

Cyngor Cymuned Llannon Community Council



Minutes of the Assets Committee of Llannon Community Council

Monday 24th July 2023 at 11.00am

Held at Tumble Hall

Prior to the start of the meeting, the Members of the Committee met at Upper Tumble Cemetery. They were provided with a briefing regarding memorial inspections from Mr Roger Perry. Mr Perry explained that no inspections had been carried out in the five years he has been employed by the Council. Himself and two other staff members are now trained to do this. The Members thanked Mr Perry for explaining the process to them.

The Clerk explained that now the records are up to date, memorial inspections can commence as we are in a position to contact the grave owners of headstones that require repairs. All grave owners will be made aware of the updates to the Rules & Regulations which will come into effect from 1st September 2023.

The rules regarding memorials, the space allocated and additional items placed on graves are very similar but unfortunately have not been enforced. This is causing the staff great difficulty when cutting the green areas. Once all grave owners have been made aware of the new rules and signs erected in the cemetery, staff will ensure the rules are adhered to.

The Clerk explained the different sections of the cemetery, to include plans for the new "D Section" which will be for memorial tablets only. This will also be closely regulated to ensure the cemetery is maintained to the highest standards.

The Members then made their way to Llannon Playground to look at the land at the bottom behind the school.

Meeting commenced at 11.00am

The Chair of the Council, Cllr. Julie Owen opened the meeting.

The Clerk to the Burial Authority, Mrs Wendi Freeman showed the Members how the system of taking interment bookings and recording information takes place.

The Clerk explained how the Council employed the services of a Cemetery & Crematorium Consultant who spent two separate periods working with us last year. The consultant discovered that the records required a complete overhaul as there was a significant gap in recording records on computer software. Whilst updating the records it became apparent that many plot numbers were incorrect so this has all had to be put right. Exclusive Rights of Burial have had to be re-issued to reflect the correct plot numbers.

The Clerk explained that processes are now in place to ensure the records are kept firmly up to date. Mrs Freeman will concentrate on the memorials next whereby photographs will be taken of each memorial and the wording of each memorial will be checked against the permits on file. Where we find any memorials that have been added without a permit and payment, the grave owners will be contacted. The memorials will be inspected twice a year going forward. Mr Perry will be responsible for testing the safety of the headstones and Mrs Freeman will contact the grave owners of any headstones requiring works.

The Members thanked Mrs Freeman for her hard work and dedication in dealing with this very sensitive issue.

Minute No. 1 – To elect a Chair of the Committee for 2023-2024.

NT proposed that Cllr. J. Owen is elected Chair of the Assets Committee for 2023-2024. MJ seconded the proposal. All in favour, except Cllr Phil Owen who abstained.

Minute No. 2 – Members Present.

Cllr. R. Lloyd-Davies (RD)
Cllr. P. Owen (PO)

Cllr. J. Owen (JO)
Cllr. M. Jones (MJ)
Cllr. N. Thomas (NT)

Also Present:

Mrs. C. V. Hope – Clerk (CH)
Mrs. Ff. Lewis – Deputy Clerk (FL)

Minute No. 3 – Apologies and reasons for absence.

There were no apologies for absence as all members were present.

Minute No. 4 – Declarations of Interests.

There were no new declarations of interests.

Minute No. 5 – Review the rules of Upper Tumble Public Cemetery.

The Clerk circulated a draft of the proposed rules and regulations. The Clerk explained that the Consultant had worked on some of this last year and the Clerk has carried out extensive research of other Burial Authorities, in particular the cemetery operated by Carmarthenshire County Council. The Clerk has also liaised with other Clerks to Burial Authorities.

The Clerk explained that 99 Year leases were very out of date and recommended only offering a 50 Year lease going forward. The Clerk stressed the importance that Funeral Directors and Monumental Stonemasons must be registered with the Council and must provide documentation of competency and insurance.

NT proposed the Assets Committee recommend to Full Council that the Draft Rules & Regulations as proposed are ratified. RD seconded the proposal. All in favour.

Minute No. 6 – Review the fees of Upper Tumble Public Cemetery.

