

Minutes of a meeting of the **Recreational & Cemetery Committee** of
Bingham Town Council held in **The Old Court House, Church Street, Bingham**, on
Tuesday, 3rd June, 2014, at **7.00 p.m.**

PRESENT:

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

IN ATTENDANCE:

Councillor T. Fox
 " Mrs. M. Stockwood
 3 Members of the Public

1.00 APPOINTMENT OF CHAIRMAN:

Councillor J. Stockwood, **Proposed** by Councillor G. Davidson and **Seconded** by Councillor P. Abbey, was duly elected as Chairman for the ensuing year.

2.00 APPOINTMENT OF VICE-CHAIRMAN:

Councillor P. Abbey, **Proposed** by Councillor F. Purdue-Horan and **Seconded** by Councillor G. Davidson, was duly elected as Vice-Chairman for the ensuing year.

3.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

There were no Apologies for Absence received.

4.00 DECLARATIONS OF INTEREST:

There were no Declarations of Interest received.

5.00 MINUTES:

The Minutes of the meeting held on the 25th March, 2014, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record.

6.00 MATTERS ARISING (FOR INFORMATION ONLY):

01 Folio 7264/9.01 – St. Mary's Road

Signs yet to be erected at the entrance to Butt Field over the level crossing, requesting cars to be parked in the car park provided and not on St. Mary's Road and surrounding streets.

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7.00 ACTION POINTS:

See Appendix 'A'.

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

01 Carnarvon Play Area – Goal-End Screen Consultation

The Chairman outlined responses received during the consultation. It was agreed to re-site the goal-end screen, this to be funded from Play Area Maintenance Budget.

02 Update on Friends of Linear Park Annual General Meeting

A request had been received from the Friends of Linear Park to fence off a boundary on the Linear Walk near to the second farm bridge and for the removal of trees. The Committee also agreed to secure the bridge top on the Linear Park. Councillor J. Stockwood to attend a meeting with the Friends and Rushcliffe Borough Council regarding the tree works.

03 Wynhill Sports Ground – Road Sign and Patio Area

The Clerk to request details of the patio area and request that the current footpath be upgraded. The request for the road sign to be referred to Nottinghamshire County Council and County Councillor Suthers.

9.00 MATTERS RELATING TO CEMETERY AND CHURCHYARD:

01 Review of Cemetery Rules

It was

RECOMMENDED to approve the new Cemetery Rules & Regulations in line with the notes attached (Appendix 'B') from the Cemetery Rules & Regulations Working Group meeting held on the 3rd June, 2014, immediately prior to the Recreational & Cemetery Committee meeting.

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10.00 MATTERS RELATING TO ALLOTMENTS:

01 Allotment Thefts

Clerk to obtain update from police.

11.00 PLAN FOR THE YEAR AHEAD:

Plans for the forthcoming year:-

01 Council's Own Land:

- (a) Increase support for biodiversity
- (b) Secure open spaces to prevent trespass.

02 Leased Facilities:

- (a) Review leases to ensure relevant and up-to-date, and conditions are being adhered to.

03 Play Areas:

- (a) Renew the lease of the land for the Cogley Lane Play Area
- (b) Develop planned maintenance to renew Wychwood, Carnarvon and Cogley Lane play equipment; recreate a teen play area and create a new play area for Mill Hill.

04 Linear Walk:

- (a) Maintain footpath, including repairs where necessary.

05 Cemetery and Churchyard:

- (a) Introduce annual report on cemetery maintenance and implementation of rules.

06 Allotments:

- (a) Pursue opportunities to create new allotments.
- (b) Improve security of the Hill Drive allotment boundaries.

Continued...../

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12.00 CORRESPONDENCE:

01 Resident

An e-mail had been received regarding parking problems on St. Mary's Road. It was agreed to refer to Butt Field Sports Club and ensure that a sign is erected at the entrance to Butt Field.

02 Resident

An e-mail regarding the use of motorcycles had been received from a sixteen years old resident, complaining that the police had stopped youngsters from using land off Chapel Lane for motorbike riding. Police had spoken with owners of the land who were adamant that permission had never been granted for such use.

03 Play Area Inspection Reports

The Clerk confirmed receipt of Play Area Inspection Reports which were yet to be analysed. However, at first glance, none of the play areas were deemed a high risk; a couple were medium but that was purely because of the installation of the safer surface in relation to the goal end screens.

