

Embleton Joint Burial Committee

Thursday 7th April 2022 at 5:00pm
in the Creighton Hall, Embleton

Open to the Public

The Committee may, by resolution under the Public Bodies (Admission to Meetings) Act 1960; S1, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Agenda

- 1002. Apologies for absence**
- 1003. Declarations of Interest**
- 1004. Confirmation of the minutes of the last meeting held 21st February 2022.**
- 1005. Matters arising**
- 1006. Long Term Business Plan for Gatehouse Cottage**
 - Management – Progress report Update
- 1007. Administration of Cemetery**
 - Lime Tree condition assessment
 - Risk Assessments & Memorial Safety Inspections in Burial Grounds
 - Grass Cutting/Maintenance Tender
 - Mole Treatment
- 1008. Financial**
 - Bank Balance £6736.47 @ 23/03/2022

Spent and Received since 21/02/2022

Clerk (October, November & December pay & expenses)	-£261.00	FPO
HMRC (October, November & December PAYE)	-£78.52	BP
Bernicia Rental (March)	+£467.56	BGC
ECS-STW annual service	-£356.40	BP
Room Hire (27/01 & 21/02/22)	-£30.00	BP
PWLB Loan Instalment #4	-£1,114.37	DD
Additional Inscription Plot 28y	+£80.00	BGC

Payments Required

Clerk (February pay & expenses)	-£211.76	BP
HMRC (February PAYE)	-£52.48	BACS
Room Hire (21/03 & 04/04/22)	-£30.00	BP

- 1009. Items for Next Agenda**
- 1010. Date and Time of Next Meeting**

[REDACTED]
Spitta Ford Cemetery , Embeton
NE66 3DW

Assessment A

Date Sent: 14/02/2022

Quote information

[REDACTED]

Site Ref No:

Order No:

Quotation

Site Address Spitta Ford Cemetery , Embeton , Northumberland , NE66 3DW

Item No	Item	Work Description	Value
1	Lime	Large mature Lime tree showing large collar rot at base going through centre of stem. Timber will need to be removed due to location of drainage systems	[REDACTED]

[REDACTED]

[REDACTED]



ASSESSMENT DATE: 11/02/22



SITE ADDRESS: Spittal Ford Cemetery, Embleton, NE66 3DW

Mature Lime with major decay at base of stem with less than 30% sound holding wood.

The tree is in a location where it has the highest probability of failure.

It would do significant damage to property and possible harm to members of the public given that there is a business adjacent.

Ordinarily we would carry out a decay inspection, however the damage to the tree is visibly very evident.





Terms and Conditions of Service for

Tree Work Contracting – [REDACTED]

The Contractor – the person or business undertaking the works & The Client – the person or business instructing the works (and in so doing, and accepting the quote, agrees to / accepts the following terms and conditions.)

- 1) Notice of the Right to Cancel “Cooling off period” – the client has 14 days to cancel the contract (in writing) from acceptance date. In the event of cancellation at short notice costs may be proportionally incurred by the client.
- 2) GDPR compliance – we will aim to protect your personal data in accordance with GDPR requirement and not to directly market our services to you without your prior permission to do so.
- 3) This quotation is valid for 30 days and takes into account any ‘value’, monetary or otherwise, the arisings may have unless stated otherwise.
- 4) All works will be in accordance with the current British Standard 3998 ‘Tree Work Recommendations’ where possible unless specified otherwise. Dimensions specified are approximate and, wherever possible, will be to the nearest appropriate pruning point.
- 5) In the event of a variation to the quotation as a result of:
 - a. Amendments to works required prior to arriving on site, or
 - b. Changes in site / ground conditions since the original visit, or
 - c. Additional works requested / required whilst on sitethe quotation will be revised accordingly, either electronically in advance or in a hand written on the day of work, with agreed amendments signed by the contractor and the client.
- 6) Stump-grinding will be to a depth of 150mm below the immediately adjacent ground level and will include the removal of the stump and buttress roots but will not include lateral roots unless otherwise specified. The client will advise the contractor of any underground services in the vicinity of the stump prior to starting the job.
- 7) All arisings (inc. twigs / branches / woodchips / logs / trunks / foliage etc) will be removed from site and become the property of the contractor unless specifically stated otherwise in the quotation.
- 8) On completion of the works, an invoice will be raised and payment is required within 7 days OR payment is required in full on completion of the quoted works (unsatisfactory completed jobs MUST be immediately notified, in writing / by email, to the contractor or within a minimum period of 24 hours.)
- 9) Following written/verbal instructions from the client, the contractor will check with the Local Planning Authority (LPA):
 - a. Whether the tree(s) are the subject of a Tree Preservation Order
 - b. Whether the trees are located within a Conservation AreaThe contractor will also consider whether a Felling Licence is required from the Forestry Commission (FC) or if any other permissions / consultations are required, i.e. Natural England / Environment Agency. NB Please note, if the contractor undertakes the necessary LPA application / notification an appropriate administrative charge of £25 will / may be incurred. Similarly a charge may be incurred for obtainment of a FC felling licence.
- 10) Where works are proposed to third party trees, i.e. ‘neighbours trees’, the contractor will require written confirmation from the tree owner (‘the neighbours’) that the works are agreed and where necessary , that access is permitted. If works only apply to overhanging branches that can be pruned from within the client’s property then permission is not required but the neighbour should be advised where practicable (please also see 7. above as this may also apply.)
- 11) The contractor has £5million Public Liability Insurance and a copy of the certificate is available on request. The contractor will operate in accordance with good industry practice, their Health & Safety Policy and Procedures and undertake Site Specific Risk Assessments (the outcomes of which may place constraints on the site whilst works are in progress, i.e. the client can’t access their shed without prior agreement from ground staff.)
- 12) The site will be left generally ‘clean, tidy and safe’ but because of the very nature of the works including the production of wood dust, chainsaw / wood chippings / twigs / leaves and needles etc. and the traversing of site personnel it will not be as it was prior to commencement of works.
- 13) If the works spread over multiple days, the site will be left appropriately and safe and as agreed with the client beforehand
- 14) The contractor will undertake the works as scheduled but is aware of / may be constrained by ecological and wildlife legislation including:
 - a. Wildlife and Countryside Act 1981
 - b. Countryside and Rights of Way Act 2000
 - c. Conservation of Habitats and Species Regs. 2017

