

BERKELEY BURIAL COMMITTEE

Rose Cottage
Poplar Road
Wichenford
Worcester
WR6 6YF
Tel 07712341577
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Wednesday 5th October 2022

Dear Sir/Madam

You are hereby summoned to attend a Meeting of Berkeley Burial Committee
On Wednesday 12th October 2022
At 7.00 p.m.
At Hamfields Leisure

Mrs C Child Clerk



AGENDA

1.	Apologies and absence To consider apologies given.
2.	Declarations of Interest Councillors will have the opportunity to declare any interest relating to items on the agenda.
3.	Minutes of the last meeting – sent via email To confirm and sign the minutes of the meeting held on Wednesday 20 th July 2022
4.	Cemetery Report/Chairman's Report On a recent inspection of the cemetery (01/07/22 – 31/08/22) <ul style="list-style-type: none">• There have been 3 Interments of Ashes (1 Hinton, 1 Berkeley and 1 Hamfallow)• There have been 2 Interments (1 Berkeley and 1 Hinton)•
5.	Finance Report – sent via email The committee will be asked to approve the payments listed on the finance report.
6.	Budget Review July and August 2022 – sent via email The committee will be asked to review the budget
7.	Budget Proposal 2023 -2024 – to be distributed at the meeting
8.	Review Cemetery Fees/Rules sent via email
9.	Standing Orders and Financial Regulations – sent via email The committee to review Standing Orders The committee to review Financial Regulations
10.	NatWest Debit Card The committee to agree to the Berkeley Burial Committee applying for a Debit Card for the NatWest Account
11.	Fencing boundary alongside Severn Drive/Fizhardinge Way
12.	Removal of soil and grass cuttings
13.	Review of Terms of Reference – clerk will distribute at the meeting
14.	Cemetery Lodge Tenancy and Maintenance
15.	Update of Ownership of Berkeley Cemetery Cllr Keene and Cllr McStea will report their findings to the committee

16.	To agree a meeting with Berkeley town council - Cllrs Case, Keene and Mcstea to represent the committee. With a view to resolving the long and tedious lack of agreement over land ownership that could be resolved by mutual agreement over the management and income from the lodge.
17.	To review the Lychgate useability
18.	Website, Digitising Burial Records and Maps Cllr Keene will update burial committee members on any progress made on the digitising and Website
19.	Update of Locking of Station Road Gates Cllr Case will report to the committee
20.	Date of the next meeting of Berkeley Burial Committee which will be on Wednesday 23 rd November 2022 at 7.00pm

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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE CLERK

*Berkeley Burial Committee
Meeting On 12th October 2022
7.00 p.m.
At Hamfields Leisure*

MINUTES

Present: Councillor Phil Case (Chairman) (Ham & Stone)
Sue Dunbabin (Ham and Stone)
John McStea (Hamfallow)
Ben Keene (Hamfallow)
Martin Fryer (Hinton)
Dot Beard (Hinton)
Paul Turner (Berkeley)
Tina Golding (Berkeley)

Residents Rachel Sleigh

Clerk: Caroline Child

All residents of the Hamfallow, Hinton, Berkeley and Ham & Stone Parishes are welcome to attend and a period of 10 minutes is set aside for members of the public to raise questions

Resident Rachel Sleigh reported the idea of a link (bridging the gap of knowing the knowledge) (ie Social Media Platform) between the burial committee and parishioners who use Berkeley Cemetery.

Apologies and absence There were no apologies of absence from members. Cllr Goulding contacted the clerk to inform the committee she would not be attending the meeting until 7.15pm
Declarations of Interest There were no declarations of interest from councillors relating to items on the agenda for the 12 th October 2022.
Minutes of the last meeting The minutes of the meeting held on 20 th July 2022 were taken as read and signed by the Chairman.
Cemetery Report/Chairman's Report On a recent inspection of the cemetery (01/07/22 - 31/08/22) <ul style="list-style-type: none">• There have been 3 Interments of Ashes (1 Hinton, 1 Berkeley and 1 Hamfallow)• There have been 2 Interments (1 Berkeley and 1 Hinton) The clerk read a report from Diane Bainbridge regarding opening the gates at the Howmead entrance which was noted The clerk made the committee aware of some overhanging branches on the Fishers Road side of the cemetery which need attention. The clerk was instructed by the committee to get a Tree Surgeon to assess the work to be done and report back to the burial committee
Finance Report The committee agreed to approve the payments listed on the finance report.
Budget Review – July and August 2022 The committee agreed to approve the payments listed on the budget review.

