

**MINUTES OF A SITE MEETING OF THE BURIAL GROUNDS AND PROPERTIES
COMMITTEE HELD ON TUESDAY 18th JULY 2017**

PRESENT: Cllr. Clifford (in the Chair), Cllrs. Bunyan, Cook, Holmes. Parish Warden – Ivor Hatcher.

APOLOGIES: Cllrs. Fairweather, Goodchild & Hall.

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

01/17: Cllr. Cook nominated Cllr. Bunyan to be Vice Chairman of this Committee. This was seconded by Cllr. Holmes and agreed. Cllr. Clifford welcomed Cllr. Holmes as a new member of the Committee.

02/17: Allocated areas of responsibility were agreed as follows:-

Cllr. Clifford	Golford Cemetery & Cranbrook War Memorial
Cllr. Bunyan	Vestry Hall, Information Centre
Cllr. Holmes	Vestry Hall Cottage
Cllr. Fairweather	Sissinghurst Cemetery & War Memorial
Cllr. Cook	St. Dunstan's Churchyard
Cllr. Hall	Noticeboards, benches, bus shelters, cycle racks & red telephone boxes
Cllr. Goodchild	Angley Cottage

03/17: St. Dunstan's Churchyard:

Cllr. Cook voiced concern that some of the graves had an abundance of holly and laurel bushes growing around them and the possible damage being caused by the root systems. The Clerks would bring this to the attention of the grounds contractors.

The Clerk read out an email from Revd. Ann Pollington, asking the Committee to consider granting approval for an additional path to be laid allowing disabled access to the North door. The Clerk advised that the diocese would also need to give their permission. Cllr. Clifford proposed that the Parish Council grant their approval, subject to the Church securing its own funding for the project and agreement on materials used. This was seconded by Cllr. Bunyan and agreed.

It was agreed that the gullies and cremation tablets required some work, this would also be brought to the attention of the grounds contractor's.

Cllr. Cook supported the idea of a wild flower meadow and would bring more information on this to the next meeting for further consideration.

It was also agreed to review the programme of maintaining and varnishing all the benches in the near future.

04/17: Sissinghurst Cemetery:

After the inspection the following items were raised –

- Hedges within the grounds were overgrown.
- Edging around the cremation tablets
- Border of all paths to be cylinder mown
- Tidying of the path edges in the new part

All the above issues would be brought to the contractor's attention.

Discussions took place on the quotes obtained for works on the Cemetery trees as per the Tree Safety Report –

- Benjamin Hatcher Tree and Garden Services - £5,475
- The Living Forest Limited - £3,779

Cllr. Holmes proposed to accept the quote from Benjamin Hatcher Tree and Garden Services as he has extensive knowledge of the cemetery and he will complete the work to a high standard. This was seconded by Cllr. Cook and agreed.

Several residents of the newly developed Church Mews had raised concerns regarding the leylandii trees on their boundary and their loss of natural light. As these had not been included in the safety report it was assumed that no work on them was necessary, however it was agreed that the Clerk would seek advice from TWBC Tree Officer, Dan Docker. Any further work recommended could be included in Year Two of the Five Year Plan.

Cllr. Clifford advised that the Woodland Trust are offering new trees to Schools & Communities. It was suggested more information was gathered for the next meeting.

05/17: Golford Cemetery:

A complaint had been received following damage to one the grave stones. It was agreed the Clerk would liaise between the contractors and the family until the complaint was resolved to the satisfaction of all concerned.

A quote from Mayell Groundworks Ltd of £2,800 + VAT had been received to complete repairs to the tarmac paths around the Cemetery. Cllr. Bunyan proposed that subject to approval of their 'Terms and Conditions' the quote be accepted. This was seconded by Cllr. Cook and agreed.

Other items raised –

- The edging around the cremation tablets
- Tidying up of the shrubbery at the rear of the Chapel.

Both these issues would be raised with the contractors.

The Chairman asked the Clerk to arrange a meeting with the Grounds Contractors, Kent Grassland Services, so all the issues raised by Committee Members during the site meeting could be addressed.

Cllr. Clifford advised that he had been given details of someone who may be interested in playing the organ in the Chapel, he would keep the Committee updated.

It was agreed to speak with Cranbrook in Bloom to see if they would be interested in planting some flower troughs at the entrance to the Chapel.

06/17: Inspection of Properties

a) Vestry Hall:

A further quote for the redecoration of the Vestry Hall entrances had been received from Foreman Decorating Services to compare with the quote received from Hurstway in March. Members discussed the quotes in depth, it was proposed by Cllr. Bunyan, seconded by Cllr. Holmes to accept the quote of £7425.00 from Hurstway.

Quotes had been received from Glade Joinery £1,534.88 and Cranwells Property Services £2,242.00, for work on the side doors to the hall. Both had been asked for quotes for repair, however both had suggested that repair would not be economical and recommended replacement. Cllr. Bunyan declared an interest in that her son Graham is Director of Glade Joinery. She took no further part in the discussion or voting on this item. It was proposed by Cllr. Cook, seconded by Cllr. Holmes to accept the quote from Glade Joinery. The Clerk advised that we would need to submit a Listed Building Consent application prior to work commencing.

b) Vestry Hall Cottage:

Cllr. Clifford advised that it had been necessary to authorise an inspection of the bathroom floor in the Cottage which appears to have dropped in the middle, at an initial cost of £198, this figure did not include any remedial repairs that may become evident. He also advised that we had instructed Lambert and Foster to carry out a rental valuation on the property, this would be discussed at Policy and Resources as part of the Caretaker's salary/accommodation package when reviewed for the budget. It was also agreed to seek a quote from Hurstway for painting the rear gate of the Cottage, which could be completed at the same time as the redecoration of the entrances.

It was agreed the Clerks would investigate if KFRS would complete an assessment of fire safety on all properties for which we are responsible.

07/17: Angley Cottage Inspection:

No issues were raised.

08/17: Bus Shelters:

Members discussed the quote from Croft Glass - £304.21, for repair to the glass of the shelter at Swifts View. As the repair is not necessary in order to keep the people waiting, dry and safe from the elements, it was agreed to leave the repair until the current spate of vandalism abates.

09/17: War Memorials:

No issues raised.

10/17: Noticeboards:

No issues raised.

11/17: Items for Information:

No items were raised.