



All members of the General Purposes Committee are hereby summoned to an extraordinary meeting of the **General Purposes Committee** to be held on **Tuesday 8 May 2018 at 2pm at Cullompton Town Hall**

Judy Morris

Signed: Mrs Judy Morris BA(Hons), Town Clerk

Date: 1 May 2018

Membership: Councillors: Mike Thompson, Eileen Andrews, Gordon Guest and Will Jones.

PUBLIC QUESTION TIME: 15 minutes is set aside at the beginning of the meeting to enable members of the public to bring issues relating to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each question.

It may not be possible to reply and your question may just be noted. The question will be recorded.

AGENDA

1. **Apologies for Absence:** To receive apologies for absence.
2. **Declarations of Interests:** To receive disclosures of pecuniary and personal interests.
3. **Public Question Time:** To receive questions from members of the public present at the meeting.
4. **Minutes:** To approve the Minutes of the General Purposes Committee meeting held on 24 April 2018 (Appendix A).
5. **Cemetery:**
 - a. Cemetery Paths: To discuss options for resurfacing the pathways in the Cemetery (East).
 - b. Cemetery Wall: To consider a quotation for the design specification for buttresses to the SW corner of the perimeter wall in the Cemetery (East).
 - c. To discuss improvement to the storage area located behind the storage container in Cemetery (West).
 - d. To discuss screening the storage container in Cemetery (West).
 - e. To discuss the provision of equipment provided for the digging of graves including:

- i. Equipment required by the Cemetery Operative for the conduct of his duties.
 - ii. Inspection of equipment as required by suitably competent engineers.
 - iii. Maintenance, repair and replacement of equipment as required.
 - iv. Training in the use of equipment and associated procedures as required (see Appendix B).
 - f. Funeral preparations, including maintenance, grave digging and risk assessment (deferred from 26 April Town Council meeting).
 - i. To receive response to HSE enquiry (Appendix C).
 - ii. To discuss public safety in regard of areas prepared for funerals including excavated graves (see risk assessment at Appendix D).
 - g. Cemetery (East) Chapel and Mortuary: To discuss the use of the Cemetery (East) Chapel and Mortuary buildings including increased publicity for the availability of the Chapel.
 - h. General Maintenance: To discuss the general maintenance of the Cemetery including:
 - i. Provision of solar powered lights along Cemetery paths.
 - ii. Scheduled maintenance of existing trees and shrubs.
 - iii. Maintenance of grass.
 - iv. Maintenance of headstones.
 - i. Finance: To discuss potential sources of funding for improvements to the Cemetery including restoration of the Grade II Listed Chapel, Mortuary and boundary wall.
6. **Date of Next Meeting:** The next ordinary meeting of the General Purposes Committee will be held on Tuesday 22 May 2018 commencing at 2pm.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.



General Purposes Committee

held on **Tuesday 24 April 2018 at 2pm at Cullompton Town Hall**

Membership: Councillors: Mike Thompson, Eileen Andrews, Gordon Guest, Lloyd Knight and Will Jones.

Those present: Councillors Iain Emmett (Chair), Eileen Andrews, Mike Thompson, Anthony Buczkowski.

The Town Clerk.

The Assistant Town Clerk.

DRAFT MINUTES

1. **Apologies for Absence:** Apologies for absence were received and accepted from Councillor Gordon Guest (holiday).
2. **Declarations of Interests:** The following declarations of disclosable pecuniary and other interests were made:

Councillor James Buczkowski declared a personal interest in item 5 as a Trustee of the Gift of A Burrow for Allotments charity.
3. **Public Question Time:** As there were no members of the public present, this section of the meeting did not take place.
4. **Minutes:** With a minor amendment, the minutes of the General Purposes Committee meeting held on 27 March 2018 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Iain Emmett, seconded Councillor Mike Thompson.
5. **ALLOTMENTS:**
 - a) To review fees for 2019-20.

RESOLVED: To leave rental rates at the Top Field and Hayman's Close Allotment Fields unchanged. A study will be conducted of fees charged on all council properties to establish what each is costing the taxpayer in subsidies. Proposed Councillor Eileen Andrews, seconded Councillor Iain Emmett.
 - b) To receive a verbal update. The Assistant Town Clerk reported that the waiting list for first allotments has been exhausted although some names remain on the list of current allotment tenants wishing to have more than one plot. An inspection will be arranged to inspect the Top Field and Hayman's Close Allotment Fields by

Councillor James Buczkowski, probably at the same time as the Tiverton Road Allotment Field is inspected.

6. **ST ANDREW'S CAR PARK:** To receive a verbal update. A single objection has been received following DCC's consultation on charges for use of the car park.

Following consideration and discussion, it was

RESOLVED: To make no changes to the St Andrew's car park charging scheme proposed and consulted upon. Proposed Councillor Mike Thompson, seconded Councillor Eileen Andrews.

7. **CEMETERY**

(a) **Cemetery Pathways:**

- i. To agree a way forward on the short section of pathway adjacent to the storage facility. It was agreed that a contractor is requested to supply a fee estimate for the temporary repair of this section of pathway.
- ii. To receive a verbal update on progress with the resurfacing of the Cemetery (East) pathways. Civil Engineers have been requested to supply a fee proposal to assess and design resurfacing of the cemetery pathways, including drainage and soakaways.
- iii. To agree a way forward. The Town Clerk reported that an offer has been made by a local funeral director to purchase the Cemetery Bier. This item has not been used for many years and remains unused by the council.

RESOLVED: That, for the purposes of transparency, a blind auction is conducted for the sale of the Cemetery bier. Proposed Councillor Iain Emmett, seconded Councillor Eileen Andrews.