<p>Budget Proposal 2023 -2024</p> <p>The committee agreed to keep the parish contribution at £2.29 per head for 2023 -2024. The clerk was instructed to circulate to parish clerks there was no increase in parish contributions.</p>
<p>Review Cemetery Fees/Rules</p> <p>The committee agreed to raise Burial Fees by 5% as no increase in burial fees had been made since 2018. It was agreed the new burial fees with come in to effect as of the 1st April 2023.</p>
<p>Standing Orders and Financial Regulations</p> <p>The committee to review Standing Orders</p> <p>Cllr Case agreed to amend Standing Orders and circulate to councillors prior to the next meeting. The burial committee asked for this item to be brought back to the November meeting for review and consideration</p> <p>The committee to review Financial Regulations</p> <p>Cllr Case agreed to amend Financial Regulations and circulate to councillors prior to the next meeting. The burial committee asked for this item to be brought back to the November meeting for review and consideration</p>
<p>NatWest Debit Card</p> <p>The burial committee agreed for the Berkeley Burial Committee to apply for a Debit Card for the NatWest Current Account</p>
<p>Fencing boundary alongside Severn Drive/Fizhardinge Way</p> <p>The burial committee agreed for Cllr Keene and Cllr Case to approach residents in Severn Drive to ascertain which management company owns the fence alongside the cemetery.</p>
<p>Removal of soil and grass cuttings</p> <p>The burial committee agreed to not remove the soil and grass cuttings mound at present.</p>
<p>Review of Terms of Reference</p> <p>It was agreed for councillors to take away to read and add/change information on the Terms of Reference and bring back to the November meeting for consideration.</p>
<p>Cemetery Lodge Tenancy and Maintenance</p> <p>The committee agreed by a majority for Cllr Paul Turner to be Liaison Officer between the Burial Committee and tenant of The Cemetery Lodge</p>
<p>Update of Ownership of Berkeley Cemetery</p> <p>Cllr Keene and Cllr McStea reported they had been to Gloucestershire Archives and reported their findings to the committee regarding the ownership of Berkeley Cemetery.</p> <p>The burial committee asked if they could find out more information to clarify ownership in the 1970's.</p> <p>The burial committee asked for this item to brought back to the November meeting</p>
<p>To agree a meeting with Berkeley Town Council - Cllrs Case, Keene and Mcstea to represent the committee. With a view to resolving the long and tedious lack of agreement over land ownership that could be resolved by mutual agreement over the management and income from the lodge.</p> <p>The burial committee agreed that more information was needed regarding ownership before a meeting could take place.</p>
<p>To review the Lychgate useability</p> <p>The burial committee agreed to ask Berkeley Community Group to vacate the Lychgate as of January 2023.</p>
<p>Website, Digitising Burial Records and Maps</p> <p>Cllr Keene showed councillor representatives a mock-up of a new website he had constructed on behalf of the burial committee. The committee agreed to accept Cllr Keene's offer to further construct the website on behalf of the burial committee</p> <p>Cllr Keene explained there would be a yearly cost of £200pa for the website which includes a .ORG web address.</p> <p>The burial committee agreed to the yearly cost of £200pa for the web address.</p>

Update of Locking of Station Road Gates

It was agreed to ask the tenant of The Cemetery Lodge if she is happy to open and shut the Cemetery Gates. Cllr Case will contact the tenant on behalf of the committee and report back to the committee in November meeting.

Date of the next meeting of Berkeley Burial Committee which will be on **Wednesday 16th November 2022** at 7.00pm (This a change from the original date of Wednesday 23rd November 2022)

Meeting closed at 8.15pm

Signed..... Date...16th November 2022