

Kings Worthy Parish Council

RECREATION AND AMENITIES COMMITTEE MEETING

**Minutes of the Meeting held on Thursday 6 October 2016
at Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present: Councillors: Sarah White [Chairman], Bob Barnes and Stewart Newell.

In attendance: Noel McCleery and Martin Taylor

Clerk: Adrian Reeves

Public: One

	Action
RA/16/140 Apologies for Absence	
Mandy Hallisey and Dorry Hudson.	
RA/16/141 Talk on the work of the Worthys Conservation Volunteers (WCV)	
<p>Bruce Graham, Activities Co-Ordinator, gave a presentation of the work of the group. WCV like to help on publicly owned green spaces, carrying out developmental not maintenance work. They have recently installed 4 benches along the route of the old railway line and are about to erect an information board by the bridge.</p> <p>Currently they are moving a kissing gate on the new permissive path near Bull Farm.</p> <p>It was agreed to put an article in the next communications to advertise the work of the WCV.</p> <p>Cllr Taylor reported that a group of Abbots Worthy residents were investigating the possibility of restoring the ford at the bottom of Mill Lane.</p> <p>The white helleborines at the burial ground – Cllr White showed photographs and diagram showing the positioning. It was agreed that WCV would move those in the borders, but not the grass, during January / February next year.</p> <p>It was agreed that WCV would help with the bind weed and nettles on Broadview.</p> <p>(Bruce Graham, Noel McCleery and Martin Taylor left the meeting)</p>	
RA/16/142 Public Question Time	
None.	
RA/16/143 Minutes of the R&A Meeting held on the 8 September 2016	

The minutes of the meeting held on 8 September 2016 were agreed as a true record of the meeting and signed by Cllr White.

RA/16/144 Matters arising from the Minutes of the Meeting held on 8 September 2016

- **RA/16/124 Site Visit re Resident’s Tree at Eversley Park – Cllr White and the Clerk to meet the resident to discuss this.**
Decision - Cllr White is to suggest dates for the Clerk to arrange the meeting.
- **RA/16/126 Eversley Park Playground Signage –** Painting of the sign surround is still outstanding.
Decision – Clerk to chase up the painting and to arrange for the top two gates to be padlocked closed.
- **RA/16/126 Finger post at Nations Hill –** Work now complete.
- **RA/16/126 History Board –** Worthys Local History Group have been asked to go ahead with the design stage.
- **RA/16/126 Electricity Supply for Church Green –** Still awaiting quotations for the replacement supply box for the back of the bus shelter.
- **RA/16/126 Litter Bins –** The replacement post mounted dog bin for Hinton Park has been delivered; awaiting installation.

We are still awaiting replies from WCC on the new litter bins requested for Stoke Charity Road and the move of one from Campion Way to Nations Hill.
- **RA/16/126 Broadview Dip –** Works have been instructed.
- **RA/16/126 Steps at Church Green –** We are currently awaiting quotes for the replacement of all the wood as it is totally rotten on both sets. It was agreed to repair the set by the play area first.
- **RA/16/126 Planting outside Tubbs Hall –** the planting scheme has been agreed.
- *Decision: Cllr White is to email the detailed plant list to the office so that Green Smile can go ahead with the purchasing.*
- **RA/16/126 Bowling Green –** Nothing new to report.
- **RA/16/126 New facilities for adults –** Very few new responses have been received since the last meeting.
Decision: It was agreed to consider the suggestions received at the next meeting.
- **RA/16/126 Church Green Bench –** Costing has been agreed by the resident. The bench and slabs have been delivered. A site meeting is being held to agree the exact location.

Cllr White

Clerk

Cllr White

Clerk

RA/16/145 Items from Parish Council Walkabout

Lower Broadview

Lower Broadview fence – Only one quote received to date.

Decision: Bring up at next meeting.