This legislation requires the contractor to assess the impact of the works which may result in works being delayed as a result of nesting birds, roosting bats or similar being present.

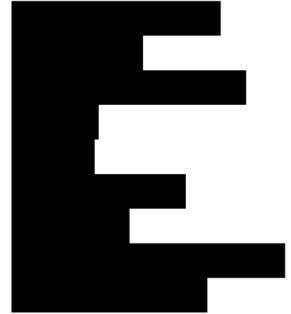




Estimate



Date
3 Feb 2022



Embleton Joint Burial Committee

Work: To remove a large lime tree. The tree has rot on the west side which has been present for some time. The tree has reactionary growth and shows no signs of root plate movement. The decay will effect the root system and while the decay will progress the tree will continue to grow in size. I am unable to determine when the tree will fail but it will need to be removed before it does. There is no long term option in leaving the tree in place. Targets are the adjacent business, cemetery house and arch and users of both.

Description	Quantity	Unit Price	VAT	Amount GBP
Work: The tree would be climbed and dismantled in sections with all limbs being rigged and lowered. We would remove a panel of fence (and reinstate) to allow improved access and therefore safe time. All limbed under 8" in diameter would be chipped and removed from site. Larger timber would be moved using a arb digger and removed from site. Track mats used to protect tarmac drive and lawn. The stump would be left at ground level. We can provide a quote to take down further with a stump grinder if requested. Work would take 2 days. A second aerial rescue would be on site at all times, forestry first aid, qualified for aerial rigging and 5m public liability.	1.00			

Terms

Notes



1. Unless advised, all boundaries and borders are as agreed at previous site meeting.
2. No account has been given for any under lying services not indicated before commencement of work.
3. All labours cost are calculated assuming direct access available for equipment and materials.
4. All tree waste processed on site.
5. Due to the nature of the work there may be a delay caused by adverse weather conditions. Delay caused by weather will not frustrate this agreement. All delayed works will be re-scheduled and carried out at the earliest time.
6. Payment terms:- Payment to be made 7 days from the date of invoice. Invoice to be issued on completion of the work.
7. All operatives and tree climbers are fully qualified and full insurance is held, Public Liability 5 million.

I hope that the above is useful when considering the options. If you would like to discuss any aspect of the job please do not hesitate in contacting me.



Assessment C

Lime tree at Spitalford Cemetery

I have examined the lime tree in the garden of the Cemetery House at Spitalford Cemetery and find it to be in a poor condition.

- 1) There is a large cavity in the base of the trunk which extends to about a third of its circumference and therefore is severely weakening the trunk in this area.
- 2) There is significant dieback in the crown with several branches having already fallen in the area around the tree which could cause serious injury if there was anyone in the vicinity as they fall. Due to the age of the tree I would expect this process to continue to be a hazard.

My recommendation would be that this tree should be sectionally felled as it is a significant hazard to the buildings in the close vicinity, the business and picnic area underneath it, the residents of the Cemetery house and anyone visiting the cemetery


Diploma of Horticulture Edinburgh

Estimate

[REDACTED]
Tree Services, Chipping and Contracting
NPTC Qualified and Fully Insured

Telephone: [REDACTED]
Email: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] 10/02/2022

Client Details: Embleton Parish Council

EmbletonPC@hotmail.co.uk

Description of work

Fully dismantle and remove lime tree in Cemetery House garden.
Work to include: chipping and removing all brash from site, remove all wood.
Price includes: all labour and heavy machinery hire.

