Minutes of the Meeting of the

Cemetery Maintenance and Land Acquisition Group

held at Cemetery Lodge, Thornton Road

on Wednesday 11th March 2024 at 11:30am

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PRESENT

The Deputy Mayor (Councillor W. D. Elliott BA QTS)

Councillors: C. A. Sharp (Chairman)

Miss K. F. Gray

P. A. Johnson, Cemetery Supervisor

Mrs B. J. Fitzgerald, Town Clerk

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327. APOLOGIES:

Apologies for absence were received from Councillor Mrs Y. G. Southwell.

No apologies were received from the Mayor, Councillor Mrs C. Stevens, Councillor D. Abbott and Councillor Mrs N. Beavis-Morrissey.

328. DECLARATIONS OF INTEREST:

No declarations of interest were expressed.

329. MINUTES OF A MEETING OF THE CEMETERY MAINTENANCE AND LAND ACQUISITION GROUP HELD ON 10TH JANUARY 2024:

It was **RESOLVED THAT:** the minutes of the Meeting of the Cemetery Maintenance and Land Acquisition Group held on 10th January 2024 be accepted as a true record.

330. MATTERS ARISING:

No matters were raised.

331. SUPERVISOR’S REPORT:

Members considered the attached Cemetery Supervisor’s Report for the months of January and February 2024.

It was **RECOMMENDED THAT:** the Cemetery Supervisor’s Report for the months of January and February 2024 be received.

332. TIMESHEETS:

The existing timesheets are no longer necessary. A form with template titles will be drafted to include Complaints / Burial & Cremation Numbers / Concerns. This form will be given as a monthly report to Full Council.

It was **RECOMMENDED THAT:**

(i) a form be drafted to encapsulate cemetery information;

(ii) this form will be presented to Full Council on a monthly basis.

333. CHAPEL – LIGHTING AND HEATING:

An electricity supply has now been made available from the Cemetery Lodge to the Chapel. A quote has been received from Ling Electrical Ltd, on the advice of the Town Council electrician Mr B. Jones. Ling Electrical has quoted to install wall lights, double sockets, wall mounted panel heaters with controllers, junction boxes, mains switch, trunking and wiring. The cost for the work and materials is £2,890 & VAT. It was recommended that £1,000 comes from an existing cemetery budget with £1,890 being taken from reserves.

It was **RECOMMENDED THAT:**

(i) the matter of lighting and heating to the Chapel be agreed;

(ii) the cost of the work be paid for by £1,000 from an existing cemetery budget, with £1,890 being taken from reserves.

334. NEW CEMETERY LAND:

1. A draft plan of the new land was prepared for the meeting. The plan had been made in consultation with a representative from Pembrokeshire County Council. The plan outlines areas of wild flowers within the cemetery. These areas can be grant funded with apparatus for maintenance also funded. The plan is in the very early stages.

The Clerk has contacted the owner of the strip of land ‘No Man’s Land’ between the cemetery and Dowty’s. Permission or an easement will be required with the owner for contractors and lorries to use his land for access to the new area of cemetery. It would be ideal for this land to eventually be used for access to a car park on the new land. The owner of the land will contact the Clerk in the next few weeks to discuss the matter further.

1. An action plan timeline was given to the group. The plan is in the very early stages but could progress matters steadily through this year to possibly have planning permission granted and work started to clear the land before the end of 2024. The representative from Pembrokeshire County Council is to be invited to a future meeting of the Cemetery Maintenance and Land Acquisition Group.

It was **RECOMMENDED THAT:**

(i) the Council is to support the draft plan until the final drawings are supplied;

(ii) a decision is to be made on the strip of land ‘No Man’s Land’;

(iii) an invitation to attend a meeting of the Cemetery Maintenance and Land Acquisition Group is to be made to the representative from Pembrokeshire County Council.

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