

Louth Town Council

The Sessions House, Eastgate,
Louth, Lincolnshire, LN11 9AJ

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clerk@louthtowncouncil.gov.uk



To the Members of Louth Town Council:

You are hereby summoned to attend scheduled meetings of Louth Town Council's Community Resources Committee and Governance and Finance Committee and an extraordinary meeting of the Town Council and the Personnel Committee, which will be held on Tuesday 22nd October 2019 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note, there will be a 15 minute public forum between 6.45pm and 7.00pm when members of the public may ask questions or make short statements to the Council, and your attendance is requested during this period.

Mrs. L.M. Phillips

Town Clerk

Dated this 17th Day of October 2019

AGENDA

COMMUNITY RESOURCES COMMITTEE

(Chairman: Councillor A. Leonard, All Members)

1. Apologies for Absence

To note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

2. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the proper officer under section 22 of the Localism Act.

3. Chairman's Remarks

4. Minutes

To approve as a correct record the notes of the Community Resources Committee meeting held on 24th September 2019.

5. Cemetery Use and Governance

Committee to consider a report on change required to Cemetery Use and Governance and resolve upon the way forward.

6. Next Meeting

Committee to note that the date of the next scheduled Community Resources Committee meeting is 28th January 2019.

GOVERNANCE AND FINANCE
(Chairman: Councillor Mrs. E. Ballard)

1. Apologies for Absence

To note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

2. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the proper officer under section 22 of the Localism Act.

3. Minutes

To approve as a correct record the notes of the Governance and Finance Committee meeting held on 13th August 2019.

4. Financial Reports

Committee to receive recommendations from FOG to authorise:

a. Receipts and Payments – Cashbooks 1 and 2 – Months 4 to 6

i. Month 4 (July)	Cash Book 1	Receipts	£834.56	Payments	£27,714.77
ii. Month 5 (August)	Cash Book 1	Receipts	£4,348.95	Payments	£36,425.85
iii. Month 6 (September)	Cash Book 1	Receipts	£160,932.20	Payments	£14,449.58
iv. Month 4 (July)	Cash Book 2	Receipts	£125.00	Payments	£132.23
v. Month 5 (August)	Cash Book 2	Receipts	£50.00	Payments	£116.47
vi. Month 6 (September)	Cash Book 3	Receipts	£0.00	Payments	£114.40

b. Income and Expenditure Report (Budget Variance Report) as at Month 6 to 30th September 2019.

c. Earmarked Reserves Report as at 30th September 2019

d. Balance Sheet as at Month 6 to 30th September 2019 and Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements (checked by FOG) showing balances as follows:

- i. Lloyds Treasurers Account (balance at 30th September 2019) – £391,185.57
- ii. Petty Cash (balance as at 30th September 2019) – £32.75
- iii. Lloyds Deposit Account (balance as at 21st March 2019) – £69,439.71
- iv. National Savings and Investment Account (balance as at 1st May 2019) – £109,650.53

5. Financial Regulations

Committee to receive new NALC Model Financial Regulations, updated to suit Louth Town Council, and approve a recommendation by FOG to adopt.

6. Movement of Funds

Committee to consider delegating authority to the Town Clerk in conjunction with FOG to move funds from the Lloyds Treasurers Account to the Lloyds Deposit Account and from the Lloyds Deposit Account to the NSI Account.

7. Next Meeting

Committee to note that the date of the next scheduled Governance and Finance Committee meeting is 26th November 2019.

TOWN COUNCIL
(Chairman: Councillor D.E. Wing, Deputy Mayor, All Members)

1. Apologies for Absence

To note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

2. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the proper officer under section 22 of the Localism Act.

3. **Chairman's Remarks**

4. **Minutes**

To approve as a correct record the notes of the Council Meetings held on 17th September 2019 and 24th September 2019.

