Minutes of a Meeting of the

Cemetery Maintenance and Land Acquisition Group

held at Thornton Cemetery

on Monday, 18th July, 2016 at 11:00 am

PRESENT

Councillors: E. R. Harries (Chairman) J. W. Cole

A. W. Eden

Mr. P. Johnson, Cemetery Supervisor, was also in attendance.

62. APOLOGIES:

Apologies for absence were received from the Mayor, Councillor W. D. Elliott BA QTS, the Deputy Mayor, Councillor C. A. Sharp, and Councillors M. P. Rickard, Mrs. Y. G. Southwell and G. Woodham MBA (Open) LL.B (Hons).

63. SITE INSPECTION OF CEMETERY:

The Chairman, Councillor E. R. Harries, said that there were some issues that needed further discussion before the site inspection and Members went into Cemetery House to discuss these issues.

(a) Headstones:

M. P. Johnson, the Cemetery Supervisor, asked for the authority to make safe and tidy unattended graves where the next of kin to the original owners cannot be identified.

It was RECOMMENDED THAT:

(i) the Cemetery Staff be authorised to make safe

and tidy unattended graves where the next of

kin to the original owners cannot be identified;

(ii) before carrying out any work, attempts are to be

made to trace the next of kin by social media or

any other means considered appropriate.

(b) Garage/Storage Unit:

The Chairman reminded Members that at a meeting of the Public Works and Planning Committee it was agreed that, in the interests of health and safety, to install a personal door in this building.

The up and over door currently in place is not fit for its purpose and the Cemetery staff store their machinery and the maximum permitted legal quantity of fuel (which is in a fire proof container) in this building.

The Clerk had obtained quotations for the supply and fix of a new up and over door and the formation of a new personal door in the structure of the building.

Members discussed the three quotations that had been received.

It was RECOMMENDED THAT:

(i) the quotation from PGS Fabrications ‘98

Ltd. for the fabrication, supply and fit of 1

No. single garage door with pedestrian door

in the sum of £850 plus VAT be accepted;

(ii) this is to be funded from the Building

Maintenance Budget.

The Chairman, Councillor E. R. Harries, declared a personal interest as he is a friend of the owner of PGS Fabrications ’98 Ltd.

(c) Utility Vehicles:

The Clerk advised that one of the two utility vehicles – the Turfcat - is approximately 15 years old and it is increasingly difficult to obtain spare parts for it. The other vehicle – the HPX Gator - is becoming increasingly expensive to maintain.

It was RECOMMENDED THAT the Clerk obtains

quotations on a suitable leasing package.

(d) Grass Cutting:

The Chairman said that a few weeks ago he had received several complaints regarding the length of the grass at the Cemetery. The Cemetery Supervisor reported that recent problems with grass cutting equipment had now been rectified. Grass cutting was now on schedule.

It was RECOMMENDED THAT the information be

received.

(e) Purchase of Grave:

The Clerk said that she had been approached by a lady who wanted to erect a headstone on her unpurchased family’s grave. The lady had indicated that she would find it difficult to meet both the cost of the purchase of the grave and the headstone.

It was RECOMMENDED THAT the lady be informed

that arrangements could be made for her to

purchase the grave in instalments.

(f) Exercise on Cemetery Premises:

At the meeting of the Public Works and Planning Committee in July 2015, permission was granted for a training exercise by Milford Haven On Call firefighters. The exercise was due to take place in September, 2016.

The Watch Manager, Pembrokeshire County Command, had contacted the Clerk during week beginning 11th July to say that he would like to go ahead with the training exercise but understood that there were now new windows and doors at Cemetery House.

It was RECOMMENDED THAT, in view of the

improvements to Cemetery House, the Watch

Manager, Pembrokeshire County Command,

be informed that it would no longer be possible

to hold a training exercise on the Cemetery

premises.

Members then left Cemetery House to inspect the Cemetery.

(g) Toilets:

It was RECOMMENDED THAT:

(i) quotations be sought for the refurbishment of the

toilet block;

(ii) the Cemetery Staff are to carry out the external

decoration of the toilet block;

(iii) a cleaning routine is to be established.

(h) Bus Shelter:

It was RECOMMENDED THAT quotations be

sought for the replacement of the bus shelter

roof.

(i) Cremated Remains Section:

The Cemetery Supervisor said that he would like to complete the new Cremated Remains Section in readiness for the interment of cremated remains.

The Cemetery Supervisor stated that he had a supply of slabs but would need to purchase chippings.

It was RECOMMENDED THAT the Cemetery

Staff are to be authorised to prepare another

5 rows of the Cremated Remains facility, for

review at the next meeting of the Cemetery

Maintenance and Land Acquisition Group.

(j) Pedestrian Path Between L and M Sections:

It was RECOMMENDED THAT a gravel path

be installed between L and M Sections.

(k) Drainage Between L and M Sections:

It was RECOMMENDED THAT a specialist be

invited to meet the Cemetery Maintenance

and Land Acquisition Group to advise on

a suitable drainage system.

(l) Area of land from Compound to Top Gate of Cemetery:

The Cemetery Supervisor expressed a wish for a road to be created over the present inadequate roadway on the area of land from the compound to the top gate of the Cemetery.

It was RECOMMENDED THAT costs be sought

prior to a decision being made on this issue.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_