will be left to grow wild. They will be cut back (by our workmen) in September when the volunteers will come and rake them up and remove the grass. Discussion about why a mulching mower is not purchased and for the grass to be left. Clare tried to explain that the volunteer group had sought advice from other specialist bodies, and this was the approach they wished to take. Chris highlighted some areas of interest within the graveyard, and we will try to find out who owns some land behind the church that descends steeply to meet the railway line.



10. AGREE PRICE FOR MEMORIAL PLAQUES

The cost price has increased from £29 to £36

Proposal/recommendation: to charge £40. Proposed: Cllr Wells, seconded: Cllr Greenwood – unanimous.

11. REPORT ON BURIAL NUMBERS AND PROJECTIONS

Clare disseminated a report to note, some projections will need to be adjusted in line with the section not to be used in Calstock Cemetery and an area in Albaston that will not be able to take double depth graves.

12. MONITORING OF THE RABBITS

Agreed no action to take now.

13. REQUEST OF REPLACEMENT BENCH IN ALBASTON

Proposal/resolution: to approve the request from Ms Thresher to replace a broken bench in Albaston Cemetery. Proposed: Cllr Wells, seconded: Cllr Beech – all.

Meeting closed at 1040.

Signed: Date:



CALSTOCK PARISH COUNCIL
Terms of reference – Burial Committee

1. Members of the Burial Committee will be those elected to the committee at the Annual Meeting of the council held in May of each year or at an ordinary meeting of the council.
2. Meetings of the Burial Committee will be held at least twice a year.
3. Before November in each year the Burial Committee will be responsible for preparing a budget, for the following financial year, to maintain the cemeteries at Calstock and Albaston, the Albaston Cemetery Chapel and the stores and garages situated at Calstock Church.
4. After the budget has been approved by the full council the Burial Committee will have delegated authority to ensure that maintenance is carried out in accordance with the budget.
5. When preparing the annual budget, the Burial Committee will identify any items of capital expenditure required in relation to the cemeteries and associated buildings. After approval by the full council the Burial Committee will be responsible for ensuring these works are carried out.
6. The Burial Committee will review its scale of fees and charges bi-annually and make recommendations for amendment to the full council as appropriate.
7. The Burial Committee will prepare a list of regulations to be applied in the cemeteries to ensure that current legislation relating to burial grounds is applied and to ensure their proper management and maintenance. Once approved by the full council the Burial Committee will be responsible for ensuring these regulations are applied.
8. The Burial Committee will be responsible for carrying out a risk assessment on the cemeteries and ensuring those risks which cannot be eliminated are properly monitored.

Approved by Calstock Parish Council

.....Chairman Date: