

HEATHFIELD AND WALDRON PARISH COUNCIL
BURIAL GROUNDS AND AMENITIES COMMITTEE
WEDNESDAY 27 MAY 2015 AT 7.15 PM
AT PARISH COUNCIL OFFICES, HEATHFIELD

PRESENT: Mrs Clark (Chairman), Mrs Holmwood, Mr Hough, Ms Kift, Mrs Kentish-Barnes, Mr Ridley and Mr Waterhouse.

The Clerk and Administrative Officer were in attendance.

16/15 **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

Mr Hough took the Chair and nominated Mrs Clark for Chairman of the Committee, seconded by Mrs Holmwood. A vote was taken and Mrs Clark was duly re-elected as Chairman of the Committee.

Mrs Clark took the Chair and reported that Mrs Kentish-Barnes had interest in standing as Vice-Chairman. Mr Coffey nominated Mrs Kentish-Barnes, seconded by Mr Ridley. A vote was taken and Mrs Kentish-Barnes was duly elected as Vice-Chairman.

The Chairman thanked Mr Hough for all his work as Vice-Chairman of the Committee.

17/15 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mr Baker, Mrs Fraser, Mr Hatcher and Mr Taylor.

18/15 **DISCLOSURE OF INTERESTS**

Members disclosed the following interests:-

Mr Hough disclosed a non-prejudicial interest under paragraph 7 (1) of the Code of Conduct in relation to his membership of Waldron Parochial Church Council.

Ms Kift disclosed a prejudicial interest in respect of Theobalds Green allotments as she is an allotment holder.

Mr Waterhouse disclosed a prejudicial interest in respect of matters affecting Heathfield Funeral Directors as a Director of the Company

19/15 **MINUTES**

RESOLVED: That the minutes of the meeting held on 23 March 2015, having been previously circulated, be amended to record Mr Hough as being present and were then signed by the Chairman as a correct record.

20/15 **MATTERS ARISING**

There were none.

21/15 **ST BARTHOLOMEW'S BURIAL GROUND**

(i) **To ratify repairs to J2 in the Main Burial Ground**

The repairs to the above headstone were ratified by the Committee.

(ii) **Next inspection to take place in July 2015**

This was noted.

22/15 **BURIAL GROUNDS GENERAL**

(i) **Old Heathfield**

It was reported that a lot of clearance work had taken place. It was asked how many burial plots remained and it was noted that at present there were six and it was hoped that another twelve could be formed within the boundary.

(ii) **Waldron**

It was reported that the main churchyard was in good condition but the area owned by the Parish Council needed tidying up.

23/15 **WAR MEMORIALS**

(i) **Waldron**

It was reported that one of the posts surrounding the memorial had recently been replaced due to it being damaged.

(ii) **Cade Street**

It was reported that all was fine.

24/15 **THEOBALDS GREEN**

(i) **Rules and Regulations of Theobalds Green Woodland Burial Ground**

The Committee considered the rules and regulations, which had been amended following discussion at the last meeting.

Following discussion, the following **RESOLUTIONS** were passed:

- a) that the Woodland Burial Ground should not be restricted to non-parishioners from adjoining parishes but open to all non-parishioners,
- b) that all graves be dug to double depth – i.e. 6ft

- c) that the list of permitted biodegradable coffins should comprise Wool, Bamboo, Cane, Pandadus, Wicker Willow, Wicker, Light Willow, Banana leaf, Sustainable solid wood, seagrass and MDF
- d) that a nameplate (not made of metal or plastic) was required on every coffin which should match that which is on the Registrar's green burial/cremation certificate
- e) that the ruling in respect of eligibility for parishioner rates for those now living outside the parish should be 5 years instead of 18 months which is the ruling in respect of St Bartholomew's Burial Ground.

(ii) To approve list of fees for the Burial Grounds at Theobalds Green

The Committee **RESOLVED** to approve the proposed fees for the Woodland Burial Ground and the Main Burial Ground.

(iii) Rules and Regulations for the Main Burial Ground

The rules and regulations had previously been circulated to the Committee for consideration. It was agreed that black slate should be added to the list of approved material for headstones. It was then **RESOLVED** to approve the rules and regulations.

(iv) Proposed signs for consideration

The Committee had previously received a copy of proposed signage for Theobalds Green. It was agreed that the main sign, by the roadside hedge should be erected without delay and it was **RESOLVED** to accept the quotation from Signs of Style in the sum of £650 for this work. Quotations for additional signs would be obtained in time for the next meeting.

25/15 **ALLOTMENTS**

Allotments at Theobalds Green

The Chairman had visited the site and had spoken to allotment holders who all seemed happy.

Allotments at Punnetts Town

The Chairman had said she had visited the site and would be contacting the contractor regarding the numbering of the allotments.

26/15 **MILL ROAD CONVENIENCES**

The Chairman commended Mr Greengrow of D and J Greengrow on his hard work on keeping the premises clean and tidy.

27/15 **TO APPROVE LIST OF URGENT WORKS SINCE LAST MEETING**

No urgent works had been carried out.

28/15 **TERMS OF REFERENCE**

Draft Terms of Reference for the Committee had been circulated and it was **RESOLVED** that they be approved and duly adopted.

29/15 **MATTERS RAISED BY COUNCILLORS**

There were none.

30/15 **CRIME & DISORDER ACT 1998 SECTION 17 – TO CONSIDER EFFECTS (IF ANY) ARISING FROM ITEMS ON THE AGENDA**

There were no new matters arising.

31/15 **RISK MANAGEMENT**

To consider effects (if any) arising from items on the Agenda

A risk assessment of the new Burial sites to be completed.

32/15 **DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting would take place on **TUESDAY 21 JULY 2015** at **7.15pm**, in the Parish Council Meeting Rooms, 73 High Street, Heathfield. This meeting would be followed by a meeting of the Leisure, Environment and Recreation Committee.

The meeting closed at 7.55 p.m.

Signed:

Chairman

Dated: