

Minutes of a meeting of the **Recreational & Cemetery Committee** of **Bingham Town Council** held in **The Old Court House, Church Street, Bingham**, on **Tuesday, 30th July, 2013**, at **7.00 p.m.**

PRESENT:

Councillor J. Stockwood - Chairman
" P. Abbey
" Mrs. A. Bryan
" G. Davidson
" Mrs. T. Kerry
" F. Purdue-Horan

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

There were no Apologies for Absence and Acceptance received.

2.00 DECLARATIONS OF INTEREST:

There were no Declarations of Interest received.

3.00 MINUTES:

The Minutes of the meeting held on the 4th June, 2013, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record.

4.00 MATTERS ARISING (FOR INFORMATION ONLY):

The Chairman gave a brief update on non-Agenda items.

5.00 ACTION POINTS:

See Appendix 'A'.

6.00 MATTERS RELATING TO PLAYINGFIELDS, PLAY AREAS AND OPEN SPACES:

01 Play Areas Inspection Report Summary

The work which has been identified is to be addressed as appropriate.

02 Cogley Lane – Quotation for Retainers

It was

RECOMMENDED to accept the quotation received for £900.00.

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6.00 **MATTERS RELATING TO PLAYINGFIELDS, PLAY AREAS AND OPEN SPACES** continued.....

03 **Consideration of Requests for Improvements to Play Areas**

The Clerk confirmed that a litter bin had already been installed on the fence surrounding the children's play equipment at Carnarvon Play Area.

It was

RECOMMENDED

- To accept a quotation of £480.00 to repair the wall at Wychwood Road Play Area.
- To agree a seat to be installed at Wychwood Road Play Area.
- Following a complaint in relation to the goal-end screen, it was agreed to undertake planting at the base of the tall fence and leave the grass in between the goal-end screen and tall fence longer to encourage more wildlife in line with bio-diversity.

04 **Butt Field – Membership of Butt Field Working Group**

Members of the working group were confirmed as the Chairman and Vice-Chairman of the Recreational & Cemetery Committee, the Vice-Chairman of Policy & Resources and the Mayor and Deputy Mayor.

05 **Wynhill Sports Ground – Annual Inspection Report**

The report was accepted and all comments noted.

06 **Open Spaces – Consideration of Tree Report**

Recommendations of the tree survey which was undertaken in May, 2013, were considered and it was

RECOMMENDED

- (a) To undertake high and medium risks where the current budget would allow, and request additional funding from Policy & Resources to enable all risks to be addressed.
- (b) The Mayor agreed to speak to housing developers working in the area with a view to them planting additional trees in the near future to replace ones being felled.

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7.00 MATTERS RELATING TO THE CEMETERY AND CHURCHYARD:

01 Approval of Recommendations from Cemetery Rules & Regulations Working Group

The Chairman gave an update on a meeting held immediately prior to this Committee meeting, and it was

RECOMMENDED that the Draft Cemetery Rules & Regulations (Appendix 'B') would go forward for a long period of public consultation and that a noticeboard should be purchased for displaying of the same; the consultation to be advertised in the Town News and also on the website.

8.00 PROPOSED DIVERSION OF FOOTPATH NO. 11 ON EDGE OF CARNARVON SCHOOL GROUNDS:

It was

RECOMMENDED to support the diversion proposals. Clerk to e-mail all Councillors, inviting any of them wishing to object to contact her and a referral would then go to the next Planning Committee meeting.

9.00 CORRESPONDENCE:

01 Nottinghamshire County Council

An e-mail had been received regarding the Tythby Road gateway sign saying that the County Council is considering granting permission for this gateway sign to be re-sited on the opposite side of the road (east).

02 B.R.U.F.C.

An e-mail had been received, stating that the annual Fair will be visiting the ground from the 22nd to the 29th September, 2013.

03 Friends of Bingham Linear Park

Receipt of Minutes of last meeting. Noted.

04 Rushcliffe Borough Council

Receipt of letter and brochure regarding the future of Streetwise service were noted.

05 Resident

The Chairman confirmed that a request for an Allotment Association to be formed would be referred to the next meeting.

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9.00 **CORRESPONDENCE** continued.....

06 Councillor

A Councillor had raised a query in relation to unsafe headstones due to the fact that another Local Authority had received bad publicity because of its actions. The Clerk confirmed that Bingham Cemetery had been surveyed prior to 2008, and, since then, periodical inspections highlighted any unsafe headstones whilst groundstaff were undertaking grounds maintenance or dealing with funeral preparations. In the event of a loose headstone being found, a warning notice would be attached where applicable and the family contacted. In the event of the memorial being deemed to be dangerous, then it would be laid flat.

10. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw."

The following matter was discussed:-

CEMETERY

As there was no further business to discuss, the meeting closed at 8.20 p.m.

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CHAIRMAN.