<p><u>Eversley Park</u></p> <ul style="list-style-type: none"> ○ Eversley Park hedge – The contractor will be visiting the site this week to enable the provision of a quote. ○ Eversley Park Running Posts – A post has been removed due to severe damage. It was noted that the large tyre in the park belongs to a fitness group which uses the park. <p>Decision: <i>Contact Juliette Green who runs fitness classes at Eversley Park, to ascertain whether her groups use them.</i></p>	<p>Clerk</p>
<p>RA/16/146 Tree Works at Broadview, Hinton Fields Eversley Park, Kim Bishop Walk & Fryers Close</p>	
<ul style="list-style-type: none"> ○ Hinton Fields – Removal of beech tree at Nations Hill has been requested and is to take place in the first two weeks of October. ○ Trees at Nations Hill - Quotations have been received from two of the three contractors asked to quote. <p>Decision: <i>It was agreed to accept quote C from Merritt Tree Specialists Ltd in the sum of £650 (exc. VAT). This item is within budget and therefore does not require Finance Committee ratification.</i></p> <ul style="list-style-type: none"> ○ Broadview – Next sections for clearance are areas 3 and 12 as per previous plan – <p>Decision: <i>Quotes to be sought.</i></p>	<p>Clerk</p>
<p>RA/16/147 Tree & Hedge Inspection / Maintenance</p>	
<ul style="list-style-type: none"> ○ Tree Inspection Report for Kim Bishop Walk, Fryers Close & Roots by Football Pitches at Eversley Park - Bill Kowalcyk has been in hospital again and he has promised to submit his report in the next week or so. <p>Decision: <i>The tree inspector is to be given to 14 October to submit his report.</i></p> <ul style="list-style-type: none"> ○ Eversley Park – New trees by new path. <p>Decision: <i>Cllr White is to email Phil Jeffs to give the go ahead to the new trees. Phil Jeffs is to be asked to liaise with the Clerks.</i></p>	<p>Clerk</p> <p>Clerk</p>
<p>RA/16/148 Footpaths, Cycle Paths and Ownership of Hedges</p>	
<ul style="list-style-type: none"> ○ School Footpath – Despite possible encroachment issues with this footpath, it was agreed that this area now looked much tidier. <p>Decision: <i>The owners of the house on the corner are to be asked to tidy the foliage on the boundary of their property.</i></p> <ul style="list-style-type: none"> ○ Path from Eversley Park to Lovedon Lane – This work has now been carried out. 	<p>Clerk</p>

RA/16/149 Rights of Way	
<ul style="list-style-type: none"> ○ Railway Bridge on Kim Bishop Walk – Department of Transport signs have been placed on the footpath. <p><i>Decision: The Clerk is to write to the Department of Transport to state that there exists a well used footpath across this bridge, which has been used for many years. The Clerk is to enquire of Harry Goodchild (HCC) what the process is to adopt a path as a public right of way.</i></p> <ul style="list-style-type: none"> ○ Path from Eversley Park to Lovedon Lane – This work has now been carried out. 	Clerk
RA/16/150 Play Area Inspection Report	
<p><i>Decision: It was agreed to go ahead with locking the top two gates in the Eversley Park children’s play area.</i></p>	Clerk
RA/16/151 Project Updates	
<ul style="list-style-type: none"> ○ Bench Refurbishment – The 6 benches were completed by the end of September. The next 6 have now been commissioned. ○ Burial Ground - This work has now been carried out. ○ Eversley Park Path – Surface cracks were now apparent along the whole length. <p><i>Decision: It was agreed to ask Surfacing Solutions Ltd to dig up a 1 sq. m. section around the raised hole near the MUGA and then advise on future action.</i></p> <ul style="list-style-type: none"> ○ Eversley Park Extension / Allotments – Nothing to report. ○ Pump Track and Grind Rail – Cllr White showed photographs from a site visit. ○ New Facilities for Adults – Responses were being received slowly. <p><i>Decision: It was agreed to look at all the replies received at the next meeting.</i></p> <ul style="list-style-type: none"> ○ Willis Way Noticeboard – No reply received. ○ Advertising Banners – Nothing to report. <p><i>Decision: Cllr White to produce proposals.</i></p>	Clerk
RA/16/152 General Maintenance / Equipment Repairs	
<ul style="list-style-type: none"> ○ Annual Maintenance Regime – Nothing to report. 	All Cllrs

- **Litter Pick** – To be held on Saturday 29 October from 14-16:00, at Tubbs Hall. It is expected that the Brownies will be designing a poster for the litter pick.
- **Cricket Nets** – These have been lifted.
- **Maintenance Technician Task Listing** – A spreadsheet showing the work carried out to the end of September was presented and noted. An updated task list was shown. Cllr Barnes & the Clerk have met with M.R.S. Services and have impressed the need to adhere to agreed timescales. It was noted that a big effort had been made to complete as many tasks as possible in advance of the meeting.
- **Church Green Fencing** – The parts for the new gate and the replacement fencing have been delivered. Fitting will take place in due course.
- **Grass Reinforcement Around Play Equipment at Church Green** – Quotations are still awaited.
- **Wild Flower Areas** – Nothing to report.
- **Kim Bishop Walk** – Soil levels are to be checked on the steps – this work has been commissioned.
- **Post and Wire Fencing** - Quotes for fencing will be available for the next meeting; one has been received and one is awaited.

RA/16/153 Burial Ground Regulations

The Burial Ground Regulations were discussed and amended. A copy of the revised version (dated October 16) is attached at the end of these minutes.

RA/16/154 Tesco Grants

It was confirmed that grants could be used as part payment towards larger projects.