5. **Committee Minutes**

To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:

- a. Planning – 10th September 2019
- b. Personnel – 10th September 2019
- c. Community Resources – 2nd July 2019

6. **ELDC Corporate Strategy Consultation**

Council to resolve upon making a corporate response to the above, details circulated by email 16/10/19 and attached.

7. **St. James' Church Christmas Tree Festival**

Council to resolve upon whether it wishes to enter the above which will take place from 6th to 8th December. Council to note that entry is £10 and there will be associated costs for a tree and decorations.

8. **Brown's Panorama**

Council to consider granting permission for the use of images taken from Brown's Panorama in a new book by Mr. S. Sizer on Louth's Shipbuilders, to be published next year by the Navigation Trust.

9. **Louth Athletic Club (LAC)**

Following a request from LAC, Council to consider appointing Cllr. Mrs. EB as its representative on the LAC Management Committee.

10. **Tidy Louth Working Group Remit**

Following Council's resolution to declare a Climate Emergency and go carbon neutral as soon as possible, made on 24th September 2019, Cllr. Ford, Chairman of the Tidy Louth Working Group to propose that the Tidy Louth Working Group's remit be amended to read:

To investigate and enquire and report to Town Council or CR Committee on issues such as recycling, climate change, plastics, litter, waste and a green Louth.

This will allow it to deliver both the spirit and the practical proposals the above motion contained.

11. **St. Bernard's Avenue – Proposed Zebra Crossing**

Further to circulation of details of the above by email on 14th October 2019 Council to consider making a corporate response.

12. **Next Meeting**

Council to note that the next scheduled meeting of Louth Town Council will take place on 26th November 2019.

PERSONNEL

(Chairman: Councillor Mrs. J. Makinson-Sanders, Members: Councillors Mrs. S.E. Locking, D.E. Wing, Mrs. E. Ballard, Mrs. S. Crew)

1. Apologies for Absence

To note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

2. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the proper officer under section 22 of the Localism Act.

3. Minutes

To approve as a correct record the notes of the Personnel Committee meeting held on 8th October 2019.

4. Appraisals

Committee to resolve upon forms to be used in all appraisals and Clerk's appraisers.

5. Closed Session Items

Committee to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential nature in relation to personnel:

a. Salary Review

Committee to receive a report, consider future arrangements and resolve upon the way forward.

6. Next Meeting

Committee to note that the date of the next scheduled Personnel Committee meeting is 10th December 2019.

09-24-19 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 24th SEPTEMBER 2019**

Present Councillor A. Leonard (AL) (in the chair).

Councillors: J. Baskett (JB), M. Bellwood (MB), A. Cox (AC), S. Crew (SC), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), D. Jackman (DJ), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS) and D. Wing (DEW).

Councillors not present: Mrs. E. Ballard (EB), L. Cooney (LMC), H. Filer (HF), G. Horton (GEH), Mrs. S.E. Locking (SEL), F.W.P. Treanor (FWPT) and Mrs. P.F. Watson (PFW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. M. Vincent were also present.

194. Apologies for Absence

Apologies for absence was received from Councillors Mrs. E. Ballard, L. Cooney, H. Filer, G. Horton, Mrs. S.E. Locking, F.W.P. Treanor and Mrs. P.F. Watson.

195. Chairman's Remarks

None.

196. Declarations of Interest / Dispensations

None.

197. Minutes

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 2nd July 2019 be approved as the Minutes.

198. Closed Session Item

It was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential, commercial, third party and sensitive nature in relation to:

a. Mayor's Social Chain

The Council reviewed quotes and it was **RESOLVED** to have the chain and collar fully refurbished with two new motifs added by Thomas Fattorini Ltd., at a cost of £1,220.25. Costs to be taken from the budget heads, Civic Property and EMR Civic Regalia.

It was **RESOLVED** that the meeting should move out of closed session.

199. Next Meeting

The Committee noted that the date of the next scheduled Community Resources Committee meeting was 22nd October 2019.

The Meeting Closed at 9.47pm.

