

HEATHFIELD AND WALDRON PARISH COUNCIL
BURIAL GROUNDS AND AMENITIES COMMITTEE
MONDAY 9 NOVEMBER 2015 AT 7.15 PM
AT PARISH COUNCIL OFFICES, HEATHFIELD

PRESENT: Mrs Clark (Chairman), Mrs Fraser, Mr Hatcher, Mrs Holmwood, Mr Hough, Mrs Kentish-Barnes, Ms Kift, Mrs Robinson, Mr Taylor and Mr Waterhouse.

The Clerk and Mrs Pyle, Administrative Officer were in attendance.

63/15 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mr Ridley.

64/15 **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

65/15 **MINUTES**

RESOLVED: That the minutes of the meeting held on 22 September 2015, having been previously circulated, be approved and signed by the Chairman as a correct record.

66/15 **MATTERS ARISING**

There were none.

67/15 **ST BARTHOLOMEW'S BURIAL GROUND**

- (i) Next inspection to take place on Thursday 12 November 2015

The above was noted by the Committee.

- (ii) Review of current fees – recommendation is for no increase for 2016

The Committee **RESOLVED** that there would be no increase to the burial fees for 2016.

68/15 **BURIAL GROUNDS GENERAL**

(i) **Old Heathfield**

It was reported that there had been a Volunteers Clearance day on the 17 October 2015 and the burial ground looked tidy.

(ii) **Waldron**

The section of the burial ground that belongs to the Parish Council was reported to be tidy.

69/15 **WAR MEMORIALS**

(i) **Waldron**

It was reported that the memorial had been cleaned in time for Remembrance Sunday. The planning decision from WDC was awaited regarding the additional inscription to the memorial.

(ii) **Cade Street**

The memorial had been cleaned for Remembrance Sunday.

70/15 **THEOBALDS GREEN**

It was reported that the gravedigger had spoken to the contractor regarding the size of plots. He had explained that the present plot size 8 ft x 4 ft was very tight when preparing the plots with a digger. The gravedigger had asked if the new plots at Theobalds Green could be increased to 9 ft x 4 ft to allow safety margins for digging. The Committee considered this request and **RESOLVED** that the area allowed for plots would be increased to 9 ft x 4 ft but that the size of the plots sold to families would remain at 8 ft x 4 ft.

71/15 **ALLOTMENTS**

The Chairman asked that the allotments at Punnetts Town be re-marked.

72/15 **MILL ROAD CONVENIENCES**

The Clerk reported that in the budget for this year a figure of £6,000 had been earmarked for Mill Road Conveniences this was to enable a build up of reserves for renovation work.

73/15 **TO APPROVE LIST OF URGENT WORKS SINCE LAST MEETING**

No urgent works had been carried out.

74/15 **TO APPROVE THE BUDGET FOR 2016/17**

A draft budget had been circulated for consideration. It was **RESOLVED** that a budget of £3,215 be approved for ratification by the Council, comprising anticipated expenditure of £17,800 minus anticipated income of £14,585.

75/15 **MATTERS RAISED BY COUNCILLORS**

There were none.

76/15 **CRIME & DISORDER ACT 1998 SECTION 17 – TO CONSIDER EFFECTS (IF ANY) ARISING FROM ITEMS ON THE AGENDA**

There were no new matters arising.

77/15 **RISK MANAGEMENT**

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

The size of grave plots.

- (ii) To consider the risk list

The risk list which had previously been circulated was considered by the Committee. It was noted that an amendment was required at section 2 as it read at present “Shoring and grave digging equipment purchased for use by all gravediggers” to read “Shoring equipment purchased for use by all gravediggers”. The Committee **RESOLVED** to adopt the risk list following this amendment.

78/15 **DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting would take place on **MONDAY 11 JANUARY 2016** 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.

It was asked that if the Agenda’s for any forthcoming Burial Grounds and Amenities Committee were short if the starting time of the meeting could be changed to 7.30pm. It was **RESOLVED** that each agenda would be assessed individually and members would be notified.

The meeting closed at 7.40 p.m.

Signed:

Chairman

Dated: