Minutes of a Meeting of the Cemetery Maintenance and Land Acquisition Group

held electronically using the Zoom software

on Wednesday, 7th October, 2020 at 11:00 am

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PRESENT

The Mayor (Councillor T. J. Davies)

The Deputy Mayor (Councillor Miss K. F. Gray)

Councillors: C. A. Sharp (Chairman)

R. D. Gray M. P. Rickard

Mrs Y. G. Southwell Mrs L. E. Turner

Mrs M. L. Galliford, Town Clerk / Financial Officer

Ms F. K. Galliford, Town Council Secretary

246. APOLOGIES:

Apologies for absence were received from Councillors W. D. Elliott BA QTS and R. Williams (Chair of the Public Works and Planning Committee). Apologies for absence were not received from Councillor A. H. Miles.

247. DECLARATIONS OF INTEREST:

The Mayor, Councillor T. J. Davies, declared a personal interest as he works for a local Funeral Director. He said that he has had dispensation from the Monitoring Officer to speak but not vote.

248. MINUTES OF THE MEETING OF THE CEMETERY MAINTENANCE AND LAND ACQUISITION GROUP HELD ON 17TH OCTOBER 2019:

­­ RESOLVED THAT the Minutes of the Cemetery Maintenance

and Land Acquisition Group held on the 17th October, 2019,

be accepted as a true record and passed for signature by

the Chairman.

249. MATTERS ARISING:

1. Minute 107 (a) – Forget-Me-Not Baby Garden

The Clerk confirmed that there was no record in the Minutes of plaques not being permitted in that area.

250. CEMETERY BENCHES:

Members discussed applications for the installation of benches at the Cemetery.

It was RECOMMENDED THAT:

1. The current regulations regarding Cemetery benches which

are clearly stated on the Council’s website and in the booklet

distributed with newly purchased graves, remain

unchanged;

1. The Cemetery Supervisor is to be advised that all queries

regarding Cemetery benches are to be referred to the

Clerk.

251. CEMETERY WALL:

The Chairman, Councillor C. A. Sharp, referred to the condition of the Cemetery Wall, in particular a section near to the Cemetery Lodge to which he expressed safety concerns.

Members discussed this and it was RECOMMENDED THAT the Clerk seeks quotations for the replacement of the wall with a steel galvanised low maintenance fence for the entire wall.

In order that this be progressed quickly, it was RESOLVED THAT the Clerk be authorised to seek quotations prior to this Minute being authorised by Full Council on 15th October, 2020.

252. INSTIGATING A SCHEDULE OF WORKS FOR THE WORKFORCE:

As the present Clerk would shortly be retiring, it was RECOMMENDED THAT the terms and conditions of the employment of the Cemetery Staff be referred to the Establishment Committee for review with the Chairman of the Cemetery Maintenance and Acquisition Group present at the meeting.

It was FURTHER RECOMMENDED THAT the following

points be discussed at the review:

* the instigation of a schedule of works for the workforce
* the introduction of a stipulation that graves are to be turfed

within 6 months of the interment

* new interments are to be treated with care and respect
* the weekly timesheets that the Cemetery Staff have to complete are to be remodelled
* if Members of the Cemetery Maintenance and Land Acquisition Group have any other suggestions they are to contact the Clerk prior to the meeting

253. LEVELLING OF GRAVES:

It was noted that the work that the Cemetery Supervisor had said would be completed by the end of January, 2020, had not been carried out.

It was RECOMMENDED THAT the Clerk asks the Cemetery

Supervisor for a progress report.

254. OUTSTANDING WORKS AT CEMETERY – TO INCLUDE REPAIRS AT CEMETERY LODGE:

The Chairman said that he had met with the Cemetery Supervisor and had been informed that there was essential work needed at the Cemetery Lodge. There was no hot water in the Lodge and the heaters were not at a satisfactory level.

The Clerk said that she would arrange for the Council’s electrician to visit the Cemetery to check the boiler and the heaters.

It was RECOMMENDED THAT:

(i) the Cemetery Supervisor is to be instructed to produce

a report of the urgent work that is needed at the Cemetery,

to include Cemetery Lodge;

(ii) discussion is to be held at the precept meeting to be held in

January, 2021, for the installation of a heating system to protect the fabric of the Cemetery Lodge.

255. COVID-19 RISK ASSESSMENTS:

It was RECOMMENDED THAT:

1. Councillor E. A. Davies, who had undertaken a comprehensive

Risk Assessment report of Milford Haven Town Hall, be

asked to undertake a Risk Assessment of the Cemetery;

1. because of the Covid regulations, the Cemetery toilets are to

be closed to the public with immediate effect.

256. COMPLAINT RE TREE AT CEMETERY:

The Chairman advised that a complaint had been received regarding the overhanging branches of a tree at the Cemetery.

It was RECOMMENDED THAT the Cemetery Staff be instructed

to cut the branches of this tree and to ensure that the pathway to

the graves are clear of bushes and trees to ensure safe access.

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