Signed _____ (Chairman)

Dated _____

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Cemetery Evaluation Report October 2019

This report is an evaluation of the London Road Cemetery, covering some, but not all of the Town Council's procedures and services, and has been compiled following attendance at an ICCM (Institute of Cemetery and Crematorium Management) course in March 2019.

The report and recommendations cover:

1. Asset Review Working Group
2. Cemetery regulation issues
3. Transfer of rights of burial process
4. Topple Testing and Health and Safety in the Cemetery
5. Audit of gravespaces – creating new burial areas for the next 15 years
6. Cemetery fees – policy for children and bigger gravespaces
7. Membership of ICCM

1. Working Group to oversee the Cemetery

Currently the Asset Review Working Group oversee the governance of the London Road Cemetery.

Recommendation:

That the Asset Review Working Group look at the issues and projects at the Cemetery contained within this report, as required.

2. Cemetery regulations – issues

Over the years those people tending graves at the London Road Cemetery have had a tendency to add floral decoration to graves. Fresh flowers and wreaths are permitted by the regulations, however, many have added small bushes and plants, which having now grown are presenting problems. Of late, we have had numerous instances of people decorating the full length of the grave with artificial flowers and grass, and in some instances, people have edged graves with concrete edges (called grave sets). These do add personal touches to the graves of a loved one, however they contravene the regulations and cause issues with appearance and maintenance in the Cemetery.

Maintenance – Where trees, shrubs, flowers or plants have been planted along the length of the grave the large mowers cannot access the grass and so these have to be trimmed separately. Artificial flowers on the graves get caught in the mowers and trimmers and then shower plastic particles all around. Where an area has artificial grass no mower can access the grave around it due to catching in the mower blades. Some graves have put their own grave set edging around the gravespace (which are not allowed anywhere but in the old Victorian 1st Class Section). The only area that very personal decoration is acceptable, is in the Children's Section.

Appearance – Being a 'special' place for many people, the Cemetery should have a very tranquil and cared for appearance, and there is concern that with the increasing number of graves being personalised in different ways, the appearance is suffering/may suffer.

Although the regulations are posted on the noticeboards in the Cemetery, distributed to funeral companies/memorial masons and available on our website, it is difficult to enforce them given the delicacy of loved ones grieving. The Town Council could write a standard letter which states that the person is contravening the rules and allows 28 days for removal of the offending articles otherwise the Council will remove them. The Council could also charge the person responsible for the grave for the cost of removal. However, this course of action would not seem (in the first instance) to reflect the caring nature of Louth Town Council. (See regulations at end of report).

Recommendations:

- a. That the Asset Review Working Group make a visit to the Cemetery in the very near future to review the situation and to consider how the Council can manage these issues going forward in a sensitive manner, this might include the issue of a press release to the local paper reporting that the Town Council is carrying out a clean up in the Cemetery following the laying of Christmas wreaths and flowers and ask that those who tend the graves help the grass cutters by removing any items causing obstructions to the big cylinder mowers.

3. Transfer of Rights of Burial – formal process to put in place

The reservation of a gravespace (known as Rights of Burial) has the same weight in law as any land ownership.

Background on Rights of Burial: When a person dies who has reserved a gravespace (and has a Rights of Burial (EX/RT Certificate) they can be buried into that grave space. If a gravespace is reserved at the time of burial by a family member (who notifies the interment), they then take on the responsibility for that gravespace.