Total: £: [REDACTED]

From: [REDACTED]
Sent: 24 February 2022 07:26
To: ejbcepc@outlook.com
Subject: Re: FAO [REDACTED]/EJBC - Quote for removal of Lime Tree in Cemetery House

Follow Up Flag: Follow up
Flag Status: Flagged

[REDACTED]

Apologies for the delay in replying, we have had a fair bit on here.

With regards to the lime tree at cemetery house, more details for the estimate are as follows:

EJBC and Terry asked me to initially investigate the tree, and following my initial assessment, members of EJBC viewed it in person, and then subsequently following advice from other tree surgeons, EJBC asked me to provide a quote for its full removal.

The tree has stood through the worst of the most recent storms without incident, but it is impossible to say what may happen to it when in full-leaf if hit by another storm, or further into the future, so EJBC has decided upon its complete removal.

As for photos, I'm afraid I didn't take any, but since members of EJBC have seen the tree in person I'm hoping they are not necessary.

The tree is surrounded by various structures that would need protection during its removal, such as the wall, wooden fence, gas tank and sewerage system, and neighbouring businesses, not to mention members of the public visiting either the cemetery or the pizza hut.

As such it will be a measured and complicated dismantle, where regrettably speed or cost saving cannot be the primary concern.

The wood will all need to be either chipped or removed as whole trunk sections, so costs of a large chipper, trailer and telehandler, as well as trips to get rid of the waste, have been all been factored into the price, as well as obviously labour costs.

[REDACTED]

I hope this is sufficient additional information for you, but if you have any further queries please contact me directly, by phone if urgent! (I'm afraid I'm not getting much of a chance to do office work at the moment!)

All we would ask is that if I am not successful in being awarded the contract for the tree, that EJBC please personally ensure that no waste is chipped or tipped over the cemetery boundary, even right at the far end. There will be sufficient soil and rubbish to be cleared when the time comes to repair the wall without adding to it further.

Many thanks and kind regards

[REDACTED]

On 14 Feb 2022, at 12:50, [REDACTED] wrote:

Begin forwarded message:

From: Ejbc Epc <ejbcepc@outlook.com>

Date: 14 February 2022 at 10:16:53 GMT

[REDACTED]
[REDACTED]
Subject: FW: FAO Terry/EJBC - Quote for removal of Lime Tree in Cemetery House

[REDACTED]

Thank you for your quote for work to the lime tree, however it requires a little more detail. Could you include details of the assessment, reasons for the conclusion and be accompanied by a statement that the tree presents a danger, plus any photos illustrating the points.

A response before the meeting on 24th February would be appreciated.

Invoice 101 has been paid; remittance advice will be provided shortly.

Regards,

Geoff Newcombe
Embleton Joint Burial Committee (Clerk)

From: Embleton Parish Council <EmbletonPC@hotmail.co.uk>

Sent: 10 February 2022 14:15

To: ejbcepc@outlook.com

Cc: Terry Howells [REDACTED]

Subject: FW: FAO Terry/EJBC - Quote for removal of Lime Tree in Cemetery House

Hi please see attached and email below.

Regards

[REDACTED]
Embleton Parish Council Clerk

From: [REDACTED]

Sent: 10 February 2022 12:45

To: EmbletonPC@hotmail.co.uk

Subject: FAO Terry/EJBC - Quote for removal of Lime Tree in Cemetery House

Hello,

Please find attached a quote for the removal of the tree in Cemetery House garden as requested by [REDACTED]
[REDACTED]

If this quote is acceptable to the Burial Board, the work could commence on the 18th February 2022.

Please note that the previous invoice (number 101) for Embleton PC from January 2022 is still outstanding and is now overdue, so swift payment would be much appreciated.

Many thanks and kind regards

[Redacted signature]

[Redacted contact information]

Assessment E

From: [REDACTED]

Date: 16 March 2022 at 06:59:23 GMT

To: [REDACTED]

Subject: Re: Tree advice

Hi [REDACTED],

Apologies for the late response, I inspected the lime a few weeks ago, very large cavity at the base, due to location alone I'd strongly advise removal.

Quote:

Sectional dismantle of over mature Lime:

- 3-4 man team, wood chipper & all equipment.
- All Woodchip removed from site.
- Stump left as low as possible to ground level.
- Timber rung up into sizes ready to process and neatly stacked at the base of the tree.

Total: [REDACTED].

- Same as above but all timber off site - [REDACTED].

Certificates of competency and insurance can be viewed before works commence.
Availability at the moment would be mid to late May.

Thanks,

[REDACTED]