RA/16/155 Clerk's Notices

- **Email from Cllr Rutter re Overhanging Vegetation From Private Gardens** – PC responsibilities were discussed.

Decision: It was agreed that Cllr Newell would draft a reply requesting that the PC were not committed to courses of action without prior agreement.
- **Fraser Road Play Ground** – Jet washing the equipment.
Decision: The quotation from Environmental Hygiene Services in the sum of £150 was accepted.
- **Kings Worthy Christmas** – Use of Tubbs Hall Green.
Decision: Permission was given for Kings Worthy Christmas to use the green on Friday 9 December from 6 p.m.

RA/16/156 Chairman's Notices

None.

RA/16/157 Items for Communications

None.

RA/16/158 Items for the Next Meeting

- Advertising banners.
- Budget 2017/18.

RA/16/159 The next meeting is scheduled for 7.30 pm on the 3rd November 2016.

RA/16/160 Burial Registrar's Report

The following were noted:

Registrar's Report

The following burials/cremations have taken place since the 7th July 2

Date	Name	Address
Burials		
07.09.2016	Winnifred Ellen Susan HOWES	Moorside Nursing Home, Winchester
Cremations		
15.08.2016	Margaret Ann BOGGIS	16 Springvale Road, Kings Worthy

Signed Date



KINGS WORTHY PARISH COUNCIL

BURIAL GROUND REGULATIONS

1. Right of Interment

Parishioners whose names appear, or are eligible to appear in the Register of Electors for Kings Worthy, and any children residing in the parish, may be interred in the Burial Ground at Lovedon Lane on payment of the appropriate fee as set out in the Scale of Charges.

Parishioners who had moved from the village to long term care would remain eligible.

Former Parishioners who had been a resident in the Parish until up to 5 years prior to their death would also be eligible.

The people who had never lived in the Parish or had lived elsewhere for more than 5 years, but whose family wish them to be interred in the Lovedon Lane Burial Ground would be at the discretion of the Parish Council, subject to an application being made allowing 4 days for a decision.

2. Notice of Interment

At least two working days' notice of every intended interment must be given to the Parish Clerk on a form prescribed by the Parish Council.

On receipt of a Notice of Interment the Parish Council shall confirm the details by fax, letter or email.

3. Certificates

A Disposal Certificate of the Registrar or, where appropriate, of the Coroner, must be handed to the Parish Clerk with the Notice of Interment, or to the Officiating Minister at the Burial Ground before an interment takes place.

In the case of a stillborn child, the appropriate certificate under the Births and Deaths Registration Act 1953 must be produced.

4. Place of Interments

All grave spaces will be allocated by the Registrar acting for the Parish Council.

All graves will be dug and mounded to the reasonable satisfaction of the Parish Council and will be the responsibility of the Funeral Director.

5. Depth of Graves

A body shall not be interred in a grave in such a manner that any part of the coffin is at a depth of less than 3 feet below the level of the surface of the ground of the grave space, nor shall the cremated remains of a body be interred in a grave in such a manner that any part of the casket is at a depth of less than 1 foot below the level of the ground of the grave space.

Not more than 2 interments shall take place in one grave space.

The minimum depth for a grave shall be 4'6" for one interment, 6'6" for two interments.

6. Coffins

Bodies will not be allowed to be buried in any grave unless it is placed in a properly constructed coffin.

7. Hours of Interment

The hours of interments in the Burial Ground will be from 9am to 5pm. Interments will be allowed on Saturdays, Sundays and Public Holidays.

Not more than one funeral will be allowed to take place at one time.

8. Covering of Graves

Whenever an interment has taken place the surface of the grave will be covered with turf by the Parish Council as soon as reasonably possible after natural subsidence of the earth has taken place (normally within 24 months). No mounds will be allowed on any grave. After levelling has taken place no vases, containers or any other memorial will be permitted in anything other than the normal headstone position.

9 Re-Opening of Graves

A body shall not be interred in a grave in which an interment has already taken place unless the coffin containing that body is effectively separated from any other coffin previously placed and remaining in the ground, by means of a layer of earth not less than 6" in depth.

Where any grave in which an interment has already taken place is re-opened for the purpose of making a second interment, there shall be no disturbance of human remains already interred therein.

10. Flowers

To permit a well maintained area no flowers or shrubs shall be planted on any grave space.

Wreaths can remain on a grave for up to 2 weeks, after which they may be removed on the authorisation of the Clerk.

After levelling has taken place vases, containers or any other memorial will only be permitted on any grave space if mounted on, or integral to, the vase base of the headstone. If no headstone incorporating a vase is erected, one flower base will be allowed above ground level in the normal headstone position. The Parish Council reserves the right to remove flowers or flower containers which are unsuitable (glass jars etc.), or which are incorrectly positioned as described above.

