

**BOROUGHBRIDGE TOWN COUNCIL
1 HALL SQUARE, BOROUGHBRIDGE,
NORTH YORKSHIRE YO51 9AN**



MINUTES OF THE CEMETERIES AND COUNCIL ASSETS MEETING HELD ON 8th DECEMBER 2020

Meeting held via Zoom

Councillors present: Robert Young (Meeting Chairman), P. Taylor (Mayor), P. Phillips, J. Goss.

Town Clerk present: John Nichols. **Deputy Clerk present:** Liz Leatherbarrow

Burial Clerk present: Pam Howells.

Members of the public present: None

Meeting opened: 18.10

MEETING OF THE CEMETERIES AND COUNCIL ASSETS COMMITTEE.

Tuesday 8th December 2020 at 18:00 hrs

- 1. Apologies for absence:** G. Haldenby, Sean Hynes.
- 2. Declarations of interest in items on the Agenda:** None.
- 3. Public Questions and Statements:** None
- 4. Cemeteries – actions arising from the most recent Risk Assessments**

4.1 Agree actions for Boroughbridge Cemetery and Aldborough Cemetery:

The fence which has broken down in Boroughbridge Cemetery was discussed. Ownership of the boundary fence was not assured and needs to be confirmed. It was agreed the fence needs replacing to avoid people using the access given by this 'gap' as a thoroughfare across the cemetery.

Proposal raised to investigate and determine ownership of the boundary fence for future maintenance, and to confirm with the owner of the house adjacent to the fence how the fence will be repaired.

ACTION – 1) Deputy Town Clerk to write to the house owner regards repairs currently needed

2) Deputy Town Clerk to confirm the responsibility Boroughbridge Town Council has regards the maintenance of the boundary.

A tree survey has not recently been completed. Professional advice is needed to determine if trees need trimming.

ACTION – Deputy Town Clerk to get quotes from Farm and Land Services to manage the trees in both cemeteries, including ensuring accessibility where any trees are over hanging memorials in Aldborough Gate Cemetery.

Memorial testing for both cemeteries was discussed. In the past the memorials have been tested for safety by Abbots. Despite several attempts to ensure the testing is up to date and to confirm that there is a system in place to meet the safety recommendations of Harrogate Borough Council, Abbots have been neither cooperative nor pro-active. The memorials need now to be safety checked and a secure system for ensuring they are monitored

adequately is also needed. It was proposed that the memorial testing programme and systems are reviewed thoroughly and that a new contractor is appointed.

ACTION – 1) Town Clerk to contact Abbotts to end any current agreement for memorial testing.

2) Deputy Clerk and Burial Clerk to find any documentation to allow a different contractor to establish a new and more rigorous testing programme that is in line with the recommendations of Harrogate Borough Council memorial Services.

4.2 Sign off the latest Risk Assessment as complete All in favour.

ACTION - The Risk Assessments will be presented for signing at the next Full Council Meeting.

4.2 Capacity Planning for both Cemeteries The last survey for capacity planning was completed in 2018. It was estimated then that at the current rate of deaths recorded, the cemetery would have adequate capacity for between 10 to 15 years. It is anticipated however that the population of the town will be increasing due to the building of many new homes in the area and the capacity planning now needs to be reviewed again.

Previously it has been suggested that the Town Council consider purchasing land adjacent to the Aldborough Gate Cemetery to increase the capacity of the cemetery. There remain unused burial spaces allotted for infant still births giving extra capacity in the Boroughbridge Cemetery.

It was proposed the principle of purchasing more land should be investigated once more.

ACTION – Town Clerk to write and determine if land might be available to purchase adjacent to the Aldborough Gate Cemetery.

4.3 Possible provision of ramp from path to grass in Aldborough Cemetery to enable wheelchair

users to access burials The Burial Clerk explained how accessibility for wheel- chair users to most areas of both of the cemeteries is difficult. It was discussed how “reasonable adjustments” might be made to improve access for all, in view of the geography of both sites. It was proposed that more investigation is needed to ascertain how other rural, established cemeteries have problem solved the issue.