Date:

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ACTION POINTS:

FOLIO REF.	DETAILS	ACTION TO BE TAKEN
Matters Arising	Toothill School – Proposed Footpath Diversion Consultation.	To date no official footpath diversion has been submitted to N.C.C.
	Tree Maintenance	Summary to be considered 30.7.13
	Planned Maintenance of Play Areas	To develop planned maintenance programme.
6517 Item 7.01 6 th June 2011.	Cemetery seats to be rubbed down	Commenced - Good results.
Folio 6560	B.F.S.C. – Purchase of kitchen equipment.	£496.00 outstanding. Councillors queries whether or not this should be reviewed.
Folio 6560	B.F.S.C. – New water supply	B.F.S.C. applying for additional grants.
Folio 6688	Free-Running facilities	Awaiting response from Toothill.
Folio 6688	R.B.C. Leisure Strategy	Awaiting R.B.C. progress on the strategy.
Folio 6721	BFSC – reviewing of lease to include access road; Wind turbine and old pavilion.	Additional Butt Field Working Group to be arranged.
Folio 6722	Wallenfels - Disabled parking and possible closure of access to footpath at end of Mallard Close.	On-going - awaiting response from N.C.C.
Folio 6723	Rugby Club – Review of lease	On-going
Folio 6971/7.01	Contaminated Land	Awaiting responses from Network Rail/Crown Estate.
Folio 6972/7.01	N.C.C. Land at Wynhill for Allotments	On-going. B.T.C.'s interest registered at N.C.C.



DRAFT

**BINGHAM TOWN COUNCIL
CEMETERY RULES & REGULATIONS**

BINGHAM CEMETERY can be broken down into specific areas as follows:-

Original Cemetery (including Garden of Rest Area) - from the Cemetery gates up to the hedge towards top of the Cemetery.

Cemetery Extension (including memorial kerb stones for ashes and a memorial tower) - through the hedge to the top of the Cemetery. This area is an open plan cemetery and **only memorials at the head of the grave plot are allowed**, i.e. no further decorations along the length of the grave plot allowed.

GENERAL RULES OF CEMETERY:

1. The Cemetery is administered by the Clerk to the Council under the general direction of the Town Council and its Recreational & Cemetery Committee.
2. All matters concerning burials, graves or memorials should be addressed to the Clerk.
3. All payments to be made to the account of Bingham Town Council and delivered to the Clerk.
4. A Table of Fees is available from Bingham Town Council Office, The Old Court House, Church Street, Bingham, NG13 8AL. This information is also available on the Town Council website: www.bingham-tc.gov.uk. Refer to Appendix 'A'.
5. A register of burials and deposits of cremated remains is kept and may be inspected free of charge. Copies of entries may be obtained, for a fee, by arrangement with the Clerk.
6. The Cemetery is open to the public every day, dawn to dusk.
7. No person in the Cemetery shall do anything which does, or is likely, to interfere with the proper conduct of any interment or ceremony.
8. In order to respect the peace and quiet of the Cemetery, all ball games, skateboards and roller blades are prohibited. No consumption of alcohol or any inappropriate behaviour shall be permitted at any time.
9. Please place all litter in the bins provided, or take it with you as you leave the Cemetery.
10. Only working guide dogs may be brought into, or allowed to come into, the Cemetery. No other animals are allowed.
11. Permission is required from the Town Council to plant any tree, shrub or flowers within the cemetery. **The Town Council reserves the right to remove and destroy any unauthorised trees, shrubs or flowers.**

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12. Permission is required from the Town Council to install a seat within the Cemetery and only seats approved by the Town Council will be allowed. Bingham Town Council to approve the exact location of the seat.
13. No memorial may be placed on any grave space unless an Exclusive Right of Burial has been granted to the person making the application.
14. Whilst a grave is being excavated it may be necessary to place displaced spoil on top of an existing grave nearby. This is undertaken in a respectful manner and the existing grave is always boarded first to ensure there is no direct contact between the spoil and grave.

Right of Burial

This Cemetery is one to which the Local Authorities Cemeteries Order 1977 applies and, accordingly, the provisions of Schedule 2 to that Order, a copy of which may be inspected by arrangement with the Clerk.

It is the responsibility of the owners of any Exclusive Right of Burial to ensure that the grave space is kept in a neat and tidy condition.

Also, it is the responsibility of the owner of any memorial to keep it in a safe, neat and tidy condition.

Specific restrictions apply:

15. The Exclusive Right of Burial in any grave space shall be for a period of one hundred years (fee paid).
16. The right to erect and maintain a memorial on a grave space shall coincide with the period of right of burial.
17. The Clerk will require evidence that the person making any application has the proper authority before considering any activity requested in respect of a grave or memorial space in which an exclusive right has been granted.
18. All gravestones, monuments, memorials and inscriptions are subject to the approval of the Clerk, at least thirty days before work commences and/or the inscription is to be cut, or the memorial placed.

