

# CERNE VALLEY PARISH COUNCIL

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**A Meeting of the Burial Ground Committee  
to be held on Wednesday 27<sup>th</sup> March 24 at 6.00pm on site**

## **AGENDA**

**Committee members:** Cllrs S. Beresford, J. Bolt, and G. Bishop

**Ex Officio** Cllr F. Horsington (Chair)

1. Apologies for absence
2. Declarations of pecuniary and other interests
3. Minutes of previous meeting held on 06<sup>th</sup> October 2023
4. Finances
5. Burial Ground risk assessment
6. Burial Ground walk around (work to do done)
  - a. Pathways
  - b. Trees
  - c. Walls and fences
  - d. Graves
7. Items for next meeting
8. Date of next meeting

**Wayne Lewin**

**Parish Clerk**

**20<sup>th</sup> March 2024**

# CERNE VALLEY PARISH COUNCIL

Wayne Lewin, Clerk to the Council

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Minutes of a Meeting of the Burial Ground Committee was held on Friday 06<sup>th</sup> October 2023  
On site commencing at 7pm

**Present:** Cllrs S. Beresford, J. Bolt, and G. Bishop

## 1. Appointment of Chair

Cllr Beresford was proposed and seconded and duly elected Chair of the Burial Ground committee.

## 2. Apologies for absence

All members were present.

## 3. Declarations of pecuniary and other interests

No declarations were made.

## 4. Minutes of previous meeting held on 01<sup>st</sup> September 2022

These were approved as a true and accurate record of the meeting.

## 5. Finances

Income from burial fees £ 1565.00

Income from Precept £ 1000.00

Expenditure from burial fees £ 1263.40

Expenditure from Precept £ 32.40

Reserves £ 4779.80

The Clerk noted that income from burial fees (used predominantly for grass cutting), was considerably lower than previous years.

This may mean that funds allocated to Precept or Reserves may have to be used.

## 6. To recommend fees for 2024 to Governance Committee

Further to agenda item 5, the following was proposed:

Interment Fees (Adult) £ 230 £ 210

Interment Fees (Child) £ 115 £ 105

Exclusive Rights of Burial (Grave) £ 550 £ 520

Exclusive Rights of Burial (Crem) £ 275 £ 260

Erection of Memorial £ 140 £ 130

Erection of a Vase £ 55 £ 50

Additional Inscription £ 55 £ 50

## 7. To recommend Precept request for 24/25 to Governance Committee

It was recommended to increase the Precept request to £ 1200.00 from the current £ 1000.00

**8. Burial Ground walk around (work to do done)**

**a. Pathways**

It was agreed that all pathways were okay.

**b. Trees**

It was agreed to remove all the self-seeded trees and shrubbery on the northwest wall closest to the Abbey.

It was all decided to remove the yew tree growth.

The Clerk would obtain a quote.

**c. Walls and fences**

It was agreed that all walls and fences were in adequate condition.

**d. Graves**

One tomb was identified as in need of attention.

The Clerk would obtain an estimate from a funeral director to make this safe.

**9. Items for next meeting**

**10. Date of next meeting**

**Thursday 21<sup>st</sup> March 24 @ 6pm**

Signed \_\_\_\_\_ Chairman

Cerne Valley Parish Council

Committee Finances

Burial Ground                      March 24

**Income**

Rents                                      £ 4035.00 (£4000.00)

Precept                                    £ 1000.00

**Expenditure**

Rents                                      £ 1765.10

Precept                                    £ 867.40 (86.74%)

**Reserves                                £ 3514.33**

## Cerne Valley Parish Council Risk Assessment

**“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”**

Risk assessment is a systematic general examination of conditions AND environmental factors that will enable the CVPC to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the CVPC should then take all practical and necessary steps to reduce or eliminate the risks, **insofar as is practically possible**, making sure that the General Public are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- ✍ Identify, the area to be risked assessed.
- ✍ Identify the potential risks.
- ✍ Evaluate, manage and control of the risk and record all findings.
- ✍ Review, assess and revise if

**HIGH**                      **Requires urgent attention**  
**MEDIUM**              **Requires review**  
**LOW**                      **Requires no further action**

### BURIAL GROUND

Subject	Risk(s) Identified/ Injury	H / M /L	Management/Control of Risk/ Remedial action as required to reduce risk.	Risk after control H/M/L	Review/Assess/Revise
Communal pathways	Slips, trips and falls	M	Keep pathways mowed and clear of debris	L	Assessed at twice yearly meetings
Debris	Cuts and infection	M	Remove debris from site on a regular basis via bins	L	Routine maintenance
Vermin and insects	Disease, bites and stings	L	Individual monitoring	L	Annual checks
Rabbits	Burrowing and holes. Trip and fall.	M	Monitor on a frequent basis	M	Routine checks
Water storage	Collapse and trips	L	Specific water butts to be used	L	Routine checks
Well	Drowning Drinking	M	Kept free of debris and litter Fencing Signage	L	Annual tidy
Gates, walls, arches and fencing	Cuts, scratches, bruising and injury from collapse	L	Physical barrier Visual check for defects	L	Assessed at twice yearly meetings
Hedges, trees and vegetation	Cuts, scratches, poison, and tree fall	L	Maintenance of all areas Periodic manual checks Tree Health Survey by qualified authority	L	Annual tidy
Memorials	Collapse / crush injury effect	M	Visual and physical checks Remove or make safe	M	Assessed on a regular basis and / or when concerns are raised
Graves	Slips, trips and falls	L	Visual and physical checks	L	Periodic inspection
Grass	Slips, trips and falls	L	Cut monthly during growing season	L	Assessed at twice yearly meetings