ACTION – Deputy Clerk to investigate accessibility issues in cemeteries and feed- back to the committee.

4.4 Memorial Testing – potential change of service vendor Reference to the prior discussion about memorial testing and the need for a review of the current systems in place. It was proposed that a new contractor should be appointed.

ACTION – Deputy Clerk to contact H A Green and Sons to discuss a new contract for memorial testing.

4.5 Discuss a request for portraiture on a new headstone in Boroughbridge Cemetery Following discussion it was noted that a precedent for portraiture on headstones has already been set.

ACTION – Burial Clerk to contact family who have made the request.

4.6 Remedial works to the roof and walls of the Aldborough Cemetery entrance building – need to obtain

Quotes All in favour.

ACTION – Deputy Clerk will obtain quotes for reparations needed.

5. Other Council Assets - actions arising from the most recent Risk Assessments

5.1 Mill Lane The actions identified from the Risk Assessment related primarily to weed control and gardening. It was proposed the actions are completed as identified.

ACTION - Deputy Clerk to contact Farm and Land Services to carry out the maintenance needed.

5.2 Hall Square and Buttermarket Actions identified on the Risk Assessments were discussed. The cobbles have been repaired; the drain gully’s have been cleared and new railings are being installed on the low wall in December. It was proposed at the last Full Council Meeting that monies should be allocated in the annual budget to ensure funds are available for maintenance of the cobbled area as a rolling programme. This was commended by all as a sensible way of ensuring the feature is maintained and protected.

ACTION – Town Clerk to ensure monies are allocated in the future budget proposal at the next Full Council Meeting.

5.3 Car Park and the Toilet Block The toilet block was painted in Autumn 2020 and hand sanitisers have been installed in response to the Covid 19 Pandemic. A repair was recently made to a pot-hole in the road surface near to the entrance of the car park.

The proposal to allocate 4 spaces as 3 motor home bays was discussed. The white lining contractors have suggested how spaces could be marked out, which may result in 2 more car parking spaces being lost. It was proposed this should be investigated further to avoid unnecessary loss of car parking spaces.

ACTION – Cllr Phillips and the Deputy Clerk will survey the motor home area proposed before appointing contractors.

5.4 St James' Square and Fountain The weed control measures have been completed in September 2020. The over-hanging tree branches remain a source of risk, however Harrogate Borough Council (HBC) will not give permission to trim the trees. It has already been proposed at the last Full Council Meeting that a letter be sent to HBC planning department to challenge the decision and to inform them of the hazards posed.

ACTION – Town Clerk to liaise with Cllr Windass to pursue the process of submitting a new application to trim the trees.

5.5 Sign off the latest Risk Assessments as complete All in favour.

ACTION – Risk Assessments to be presented at next Full Council Meeting for signing by Mayor.

6. Agree periodicity and responsibilities for completion of all Risk Assessments going forward It was proposed that the Risk Assessments are completed in future by the Clerks. The Clerks will manage the Risk Assessment Actions and processes as agreed at this meeting and assessments will be reviewed annually.

ACTION – The Town Clerk's Office will manage the Risk Assessment process and share issues arising from monitoring. Risk Assessments will be reviewed annually and presented again to Councillors when completed.

7. Open forum for Councillors to share pertinent issues with Committee.

Councillor Phillips shared the most recent progress made with regards the development of a new community facility. The architect's plans are moving ahead and we are awaiting confirmation of next steps in the planning process. A consultation document for public views has been almost completed and arrangements for how it will be distributed are being finalised. Andrew Jones MP is supporting BTC application for a funding grant to contribute to the development of the project, with a case number allocated for his reference.

8. Confirm dates for the next meeting of the CC&CA Committee.

Next meeting will be in March 2021- date to be confirmed.

The meeting closed at 19.00.

Following the Openness of Local Government Bodies Regulations 2014, the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established, but anyone wishing to do so, should advise the Clerk or Chair of the Council, to ensure compliance with BTC's adopted policy to effectively and lawfully manage this activity.

Signed
Mayor and Chair of Council

Date