The Parish Council regrets that no responsibility can be accepted for the removal of, or damage to flowers or vases, especially during the grass cutting season.

11. Purchased Graves

Purchase of graves before the first interment in that space will not be permitted.

12. Erection of Headstones, Crosses and Plaques

One memorial only, in the form of a headstone, a stone vase, a cross of stone or durable hardwood, may be placed at the head of any grave. Where a flower vase is an integral part of the headstone this will be permitted, but no additional memorials or flower containers will be allowed on any grave space or cremation plot.

The consent of the Parish Council, acting through the Registrar, shall be obtained before any memorial is erected or any inscription is placed on a proposed or existing memorial. Such consent will only be given if the proposed memorial complies with the requirements of this regulation. The Parish Council will not be responsible for the cost of removal of any memorial which is unauthorised or incorrectly fixed. Payment of the appropriate fees as set out in the Scale of Charges must be made in advance.

Memorials must not exceed 3 feet in height, measured from ground level, nor shall it be more than 2 feet wide; it shall have a thickness of not less than 3" or more than 6", except in the case of slate, which may be thinner, but not less than 1.5" in thickness. An exception maybe made in the case of a proposed erection of a stone cross, which may vary in thickness while conforming to overall dimensions as stated; a detailed application to be made to the Registrar. No vase base shall be more than 26" wide. Consideration will be given in the case of graves for children under the age of 5 to vary the size on grounds of proportionality on a case by case basis.

A wooden cross is acceptable provided it is constructed of a durable hardwood of a minimum thickness of 3" and a maximum of 4". It should not exceed the height and width shown above.

Every memorial shall be fixed firmly in the ground on an approved foundation which shall be wholly below ground level. Details of the foundation and fixing shall be provided at the time of seeking consent.

No memorial shall be constructed of bricks and plaster, bath, other soft stone, cane, zinc, iron or any other metal or synthetic material, or wood other than teak or oak. Memorial in granite may have a polished finish to the face and surface of any vase-base.

No memorial shall be removed from the Burial Ground except with the consent of Parish Council, acting through the Registrar.

The Parish Council can accept no responsibility for damaged to memorials unless caused by a person employed by the Parish Council.

Gravel must not be placed around the memorial.

A plaque or memorial in the cremation area shall not exceed 15" x 15", but not less than 2" in thickness overall, and the regulations concerning material and inscriptions shall apply as above.

No picture or photograph shall be incorporated in any memorial.

13. Wooden Crosses

If a wooden/stone cross or headstone deteriorates and/or becomes unsafe the Parish Council will attempt to contact the family at the last known address and by placing a notice on the cross. If, after a period of 12 months or it is deemed to be unsafe, the Parish Council reserves the right to remove it.

14. Conveyance and Removal of Materials etc.

All boards, tools and other material or plant required in the erection of memorials shall, in the Burial Ground, be conveyed by hand, on carts or trucks, the wheels of which must have a tyre width of not less than 4". At no expense to the Parish Council all such equipment, materials and any surplus soil shall be removed from the Burial Ground immediately on completion of the erection of a memorial and, while the work remains unfinished, at the end of each day. Care must be taken to avoid cutting up or damaging the roads, paths or grassed areas in the Burial Ground. All work in connection with memorials and any necessary reinstatement arising therefrom shall be done to the satisfaction of the Parish Council.

15 Removal of Rubbish and Surplus Materials

Every person engaged in any work or labour in or upon any grave or memorial in the Burial Ground shall, immediately upon completion thereof, clear up and remove from the Burial Ground any rubbish or surplus materials remaining after completion. If any person, after receiving one day's notice from the Parish Council, neglects or fails to comply with this requirement, the rubbish or surplus materials will be removed by the

Parish Council and any person who so neglects or fails shall, on demand, pay the Parish Council the cost incurred of the removal.

16. Touting

No person shall, within the Burial Ground, tout for or solicit orders, exhibit designs or distribute business cards.

17. No Gratuities

No person employed by the Parish Council is permitted to undertake grave maintenance work independently of the Parish Council or to receive gratuities of any kind.

18. Children and Dogs

Children under the age of 12 years shall not enter or be taken into the Burial Ground except under the charge of a responsible adult. Dogs will not be permitted within the curtilage of the Burial Ground with the exception of any type of assistance dog e.g. Guide Dogs.

19. Memorial Plantings

The Parish Council reserves the right to remove diseased trees or plants donated as a memorial.

20. Revision of Regulations

A review of Regulations and Charges shall be made annually or as deemed necessary. These regulations supersede all previously issued regulations.

Burial Ground Regulations revised October 2016