The following information is required and **must** be deposited with the Clerk:-

- (a) A copy of any proposed inscription and
 - (b) A drawing showing the material, shape and dimensions of any memorial.
19. The purchaser of an Exclusive Right of Burial in any grave space shall have the right to deposit as many as two inhumations within that space, and, in addition, may deposit cremated remains (provided that, for each, appropriate notice is given, due payment made and that no previously deposited remains are disturbed).

Memorials

20. The Exclusive Right of use in a space to display a memorial other than on a grave, (for example a plaque for commemoration after cremation), shall be for a period of one hundred years (fee paid).

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21. In order to maintain the restfulness of the Cemetery, the addition of ornaments placed on any grave is restricted. These will be removed if their condition deteriorates or detracts from the visual aspect of the Cemetery.
- Specific guidance about memorials follows:-
- (a) Any shrub or flowers placed on a grave or memorial plaque must be in a pot and may not exceed thirty centimetres in height or width.
 - (b) Only **one** of each of the following will be permitted on each grave or memorial plaque:-
 - (i) Fresh flowers or artificial flowers
 - (ii) Small stone ornament
 - (iii) Any other decoration must be specifically approved by Bingham Town Council.
22. Any of the above items (conforming to these restrictions) must
Fit the plinth of the gravestone (if there is one) or
Be placed at the head of the grave or, in the case of cremation, within the area of the memorial plaque.
23. The Town Council will take any reasonable steps to make good any deficiency including, if necessary, the removal of any memorial or other object if any owners fail to fulfil the obligations imposed by this regulation
24. Only a person acting with accredited authority – such as an employee of the Council, a contractor, funeral director or memorial masonry firm – shall dig or carry out memorial masonry work in the Cemetery. Any accredited person working in the Cemetery must take all reasonable steps to ensure that no injury or damage is caused to any person or property, and to leave the area in a safe, neat and tidy condition.
25. Notice of any intended work within the Cemetery must be given to the Clerk on the appropriate form (available from the Council Office) at least three working days in advance, to enable the necessary permission to be given and permits issued.

Any fees due shall be paid at the time the notice is delivered to the Clerk.

MEMORIAL KERB STONES FOR ASHES

These are available to purchase and are for two interments each complete with memorial plaques. Additional charges are incurred for the second interment and engraving.

MEMORIAL TOWER

Memorial plaques can be purchased for installation on the Memorial Tower.

BINGHAM CEMETERY CHARGES APPLICABLE FROM 1ST APRIL, 2011**(All charges are doubled for non-Bingham residents)****All fees to be pre-paid and subject to V.A.T. where applicable**

<u>INTERMENTS</u>		£
A still-born child whose age at time of death did not exceed one month		0
A child whose age at time of death exceeded one month but not twelve years		80
A person whose age at time of death exceeded twelve years		300
A grave for two		300
<u>CREMATED REMAINS</u>		
Interment of cremated remains (new plot)		60
Strewing of ashes		30
<u>EXHUMATION</u>		
Body		1060
Cremated remains		190
<i>Disposal Certificates must be delivered to the Town Clerk</i>		
<u>EXCLUSIVE RIGHTS OF BURIAL</u>		
Exclusive right of burial for one hundred years		200
<i>All monumental designs and inscriptions to be submitted to the Town Clerk for prior approval</i>		
<u>MEMORIALS IN OLD CEMETERY AREA</u>		
A headstone not exceeding 4' in height or footstone not exceeding 2' in height		70
Kerb sets enclosing a space not exceeding 7' x 3' 6"		100
A flat stone occupying a superficial area not exceeding 7' x 3' 6"		80
<u>MONUMENTS IN OLD AREA</u>		
In the form of a vase, with one inscription, not exceeding 12" in height		40
In the form of a cross not exceeding 3' in height and occupying a superficial area not exceeding 2' x 2'.		50
In any other form not exceeding 4' 6" in height and occupying a superficial area not exceeding 7' x 3' 6".		80
A tablet		40
Any additional inscription after the first on a gravestone, tablet or monument		40
<u>MEMORIALS IN NEW AREA</u>		
A headstone not exceeding 4' in height		70
<i>No other monuments are allowed in this area</i>		
<u>GARDEN OF REST (EARTHEN PLOTS)</u>		
A flat tablet not exceeding 2' x 1' 6"		40
A vase with one inscription not exceeding 12" in height		30
A plaque or other small monument not exceeding 2' x 1' 6"		40
Additional inscriptions after the first		40
<u>GARDEN OF REST (NEW AREA)</u>		
* Memorial kerb stone, including ashes vault for two and plaque with first inscription (inc. VAT)		250*
* Plaque on memorial tower with first inscription (including. V.A.T.)		80*
Additional inscriptions after the first		50

COPY OF REGISTER ENTRIES - £20.00**GRAVE MAINTENANCE - Terms on application****MINISTER'S FEE - Payable in addition where applicable**

Graves 8' deep for first interments, except for grave of a still-born infant under one month, to be 4' deep each interment