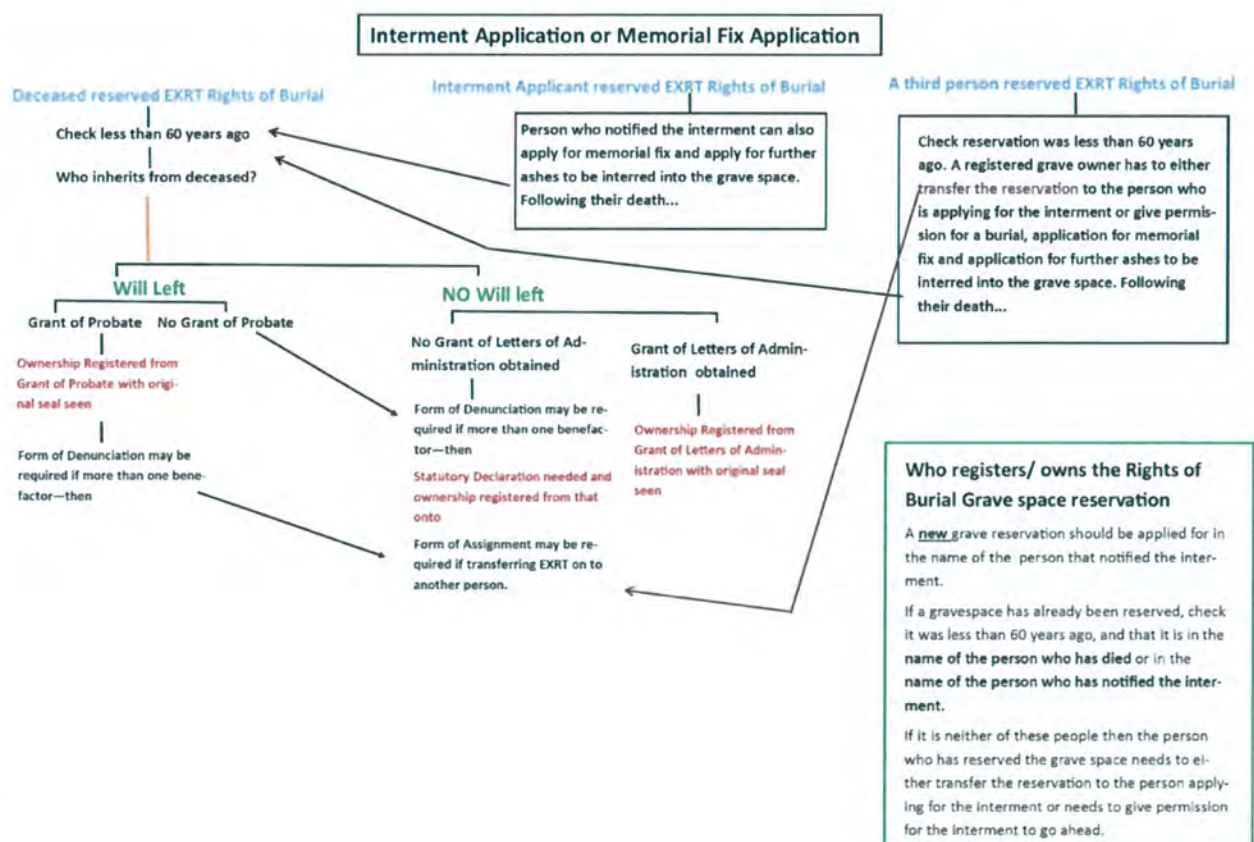
The 'ownership' of a reserved gravespace can cause procedural issues when:

- family members wish to also have their ashes interred into a gravespace following the initial burial
- permission is sought for the erection of or additional inscription on a headstone/memorial
- an application is made for an exhumation (removal of burial remains)

NB: At Louth Town Council we allow up to four sets of ashes into a full grave and two sets of ashes into a cremation plot.

In each of the cases above the 'owner' of the grave has to sign the application form to give permission. If the owner of the grave has died then there are processes which need to be carried out related to those who inherit the estate and therefore the Rights of Burial. This can be a lengthy process and can involve solicitors, and therefore costs for those applying for the permission. The Council should note this process (see below) and agree that the forms for Notification of Interment and Application for a Memorial be updated to explicitly reflect this. Applicants who reserve a Rights of Burial gravespace are now informed by letter of the importance of the EX/RT certificate and the processes of inheritance, but again, the Council should note and formalise this process.

See the diagram below for process.



