

Brandon Town Council
New Cemetery Working Party Meeting
Monday 20th September 2021

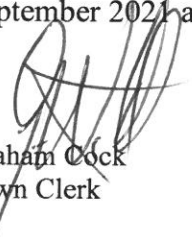
Note: In the case of non-members, this Agenda is for information only

BRANDON TOWN COUNCIL
Old School House, Market Hill, Brandon, Suffolk, IP27 0AA
Telephone 01842 811844

15th September 2021

TO ALL MEMBERS OF THE NEW CEMETERY WORKING PARTY

You are hereby summoned to attend the **NEW CEMETERY WORKING PARTY MEETING** to be held in the Council Chamber, Old School House, Market Hill, Brandon on Monday 20th September 2021 at 7.00pm


Graham Cook
Town Clerk

Members requiring further information, or with specific questions are asked to raise these with the Clerk at least 2 working days before the meeting. If the information requested is available, this will be provided and reported to the Council

AGENDA

- 1 **APOLOGIES** for absence and approval of reasons tendered.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
- 3 **TO RECEIVE, CONFIRM AND SIGN MINUTES**
 - Of the New Cemetery Working Party Meeting on 19th May 2021.
- 4 **RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**
That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACT
- 5 **TO DISCUSS** the latest site layout, provided by CDS Group.
- 6 **TO EXAMINE AND DISCUSS** the schedule of costs, presented by CDS Group, and to propose further action.
- 7 **ANY OTHER BUSINESS**

Brandon Town Council
New Cemetery Working Party Meeting
Wednesday 19th May 2021

BRANDON TOWN COUNCIL

Minutes of the New Cemetery Working Party Meeting
held on Wednesday 19th May 2021 in the Council Chamber, Old School House,
Market Hill, Brandon at 7.00pm

Present: Cllr L Atkins, Mrs A Barnes, Cllr P Etherington, Mr T Kent, Cllr V Lukaniuk,
Cllr D Palmer, Cllr S Skinner, Cllr N Vant, Cllr P Wittam

1 ELECTION OF CHAIR

Cllr S Skinner was nominated.

Proposer: Cllr P Etherington

Seconder: Mrs A Barnes

Resolution Record No: **BTCNC/27/19/May/21**

CARRIED: Unanimous

THE NEW CEMETERY WORKING PARTY ELECTS CLLR S SKINNER AS CHAIRMAN

2 APOLOGIES for absence and approval of reasons tendered.

Cllr S Annear and Cllr J Hughes – Councillor Training.

3 DECLARATION OF INTEREST and additions to Members Register of Interest.

Cllr S Skinner – Non-pecuniary interest. Mrs A Barnes – Pecuniary interest.

4 TO ADOPT THE TERMS OF REFERENCE OF THE NEW CEMETERY WORKING PARTY

Cllr Lukaniuk queried whether “Council” in item number 7 referred to the Full Council. It was confirmed this was so and the Terms of Reference amended to read as such.

Proposer: Cllr N Vant

Seconder: Cllr P Wittam

Resolution Record No: **BTCNC/28/19/May/21**

CARRIED: Unanimous

5 TO RECEIVE AND CONFIRM MINUTES

- Of the New Cemetery Working Party Meeting on 29th March 2021.

Cllr Vant referred to page 2 of the Minutes and asked if in future this could be spaced under paragraphs or headings.

Proposer: Cllr S Skinner

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTCNC/29/19/May/21**

CARRIED: Unanimous

THE NEW CEMETERY WORKING PARTY RESOLVES THAT THE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING OF MONDAY 29TH MARCH 2021 BE APPROVED

Signed.....

6 TO DISCUSS the site layout of the new cemetery and the water table drawings.

The Chairman explained that we needed to make recommendations to the Council, then arrange a meeting with the architects to provide them with a brief from which they would be able to give an estimate of cost.

Cllr Etherington explained that an estimate was required when applying for a Public Works Loan Board loan along with other information including results of a public consultation. It was agreed that, as interest rates were currently so low, the Council should look to apply for a loan to cover the full amount, dependent upon the estimate. This would lessen the impact on future generations and needed to be actioned as soon as possible due to the likelihood of interest rates rising in the future.

It was agreed that an itemised estimate was required as soon as possible.

CDS should be asked to arrange for the archaeology to be done as soon as possible.

It was agreed the access road with parking and turning area plus an east/west path dividing the site into 4 quadrants was a good idea. The architects would need to be aware of the proposed raising of the ground levels and make allowances when considering the road and path levels. Future access for depositing soil would also need to be considered.

The Working Party agreed that the toilet/store was probably positioned in the best place on the site as per layout. It would be an accessible toilet open during funerals and include a store for Town Keepers.

There was agreement that sewerage, water and electric services were required on site.

Mr Kent recommended that should we decide to use post and rail fencing then post savers should be considered to extend the life of the fencing. There was discussion about the boundary fencing and it was agreed the Clerk would be asked to prepare an estimate for Estate Fencing around whole site, with native hedging to the west and north.

Cllr Palmer recommended that the Clerk send a letter to West Suffolk Planning requesting an extension to the Planning Application due to Covid-19. This was agreed. Cllr Palmer also reminded everyone that everything that was done on the site regards the landscaping, road, toilet building etc would need West Suffolk Planning approval.

The Clerk would be asked if the Land Registry for the New Cemetery site had been rectified.

Once the architects have produced the information required for the loan application, the Council could have a pitch one Saturday at Brandon Market in order to consult the public and show them the plans for the New Cemetery.

It was agreed that a meeting should be arranged at the earliest opportunity following ratification by the full Council, between the architect, Graham Cock, Cllr Skinner, Mr T Kent and Cllr Etherington to inform them of the requirements discussed at this meeting.

The meeting closed at 8.20pm

Signed.....