Standing Orders were suspended prior to the end of the meeting to allow a resident from Nottingham Road to speak.

The resident thanked Councillors for addressing his complaint.

As there was no further business to discuss, the meeting closed at 8.00 p.m.

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 CHAIRMAN.

Date:

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Tuesday, 3rd June, 2014, at 7.00 p.m. continued.....

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.
	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. – New water supply	B.F.S.C. applying for additional grants.
Folio 6688	Outdoor teen facilities	Awaiting response from Toothill.
Folio 6688	R.B.C. Leisure Strategy	Awaiting R.B.C. progress on the strategy.
Folio 6721	B.F.S.C. – Reviewing of lease to include access road; wind turbine and old pavilion.	Meeting to be held
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	Meeting held 9th October, 2013
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.
	Cemetery Rules & Regulations, including headstone maintenance.	Working Group meeting 3 June 2014
	Allotment Association	Boundary access issue ongoing,

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DATE AND TIME OF MEETING:	3rd June 2014 6.00 p.m.
NATURE OF MEETING:	CEMETERY RULES & REGS. WORKING GROUP
IN ATTENDANCE:	A. Bryan; J. Stockwood; M. Stockwood; F. Purdue-Horan; P. Abbey;
DECLARATIONS OF INTEREST:	None

		TO BE ACTIONED BY
1.	Apologies – G. Davidson	
2.	Notes of previous meeting 28 th January 2014 noted.	
3.	The Chairman (Cllr. J. Stockwood) updated members of progress to date and results of the consultation to date.	
4.	Agreed amendments to the rules -points 21/22 & 23 (refer to attached)	LH
5.	To allow the request for a stone bed along a child's grave in the new part of the cemetery subject to new rules & regulations being adhered to in future.	LH
6.	Clerk to map remaining positions for trees and seats, and address outstanding requests for trees and seats.	LH
7.	Approval of the new rules and regulations to go to July 2014 Full Council with immediate effect.	LH
8.	Other suggestions from Councillors to be left for future consideration ie. composite surrounds and a separate area for foetal remains.	
9.	Existing decorated grave owners who inferred they did not find the rules acceptable would be given permission as defined in rule 22 for them to maintain the graves as they were at the beginning of the consultation (with exception of reference at item 5), however, if they deteriorate BTC had the right to return them to lawn subject to complying with the rules and regulations.	LH
10.	All future grants of exclusive rights - to require signed acknowledgement that the new cemetery is a lawn cemetery and a copy of rules and regulations accepted.	LH
11.	An annual report on the cemetery including standards of maintenance and implementation of the rules to be included in the work of Recreation & Cemetery committee.	LH
12.	Clerk to ensure above procedures adhered to.	LH
	Date of next meeting : t.b.c	



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).

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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).
21. The area at the head of a lawn grave is designated as a tribute area. This will be no larger than 2 feet 9 inches wide by 12 inches from the base of the headstone. In the case of cremation, the tribute area is in the area of the memorial plaque.
- In the tribute area:
- The grave owner may set decorations. Allowed decorations are potted plants, floral tributes and ornaments.
 - Any other person may also set decorations provided that they have the consent of the grave owner.
 - Nothing may exceed the height of the headstone, encroach upon adjacent graves or overhang the edge of the tribute area.
 - For safety reasons, decorations made of materials that will shatter or are likely to be easily broken may not be left.
 - No decoration shall be left that is likely to cause offence or upset visitors.
 - It is the responsibility of the grave owner to keep the tribute area in a safe, neat and tidy condition.
22. Any other memorial or object must be specifically approved by Bingham Town Council.
23. The Town Council will take any reasonable steps to make good any deficiency or deterioration of condition including, if necessary, the removal of any memorial, decoration or object that contravenes these regulations.
- The Town Council reserves the right to take immediate action to remedy any contravention of the regulations.
 - Where appropriate the Town Council will allow 28 days for the grave owner to address the problem.
 - If the contravention of regulations is not remedied in 28 days, the Town Council will place a notice on the grave requesting that the grave owner addresses the problem.
 - If the contravention of regulations is not remedied 28 days after notice is given, the Town Council will take any reasonable steps to remedy the contravention of the regulations.
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 JULY, 2014

(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		340
A grave for two		340
<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
Edged loose stone bed not exceeding 6' x 2' 9" and not exceeding height of lawned area		70
<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