

# Malvern Wells Parish Council

Minutes of the Cemetery Committee held on Wednesday 29<sup>th</sup> May 2024 at 3pm  
in Green Lane, Cemetery Chapel.

**Residents' comments** – there were none in attendance.

**Present:** Cllrs. P. Stanier [PS] (Chair Council), C. Gates (Chair Cemetery Committee) [CG], Tim Kidwell [TK], Colin Fenn [CF], Steve Maund (Cemetery contractor) [SM] - as members Cemetery Committee.

## **In Attendance**

Dr K Howe [KH] (Clerk) and Martin Thomas [MT] Cemetery contractor.

### **1. Apologies**

- a) Cllr. J. Black, J. Baker notified – committee accepted apologies for absence.

### **2. Declarations of Interest<sup>1</sup>**

- a) CF notified - Trustee Caring for God's Acre, Vice Chair Cemetery Friends.
- b) TK notified – Commonwealth Grave volunteer.

### **3. Minutes of previous meeting**

- a) CG proposed, PS seconded, committee **approved** (Committee Chair signed in meeting) minutes of last Cemetery Committee meeting held 20<sup>th</sup> February 2024.

### **4. Matters Arising**

- a) Committee **noted** Cemetery noticeboard installed – **noted** need to add 2024 Cemetery fees and contacts.
- b) Truck impacting verge – SM **notified** now removed. Issue now not so pressing for public.
- c) SM notified 'rough sleeper. PS proposed, CG seconded, committee **agreed** SM continue to lock lych porch gate/ install hasp lock to secure – **noted** there have been no public complaints.
- d) PM advised previous request for Chapel bell to be reinstalled. **Noted** grants may be available? Clerk advised immediately post meeting grants for LA cemeteries are v. difficult to find. Green Lane is not a churchyard. Hence, any available grants likely not available.
- e) Cemetery toilets / chapel store improved – **noted** better use of assets for council /public. What grants available? Clerk immediately advised post meeting LA councils are difficult for cemetery grants. Cemetery is not churchyard

### **5. Cemetery management**

- a) **Noted** Cllr. M. Birks resignation (cemetery Committee member) resigned from council March 2024.
- b) **Confirmed** Cllr. J Baker appointed as new committee member.
- c) **Noted** cemetery fees reviewed by Committee February 2024 and approved at February Council for publication / use from April 2024.
- d) **Noted** cemetery memorial safety check report red alert items – contract let to Allards as approved at February council. Work scheduled for May / June 2024. Clerk in contact with Allards – awaiting date for work. Clerk has chased update from Allards.
- e) **Noted** update from Clerk on cemetery mapping project and cemetery archive documents. Committee recognised need for mapping of pre-purchased plots / headstones in useable format for burial records to be digitalised and ongoing Clerk access to advise on public requests. SM & MT advised estimate 30 years burials available in Green Lane Cemetery based on last 12 years of usage. IN meeting SM 'recalled' paper map in Chapel archives – found and photographed in meeting by Clerk & CF. Clerk & Chair of Council **advised** paper maps (only now notified) had NOT been notified to Locum Clerk on resignation of BGM previously. Clerk **notified** request to 3AGL for survey / quote on cemetery mapping – Committee **noted** meeting with 3AGL 1pm 3.6.24. CG & PM confirmed attendance to meet Tim Viney 3AGL.
- f) Committee **considered** public requests, notified by Clerk since February Cemetery Committee meeting, **noted** Clerk advice on difficulty accessing burial records (greatly impacting new Clerk workload). Clerk notified, CG proposed, PS seconded, Committee **recommended** appropriate

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responses / **confirmed** urgent delegated authority taken by Clerk in consultation with Chair of Council / Chair Cemetery Committee. Committee **noted** Hollands own burial plot registered September 2021 – plot no. 1089. Clerk **notified** (In current admin available) not found cremation/ death certificates/ internment notices related. CF advised need ashes documentation for each internment in plot. Provision is legal requirement – Clerk will attempt to clarify position.

Meeting closed 5pm.