



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE WORKING COMMITTEE ARISING FROM ITS MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON THURSDAY, 24 MARCH 2022 AT 5.30 PM

Chair – Councillor H Headech

Councillors: Z Krupski, M A Trenerly
Officer in attendance: T Jeffery, Town Clerk

1. **CHAIR'S WELCOME**

The Chair provided a brief on the fire procedure in the event of a fire, provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014" and the use of mobile phones during the meeting.

2. **APOLOGIES FOR ABSENCE**

(a) Approved apologies for absence were received from Councillor P Hudson, P Lancaster and C Sylvester (ex-officio).

RECOMMENDED that the same be noted and approved.

(b) It was noted that all other Committee Members were in attendance at the meeting.

3. **PUBLIC PARTICIPATION**

In accordance with Standing Order 3(e-g), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda.

The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that members of the public may not take part in the Council meeting itself.

None.

4. **DECLARATIONS OF INTEREST**

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which was not included in the register of interests. Members were reminded that they were required to leave the room during the discussion and voting on matters in which they had a disclosable pecuniary interest, whether or not the interest was entered in the register of members' interests maintained by the Monitoring Officer.

None.

5. **ST MARY'S CLOSED CHURCHYARD – TREE WORKS**

The Clerk reported that the Office Manager was currently seeking quotations for the proposed tree works for St Mary's Parish Churchyard as recommended following the recent storms. She reminded Committee that any works required would be subject to a Planning Application due to the Churchyard being located within the conservation area.

RECOMMENDED that upon receipt of the quotations for the trees works, this matter and the planning application requirements be included for further consideration by Committee at its next meeting.

6. **CEMETERY – WILDLIFE INFORMATION BOARDS UPDATE**

Councillor Headech reported receipt of an update from the Office Manager advising that the Admin Assistant had:

- Found a supplier for the information boards and she was awaiting a quotation.

Signed: Date:

- Design ideas were being considered and advice was being sought from the suppliers.
- The information board would include pictures of badgers, rabbits, squirrels and a Munk jack deer given they frequent the Cemetery.
- Information on each animal would be provided by Staffordshire Wildlife Trust together with a picture of the damage that each animal can cause.
- A map may be included however this is to be determined once designs were available.
- The Uttoxeter in Bloom Committee would consider the funding of the information boards at its meeting scheduled to take place on 25 March 2022.

RECOMMENDED that upon receipt of the quotations and proposed designs for the information boards, this matter be included for further consideration by Committee at its next meeting.

7. **COMMITTEE IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
Pursuant to Section 1(2) of the above Act it was requested that the public and press were not present due to the confidential nature of the business to be transacted and were asked to withdraw.

RECOMMENDED that the same be noted and approved.

8. **THE BAMFORD FAMILY – SIGN**

The Clerk reported that during a recent meeting at Uttoxeter Cemetery, Committee was asked to give consideration to permitting The Bamford Family to provide and install a sign within the Bamford Section of the Cemetery providing historic information on the Bamford Family and those that were interred within the Cemetery for visitor information. Following due debate, it was

RECOMMENDED that, in principle, Committee approve the siting of a History of the Bamford Family sign within The Bamford Section of the Cemetery, subject to:

- (i) The Bamford Family funding the production and installation of the sign,
- (ii) Committee approving the design and the size of the sign accordingly.

9. **TOUR OF THE CEMETERY UPDATE**

The Clerk provided Committee with an update following a tour of the Cemetery with a Member of the Public on 1 March 2022 which included debate on the following:

- (a) Memorials located within the cemetery entrance/prior to the Chapels. The Clerk reported that she had been approached with respect to the reinstatement of some of the memorials currently laid flat within the section from the main entrance to the Cemetery Chapels.

The Clerk reported that advice was awaited from Serenity Cemetery Services who would be visiting the Cemetery to review the flattened memorials and provide Committee with advice on the potential reinstatement including health and safety update. Following due debate, it was

RECOMMENDED that upon receipt of the update and advice from Serenity Cemetery Services, this matter be included for further consideration by Committee at its next meeting.

- (b) The former toilet block/brick building – The Clerk reported that it had been suggested that the former toilet block/brick building be removed and the area enhanced. Committee gave consideration to repurposing the brick building and its enhancement for the sustainable watering provisions for the Cemetery, enhancement by ‘Bloom’ and for the incorporation of an additional notice-board. Following due debate, it was

RECOMMENDED that:

- (i) The Clerk liaise with the Member of the Public to advise that the brick building formerly known as the toilet block will be repurposed and enhancement as part of the installation of a sustainable watering system in conjunction with Uttoxeter in Bloom and will be the location of an additional noticeboard.
- (ii) This matter be included for further consideration by Committee at its next meeting.

- (c) Pathways/Infrastructure – The Clerk provided Committee with an update on additional pathways/infrastructure for the Cemetery including its potential extension. Following due debate, it was

RECOMMENDED that the Clerk continue to provide Committee with updates on the future pathways and potential infrastructure accordingly.

- (d) Tree planting – The Clerk provided Committee with an update on assistance with tree planting within the potential extension including along the boundary line. Following due debate, it was

RECOMMENDED that the Clerk continue to provide Committee with updates on future tree planting accordingly.