The recommended fees along with the old fees for Upper Tumble Public Cemetery were circulated by the Clerk. The Clerk spoke to the Committee of the possibility of having memorials within the cemetery. Amongst the

suggestions were: trees, shrubs, benches, and more affordable memorials such as placards. The Clerk also spoke about the possibility of providing a headstone cleaning service and a special occasion flower service.

An in-depth conversation was had by all members present with regards to the current fees along with the recommendations made for the increase. The Clerk stated that fees usually increase annually by 10% across the board however Llannon's fees have not been reviewed since 2018. The Clerk informed the Committee of the current cemetery fees that other local cemeteries charge.

The Clerk also noted that the administration required to grant an Exclusive Right of Burial and to deal with Memorial Permits is the same amount of work for a lawn grave and cremated remains plot. As such the administration fees should be the same.

NT proposed that the Committee recommend to Full Council that the Draft Fee increases are accepted and that the Council will increase these fees by 10% for the next financial year. RD seconded the proposal. All in favour.

Minute No. 7 – Discuss the community asset transfer of the land to the rear of Llannon School.

The Clerk informed the Committee that the land at the rear of Llannon School is currently owned by Carmarthenshire County Council who are no longer maintaining the land. The Clerk suggested that Llannon Community Council might want to consider a Community Asset Transfer of the land as the area does not take long to cut if maintained regularly. It is a valuable asset to the residents of Llannon. The Clerk suggested that the plan will not include the trees on the boundary of the land.

NT proposed it is recommended to Full Council to look further into the asset transfer of the land to the rear of Llannon School. MJ seconded the proposal. All in favour.

Minute No. 8 – To discuss the maintenance of Llannon Square.

The Clerk informed the Council that Llannon Square isn't owned by Llannon Community Council, but an agreement was made in the past that Llannon Community Council maintain the land. This is an area that is proving difficult

to maintain with one less member of staff and may require the services of an outside company as and when required.

RD proposed that the Council give delegated authority to the Clerk to enable her to deal with the maintenance of Llannon Square as required. PO seconded the proposal. All in favour.

Minute No. 9 – Discuss the maintenance of the bowling green at Parc Y Mynydd Mawr.

The Clerk explained that this is also an area that sometimes requires the services of an outside company.

NT proposed that the Council give delegated authority to the Clerk to enable her to deal with the maintenance of the bowling green at Parc Y Mynydd Mawr as and when required. MJ seconded the proposal. All in favour.

Minute No. 10 – To receive information of the events that are planned on Council land.

- a) Early Years Team Fun Day – The Clerk informed the Committee that she has received all the relevant paperwork needed.
- b) Tumble Family Centre Fun Day – The Clerk informed the Committee that this event will be held at Y Cwtsh and that they will be using the grounds surrounding Y Cwtsh. The Clerk is currently waiting for the relevant paperwork, this is due in shortly.
- c) Tumble Music Festival 2024 – The Clerk informed the Committee that they are hoping to hold the festival in July 2024 at Tumble Park. They are currently liaising with licensing to find out the legal capacity of the event. Once the Clerk receives more information, she will bring it back to the Committee.

Minute No. 11 – Receive a report of equipment purchased required to support the Council's assets and maintenance.

The Clerk informed the Committee that the following items have been purchased since April:

- New sprayers – In order that the spraying could continue.
- Waterproof gear for the outdoor team.

- Saw and brush cutters – To enable the maintenance team to carry out the work needed.
- Fireproof boxes – To safely store important paperwork.

Minute No. 12 – Arrange the date of the next meeting.

The next meeting of the Assets Committee will be held on the 7th August 2023.

The Chair closed the meeting at 12.17pm

Signed Date

(Chair)

Recommendations to be taken to Full Council on 26th July 2023.

- To agree the new Rules & Regulations proposed for Upper Tumble Public Cemetery
- To agree the new fees proposed for Upper Tumble Public Cemetery.
- To agree that Llannon Community Council look further into the Community Asset Transfer of the land to the rear of Llannon School.