



BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

www.boroughbridge.org.uk

Email info@boroughbridge.org.uk

MINUTES OF THE MEETING OF THE CEMETERIES AND COUNCIL ASSETS COMMITTEE

Tuesday 27 March 2018 at 18.30

Present: R Young (Chairman), P Phillips, S Hynes, R Windass, H Heavisides (Clerk), P Howell (Burial Clerk)

Late Arrivals: P Phillips (18.40)
Early Departures: P Howell (19:20)

Meeting Opened: 18:37

1. **To accept apologies and reason for absence.** I Maltby.
2. **Declarations of interest in items on the Agenda.** None.
3. **Public Questions and Statements.** None.
4. **Cemeteries:**
 - a. **To receive an update on the replacement tree following the removal of Sycamore and Pine trees in Boroughbridge Cemetery.** The new tree is now planted.
P Phillips Arrives (18.40)
 - b. **To receive an update on headstone testing at Boroughbridge and Aldborough Cemeteries.** Large headstones have been repaired by Abbots. Several headstones have been laid down. Burial Clerk and Cllr Young are pursuing outstanding monuments. Cllr Phillips to ask Capstick monument relatives to contact the Council for permission to repair his monument and confirmation that they will pay for the repair. **Action: Burial Clerk/Cllrs Young/Phillips**
 - c. **To receive a quotation regarding cost of installation of commemorative plaques in the cemeteries.** Total cost of bronze plaques to the Council would be £128.50 plus vat per plaque. Committee recommends a charge to the public to install these of £160. All in favour. Motion carried. Clerk to add charges to price list for approval by Full Council. **Action: Clerk**
 - d. **To receive a refund request from the owner of a burial plot at Boroughbridge Cemetery.** Refund approved at cost. **Action: Burial Clerk**
 - e. **To receive a request from a neighbouring property to carry out tree works on a TPO tree in the Cemetery.** Approved subject to meeting the planning conditions and on provision of proof of tree surgeon's qualifications and insurance details which are to be held in the Council Office during the period of work. **Action: Clerk**
 - f. **To discuss grave digging contract:**
 - i. **To discuss the legal requirements during burials.** Abbots would like to have a representative from the Council present at burials as the responsibility remains with the Town Council for everything that takes place in the Cemetery. The Committee recommends that the Council should consider Monday – Friday burials only (in accordance with Harrogate Borough Council- HBC) so staff/councillor could be present at interments. Charge to be added to costs for this @ £30 built into burial fee. Clerk to ask Abbots if this is necessary for cremated remains also. Clerk to contact Stonefall for their prices to prepare new price list for approval by Full Council. **Action: Clerk**

- ii. **To discuss changes to the Grave Digging Contract.** The Appendix to be changed to Monday – Friday burials only.
 - g. **To receive an update on maintenance required Aldborough Cemetery.**
 - i. **To receive a quotation for the path improvement.** A quotation of £8,235 plus vat has been received. Add to full council agenda to discuss. Cllr Young to draw up plan of proposed pathway for information. **Action: Cllr Young/Clerk**
 - ii. **To consider a date of w/b 1 April for the Aldborough Cemetery Tree Survey.** Received and noted.
 - h. **To receive information regarding the grass cutting contract specification.** Following a request for the grass cutting contractor to clear away grass from the graves after cutting, it was noted that the Town Council should prepare a risk assessment for the contractors at the beginning of the tender process. The contractor will be as vigilant as possible regarding the cleaning of the headstones, but this makes a big difference to time taken to undertake the task and thus the cost will increase. Clerk to ask how much extra it would cost to implement a facility to clean the monuments until the next tender comes due. **Action: Clerk**
 - i. **To receive questions/information from the Burial Clerk.** Request for approval of location to inter cremated remains at Aldborough Cemetery. Approved. Permission requested for Lumsden monument. Approved. **Action: Burial Clerk**
- Burial Clerk Leaves (19.20)**
5. **Public Open Spaces:**
- a. **To receive the quarterly Car Park Walk Round Risk Assessment. – APPENDIX 1** – Received and noted. Cllr Windass to investigate a replacement sand bin. **Action: Cllr Windass**
 - b. **To receive a request from St Michael’s Hospice to use Hall Square for the end of a charity walk.** The Town Council approves Hall Square for the end of a charity walk on Saturday 12 May 2018 upon proof of Public Liability insurance to £5,000,000. **Action: Clerk**
 - c. **To discuss general maintenance issues regarding public open spaces.** Bench on Hall Alms Lane, Aldborough has disappeared. Clerk to get quotations for a replacement recycled plastic bench. **Action: Clerk**
Email received from HBC regarding graffiti on the youth shelter on the Wetherby Road Recreation Ground. The panels will be removed to avoid further graffiti. The Committee approves this action. Clerk to let HBC know. **Action: Clerk**
6. **Council Assets:**
- a. **Tutt Woodland: To further discuss the sale of the Tutt Woodland.** No further correspondence yet received.
 - b. **Flat 10a: To receive an update on the painting of the upstairs windows to Flat 10a Fishergate.** Ongoing.
 - c. **Handyman: To receive an update of the schedule of work for the handyman.** General litter collection ongoing. No further jobs identified.
 - d. **1 Hall Square: To discuss exterior wall decoration and signage including the United Parochial Church Council’s request for a sign.** The render on the exterior wall is in need of repair. Clerk and Cllr Young to make enquiries for quotations. **Action: Clerk/Cllr Young.** Signs on the exterior wall to be replaced by two signs - ‘Boroughbridge Town Council & Tourist Information Point’. For user groups, a smaller sign of A4 size will be permitted at the side of the door.
7. **To agree a date for next meeting of the Committee.** 29 May 2018

Meeting closed: 19:43

Signed: _____ Dated _____
Chairman