Minutes of a Meeting of the Milford Haven Town Council

Cemetery Maintenance and Land Acquisition Group

held electronically via the Zoom software

on Friday 23rd April, 2021 at 6:00 pm

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

PRESENT

The Mayor (Councillor T. J. Davies)

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

 Councillors: C. A. Sharp (Chair)

W. D. Elliott BA QTS

 Mrs Y. G. Southwell

Mrs B. J. Fitzgerald, Town Clerk

Miss F. K. Galliford, Secretary

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

98. APOLOGIES:

Apologies for absence were received from Councillor R. Gray, A. H. Miles and

R. Williams. Mr. P. Johnson, Cemetery Supervisor also gave apologies.

It is noted that invitations should be sent to both Mr. P. Johnson and Mr. D. Morgan for attendance.

99. DECLARATIONS OF INTEREST

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

100. Minutes of the Meeting of the Cemetery Maintenance and Land Acquisition Group held on 7th October 2020.

**RESOLVED THAT** the Minutes of the Cemetery Maintenance and Land Acquisition Group held on 7th October 2020 be accepted as a true record and passed for signature by the Chairman.

101. MATTERS ARISING

 No matters arising.

102. RISK ASSESSMENT AT CEMETERY

Thanks are to be given to Councillor E. Davies for the Risk Assessment; it is well laid out with all issues covered. Councillor Davies is to be asked if he could produce a further risk assessment on the Cemetery House.

**RESOLVED THAT** the Risk Assessment is accepted with an additional risk assessment carried out on Cemetery House based on Employees working there.

103. GRAVES AT CEMETERY

The Cemetery Supervisor is monitoring the cemetery work better than has previously happened. A report with an update on progress at the Cemetery is required for each meeting. Thanks were given to P. Johnson for the report which was welcomed.

The issue of the land at the Cemetery which has been backfilled in the past and the condition of this part of the ground was discussed. The whole area needs to be dug to see what is there and what needs to be removed.

It was raised that in 2019 that an outside contractor was going to level and turf the old sections as they were becoming trip hazards. To date none of that work has been carried out. The Cemetery Supervisor did not want outside contractors in and agreed to carry out the work in-house by January 2020. This work has still not been completed. A formal complaint has now been received as this is a health and safety issue. The Clerk will speak with the Supervisor as this work should have been completed over a year ago, as it has not, and as it is an health and safety issue there is no choice but to go to outside contractors as soon as possible. Quotes are to be sought for the levelling and turfing of the required sections.

**RESOLVED THAT**

1. A quote is required to have area dug to see what debris is in the ground.
2. If any soil is able to be saved it should be used; a quote for the disposal of any rubble and soil not required to clear the area.
3. Quotes are obtained for the levelling and turfing of required sections of the Cemetery graves.
4. All quotes are to be referred to Finance, Governance and Projects Committee for consideration.

104. Cemetery Benches

 No more benches will be allowed at the cemetery.

Notice should be put up at the cemetery ‘NO MORE BENCHES’. Also a current map of the benches to be carried out, where they are and to whom they are dedicated.

**RESOLVED THAT** Regret letters to be sent, visible signage required for no more benches, a current map of cemetery benches and dedications.

105. CEMETERY TOILETS

Agreed that the toilets are demolished, they are not fit for purpose without any hand washing facilities.

**RESOLVED THAT** The toilets are permanently shut until demolition. Quotes are to be requested for the demolition of the toilets.

106. WALL AND HEATING AT CEMETERY HOUSE

One quotation has been received for the part demolition of the wall. The company will be further requested to quote for the railings also. A quote for the railings had been requested from another company and that will be chased.

The heating at the Cemetery house was discussed; the below ground gas tank was considered reasonable and the siting of the tank would be in an acceptable position especially if the toilet block is to be removed.

Solar panels were considered and discounted as unsuitable for the Cemetery house due to the roof unable to hold the panels and also to cost.

Heating for the Cemetery house is considered necessary to keep the building in a good condition. The cost of the work will be taken out of reserves.

**RESOLVED THAT** Further quotes are required for the railings and when received the quotes for the wall and railings will be discussed at Full Council. The gas tank is accepted as the best option and all costs to come from reserves.

107. MILFORD HAVEN CEMETERY - LIST OF CHARGES 2021 - 2022

**RESOLVED THAT** The list of charges were given for information.

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