Recommendation: To note the process of gravespace inheritance, to agree to adopt the ownership process for the Rights of Burial and from January 2020 to update all relevant application forms and information printed, given out (and listed on the website) to relevant companies (i.e., Funeral Care and Memorial Masons) and members of the public.

4. Topple testing and health and safety in the Cemetery

In recent years, nationally, 11 people have been killed from memorials/headstones toppling onto them. The Cemetery staff carry out regular Topple Testing of headstones and where necessary, will lay headstones flat if considered a danger. In many cemeteries headstones are made safe using metal poles and tape to bind the headstone to the pole as it is sometimes considered that a headstone laid flat can be a trip hazard.

We ask all Memorial Masons to give details of their BRAMM or NAMM memberships, which ensures that they are working to the latest safety guidelines when installing memorials/headstones.

Recommendations:

- a. Council to note the current Topple Testing process and that the Asset Review Working Group visit the Cemetery, in the very near future to consider the most suitable method for securing dangerous headstones.
- b. To confirm that the Council will only allow those Masons with membership of BRAMM or NAMM to install or work on memorials/headstones in the Cemetery.

5. Audit of burial spaces – the next 15 years

Following an audit of all vacant burial space (both reserved and unreserved) we calculate that we have enough spaces for the next 15 years based on 24 ashes interments and 36 full burials per year (average over last 5 years) – however there are some issues to take into account:

- Due to the nature of reserved spaces it may be that those spaces are not taken up by the persons who originally reserved them, but we cannot reserve that space for other persons until their reserve has expired (in most cases 60 years).
- Some of the areas where there are vacant spaces are on hard chalk soil (at the top of the Cemetery) and very difficult to dig.
- As people are becoming more obese than in previous decades, the space allowed for as a plot is not sufficient for one burial (in most cases 4 feet wide) and there has been a danger, on occasions, of encroaching onto the neighbouring grave which could the cause collapse of graves.

This being the case, Council to consider areas in the Cemetery where there are currently no burials for future use. Areas are listed in order of priority to be used:

New Full interment sections – see map

To be used for new burials for larger people (each plot being 12 x 6 ft – current standard is 10 x 4 ft)

Section A – old grass footpath with asphalt under 7ft x 240 ft. Siting 22 graves 12 x 6ft.

Section B – old grass foot/vehicle path with asphalt – 6 ft by 140 ft. Siting 11 graves 12 x 6ft.

Section C – part of area above hockey field 30 ft x 120 ft. Needs plant machinery to clear and level, also bindweed needs to be cleared/killed. Siting 50 graves 12x 6ft.

Section D – currently orchard and area ready for planting trees approx. 30 ft x 170 ft- trees to be moved to cleared compartments 73-75 and more new fruit trees planted. Siting 70 graves 12 x 6ft. Current trees / bushes to be moved would be:

- 26 apple trees (3 of these are dead so 23 to be moved)
- 1 mulberry bush
- 5 blackcurrant bushes

Section E – Currently waste land with bind weed. 36 ft x 290ft. Very unlevel. Needs plant machinery to clear and level, can be waterlogged/boggy when rainy season so would need to have drainage put in also bindweed needs to be cleared/killed. Siting 144 graves 12x 6ft.