10. **WATER PIPE QUOTATION**

As Recommended by Committee at its meeting held on 27 January 2022 that the Clerk:

- (i) Explore alternative sustainable future water provisions for within the Cemetery including harvesting rainwater.*
- (ii) Review the Council's archives for any maps showing the existing waterpipes located throughout the Cemetery.*
- (iii) Subject to (ii) above, explore alternative 'fix and find' Contractors for ascertaining the exact locations of the existing waterpipes.*
- (iv) Include this matter for further consideration by Committee at its next meeting.*

The Clerk reported that she had been exploring alternative sustainable future water provisions for the Cemetery and had visited The Go Garden Project to view the system that they had in place. She provided Members with an update and she circulated to Members the potential sustainable water options proposals available for repurposing of the former toilet block/brick building. She reported that each barrel would cost £25 which included a stand, a 190 litre barrel, a lid and connection pipe. She reported that she was currently liaising with ESBC regarding the purchase and potential delivery of a set of 4.

It was noted that Members were in full support of the proposed sustainable system (4-barrels) and for the repurposing of the brick building subject to some building works to the top/roof. It was noted that trellis could be incorporated and a noticeboard.

The Clerk reported that the current water provisions would remain in place until such a time that the pipework was no longer fit for purpose. She requested that Committee gave consideration to the installation of one extension water pipe from the former toilet block building to beyond Section A (towards the Garden of Remembrance) to assist with provisions towards the potential extension of the Cemetery. Following due debate, it was

RECOMMENDED that the Clerk:

- (i) Together with Councillor Krupski meet to view the former toilet block/brick building to explore options for the potential suggested way forward for the installation of a pitched roof and guttering for use with a sustainable watering system and noticeboard.
- (ii) Be authorised to purchase 4-barrels from ESBC in the sum of £100 plus delivery forthwith in readiness for the first stage of the proposed future sustainable watering provision for the Cemetery, funded by the Cemetery Repairs and Maintenance budget allocation.
- (iii) Liaise with SJL Landscapes Ltd regarding a quotation for the proposed extension of the water supply from the former toilet block to beyond Section A.
- (iv) Include (i)-(iii) for further consideration by Committee at its next meeting.

11. **ON-LINE MAPPING – CEMETERY TREES/GROUNDS PLOTTING**

Councillor Headech reported that the Office Manager and F/T Admin Assistant had visited the Cemetery and that the memorial trees would be added to the online mapping system week commencing 28 March 2022.

RECOMMENDED that the same be noted.

12. CEMETERY – TREE SURVEY WORKS

As Recommended by Committee at its meeting held on 22 February 2022 that:

- (i) In the first instance, the Office Manager liaise with ESBC to seek alternative Contractors to provide Council with quotations for the works and seek an update from the last Company that was approached.*
- (ii) If no additional quotations are received, the Mayor, the Deputy Mayor, the Chair of F&GP and the Clerk be authorised to consider and accept the only quotation that had been received to date.*

The Clerk reported that the Office Manager had managed to obtain two quotations for the works as follows:

Sky High Tree Care Ltd - £4,500 plus vat
Michael Johnson Tree Surgery Ltd - £3,600

Committee instruction was sought. Following due debate, it was

RECOMMENDED that the quotation received from Michael Johnson Tree Surgery in the sum of £3,600 be accepted and approved, funded by 324 Cemetery Tree Works/Bulb Planting Earmarked Reserve.

13. CEMETERY FACULTY UPDATE

- (a) The Clerk reported receipt of an email dated 1 March 2022 received from The Diocese Office which included a copy of the Faculty 4867, as issued to Members accordingly. The Clerk reported that a copy of the Faculty had been filed within the Cemetery file within her fireproof cabinet.

RECOMMENDED that the same be noted.

- (b) Committee was advised that, following receipt of the above mentioned, the Office Manager had placed the orders for the two concrete plinths and for the purchase of 20 no. Above Ground Level Sanctums. She reported that the plinths were currently being installed and that the AGLS would be delivered and installed within 14 weeks. She reported that out of the 20 new Sanctums, 9 would be available as 11 were in the process of being purchased.

RECOMMENDED that the same be noted.

14. GARDEN OF REMEMBRANCE CENTREPIECE

As Recommended by Committee at its meeting held on 28 October 2021 that the Clerk:

- (i) Liaise with a number of Sculptors including JCB, etc to seek designs and costings for a 9-10 feet sculpture for the centrepiece within the Garden of Remembrance.*
- (ii) Liaise with potential benefactors for obtaining funding towards the centre piece.*
- (iii) This matter be included for further consideration by Committee at its next meeting.*

The Clerk sought Committees comments on, at this stage due to many other projects and the potential extension to the Cemetery, the centre-piece for the Garden of Remembrance being deferred at this time. She provided Committee with an update on the meeting with a member of the public and it was noted that, at this time, no further updates/costings had been received. Following due debate, it was

RECOMMENDED that at this time, the centre-piece for the Garden of Remembrance be deferred for further debate in the future.

15. PURCHASE OF THE EXTENSION TO THE CEMETERY

As previously agreed, the Council's offer of £37,500 for 1.5069 acres had been accepted and transferred to Council's Solicitor who was hopeful to complete the purchase on 25 March 2022. The Clerk provided Members with an update on the transfer of the above mentioned together with associated fees and Solicitors fee/vat. Following due debate, it was

Signed: Date:

RECOMMENDED that:

- (i) The same be noted and approved.
- (ii) Prior to the next Committee Meeting, Members meet with the Clerk for a tour of the proposed extension to the Cemetery and to view the former toilet block/brick building.

The meeting closed at 6.10 pm.