Ashes interments

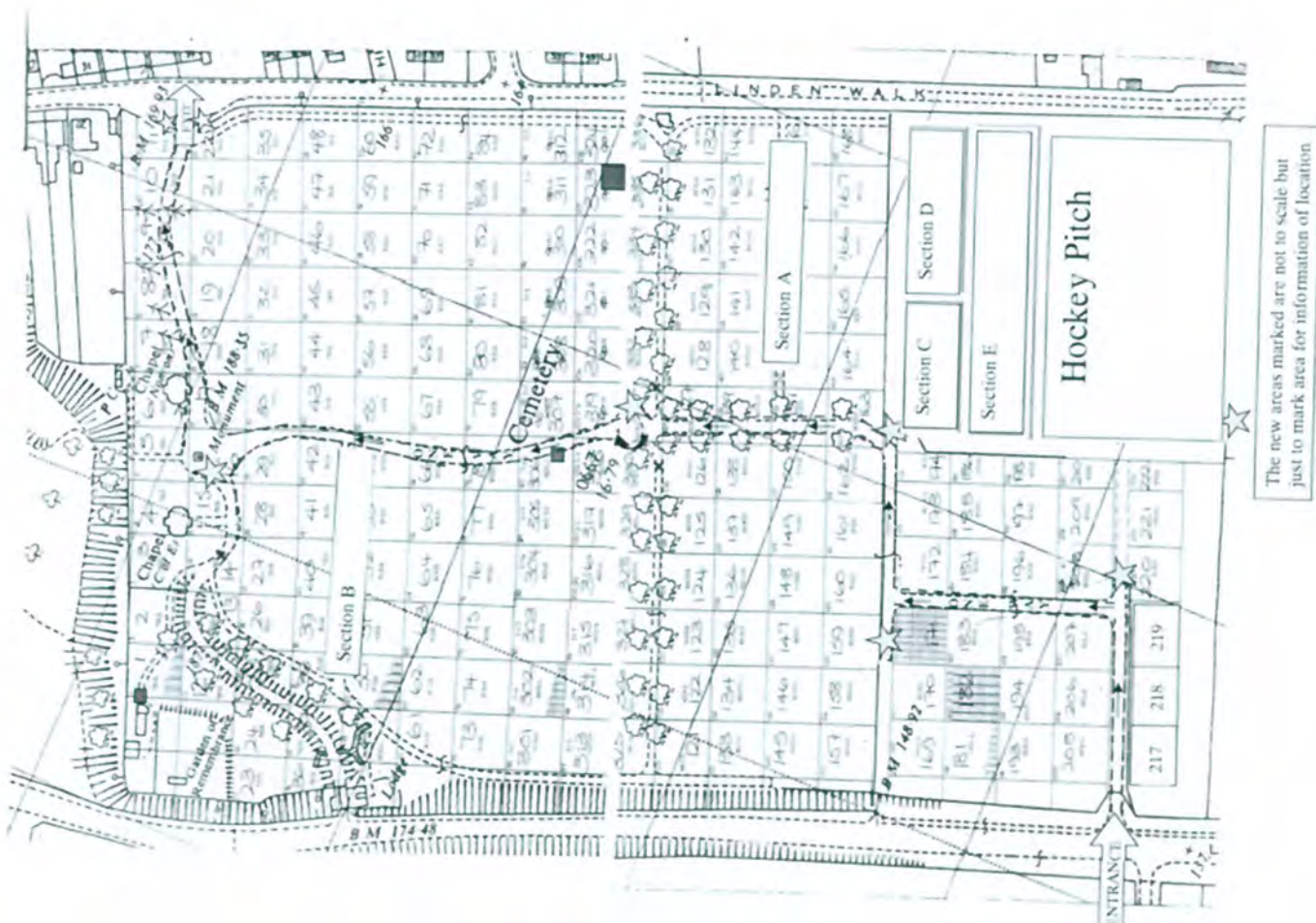
Section F - New Cremation area to be created within Compartments 72 and 84 which has been cleared of headstones. Landscaped garden area with seating (commemorative) could also be considered.

Garden of Remembrance

This area of the Cemetery is almost full (including the wall with the brass plaques on), and therefore we would like to stop interments into this area and instead have all ashes interments into ashes plots. Garden of Remembrance burials do not have any reserve or rights of burial (so do not have to reserve the burial space) but this does cause issues with those who still wish to put markers where loved ones are buried (which are not permitted) and also as plots are unmarked, issues with location i.e., for exhumation become very difficult.

Recommendations:

- That the Council consider the areas above as new burial areas and give the Town Clerk delegated authority to develop each section as and when required.
- To create a landscaped garden area in compartments 72 and 84 (or if this area is then not feasible, an area in that same section of the Cemetery) with ashes plots alongside.
- To authorise the moving of the current orchard to an area within the cleared compartments 61, 62, 73 and 74 (and extending across to the centre of that side of the Cemetery) within the proximity to the edge of the Southgate Lodge border giving the Town Clerk delegated authority to decide which area to replant into.
- To discontinue burials in the Garden of Remembrance.



6. Fees - Policy Interments and Memorials

In the new areas of the Cemetery larger plots could be introduced which account for 50% more space than the current plots and so a new price list of fees should allow for this. Council to note that in July 2019 the government made available a Children's fund. Currently we do not charge for resident children's grave digging costs, only the grave space right of burial.

Recommendation:

1. To review current fees via FOG.
2. To add the new larger grave plot into the price list when reviewed by FOG, with a surcharge on the cost of the larger grave.
3. To include in the price list a cost for resident children's grave digging costs so that Louth Town Council can claim a reimbursement via the Funeral Directors.

7. Membership of Associations

To consider becoming a member of the Institute of Cemetery and Crematorium Management (ICCM) as well as the Federation of Burial and Cremation Authorities (FBCA). The cost of membership of ICCM for a Town Council is £95 per year.

Recommendation:

1. To join the ICCM.
2. To continue with the membership of the FBCA.

LOUTH TOWN COUNCIL
London Road Cemetery, Louth
Cemetery Regulations

These regulations cover the different kinds of burial facilities which are available together with information about memorials permitted.

Interments

All new graves are single graves. The majority of burials take place to the east of the central road i.e. the Linden Walk side and headstones **only** are allowed as memorials. The cemetery is classed as a meadow cemetery (rather than lawn) and will therefore be maintained as such, and whilst every effort is made to keep grassed areas as tidy as possible it should be noted that this is not always easily achieved due to seasonal factors.

Children's Burial Area

A special area has been set aside as a children's burial area. The rules regarding permitted memorials are different for this area of the cemetery (see below). The use of this area for children's burials is optional; however, children buried in other parts of the cemetery are subject to the standard rules for memorials.

Cremated Remains

There are three choices for burying cremated remains:

- i) Garden of Remembrance - The remains are buried in a plot, but the individual location is not marked by any form of memorial. Plaques can be put on the memorial wall;
- ii) Cremation Plot - This is an area near the Garden of Remembrance. A maximum of two sets of ashes are buried in allocated plots and a tablet of standard size and materials is permitted;
- iii) Existing Graves - Cremated remains can be buried in an existing grave providing there is an appropriate relationship, and subject to permission being sought can also be marked appropriately. Up to 4 sets of ashes may be allowed in a grave. A full burial cannot be added once ashes have been interred.
- iv) Ashes **may not** be scattered onto graves.

Reservation of Grave Spaces

Individual grave spaces or Cremation Plots can be reserved for future use; these are normally within the current area being used for burials and can be made at the time of interment for adjacent spaces or as a future reservation. The reservation is for a period of sixty years. Provisional reservations are accepted "on request" but must be confirmed and paid for within 4 weeks.

Decoration of Graves

Graves may be decorated with fresh flowers, or small pot plants (placed in the headstone containers only). Artificial flowers, plants, bulbs, trees, shrubs and other moveable items will usually be prohibited. Visitors are reminded to be respectful of neighbouring graves and to take all waste to the nearest bins provided for that use. Watering cans and taps are positioned at regular intervals, visitors making use of these are asked to return the cans to the tap after use.

Visitors to the Cemetery

Visitors are reminded that the cemetery is a place of dignity and calm and should be respected at all times, and have a duty of care to all other visitors and cemetery employees.

Memorials

No memorials of any sort are permitted without permission of the Town Council; applications can be made via local Monumental Masons or directly to the Town Clerk. All memorial fixings must comply with the minimum requirements of the National Association of Monumental Masons and must contain information relating to the