- (b) **Cemetery Wall (SW Corner):** To receive a verbal update and agree a way forward. Civil Engineers have been requested to submit a fee proposal for the design and materials specification for the installation of supporting buttresses to the SW corner of the cemetery boundary wall. The appointed firm of engineers will be requested to carry out a water conduction study to establish the weight of water retained by the Cemetery wall.

- (c) **Use of Chapel:** To consider the use of the Cemetery Chapel.

The Committee was advised that they should starting thinking about ongoing long term uses for the Cemetery Chapel and Mortuary in order that they can be brought into more regular usage and, potentially, attract grant funding for their improvement. This matter will be further considered at an extraordinary meeting of the General Purposes Committee that will be only to discuss matters related to the Cemetery.

- (d) **BRAMM Membership:** To consider receiving an employee of Fine Memorials to discuss the benefits to the council of BRAMM membership.

RESOLVED: That, following investigation of the organisation by Councillors, there is little benefit to the council of joining BRAMM. Proposed Councillor Mike Thompson, seconded Councillor Iain Emmett.

8. **TOWN HALL:**

- (a) To receive update report. The Town Clerk reported that the main noticeboard in the Town Hall vestibule was recently vandalised and requires either replacement or

repair – she supplied estimates for the replacement. It was agreed that a detailed report, together with estimates, should be submitted to the next meeting of the General Purposes Committee for consideration.

- (b) **Fire Safety:** To consider the installation of a Fire Door to the Town Clerk's office in order to provide a temporary refuge, if required, during the evacuation of the Town Hall. It was agreed to obtain estimates for the installation of Fire Doors to the Town Clerk's office and the Committee Room for consideration at a future meeting of the General Purposes Committee.

- 9. **CCTV:** To receive a verbal update. Since a quotation for works is still awaited, the Assistant Town Clerk stated that there was nothing further to add since his last report.

10. PLAY AREAS:

- (a) To receive a verbal update. It was reported that there have been instances of beer bottles being found in the vicinity of Tufty Park, particularly as the weather warms up and the evening daylight lengthens. The Town Clerk will keep a record of reports of this nature and inform the Police as required.

- (b) Culm Lea Play Area:

- i. To receive an update on the lease from MDDC. The Town Clerk reported that the lease has been signed by MDDC but still needs to be considered and advised on by the council's legal representatives.

- ii. To consider estimates for the provision of fencing and access gates. After consideration of various options for the materials and construction of the boundary fence at Culm Lea play area, it was

RESOLVED: That the boundary fence at Culm Lea play area will be of a metal construction with vertical bars and a hooped top rail. There will be one vehicular gate at the River Drive boundary and one pedestrian gate facing High Banks. Proposed Councillor Mike Thompson, seconded Councillor Iain Emmett.

- iii. To agree a way forward once the lease from MDDC has been signed. It was agreed that playground suppliers and installers are consulted in order that a plan can be formulated on equipment that can be provided at Culm Lea.

11. DATE AND TIME OF NEXT MEETINGS:

- (a) To agree a date and time for an extraordinary meeting of the General Purposes Committee to discuss only Cemetery related matters. All items for the Agenda for this meeting are to be forwarded by email to the Town Clerk no less than 7 working days prior to this meeting which will take place at 2pm on 8 May 2018 at the Town Hall.

- (b) The next ordinary meeting of the General Purposes Committee will be held on Tuesday 22 May 2018 commencing at 10am at The Hayridge Centre.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.

CULLOMPTON TOWN COUNCIL

STAFF TRAINING QUALIFICATIONS: OUTDOOR WORKERS

Name	Qualification	Training Provider	Comment
All Staff	Practical Manual Handling	MDDC	Refresher training booked for 22 June 2018 for all outdoor staff.
All Staff	First Aid at Work	MDDC	Refresher course due.
All Staff	Recognition and operation of portable fire fighting equipment	Fire Services and Supplies Limited	Indoor and Cemetery staff. Training Conducted: 23 Mar 2018.
Cemetery Operatives	Excavator 360 below 10 tonnes (tracked) LANTRA Awards		Training took place: 20 April 2015 Refresher training recommended within 5 years i.e. April 2020
	Burial procedures Risk Assessment Installation of Hydraulic Grave Shoring Grave Presentation Burial Backfilling Customer Care Cemetery Training Services Ltd	Cemetery Training Services Ltd	Training took place October 2014
	Brushcutters/Trimmers – Maintenance and Operation LANTRA Awards		Refresher training recommended within 5 years
	Use of Pesticides		Two operatives have this qualification
	Certificate of Competence in the Safe Use of Pesticides – Level 2	National Proficiency Tests Council	Two operatives have this qualification
	Sit Astride ATV All Terrain Use including loads and trailer equipment	LANTRA	Recommended every 5 years Refresher required May 2021 Note: Only one cemetery operative has this qualification at present



Town Clerk: Mrs Judy Morris BA(Hons)

APPENDIX C

The Town Hall
1 High Street
CULLOMPTON
Devon
EX15 1AB

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town.clerk@cullomptontowncouncil.gov.uk
01884 38249

12 April 2018

Mrs Paula Murphy
Concerns Officer
Health & Safety Executive
1G Redgrave Court
Merton Road
BOOTLE
Lancs L20 7HS

Dear Mrs Murphy

I refer to your email received on 3 April 2018 and would comment as follows:

Grave digger not wearing a seat belt and the excavator being too close to the edge of a grave being dug:

Unsure where the complainant was standing when he noticed this incident but, as the cemetery staff are not aware of anyone being in close proximity when they have been digging graves recently it can be assumed that the complainant was standing some distance from the operative digging the grave.

As the diggers the Council use, which are hired from the local hire centre, have lap belts it is difficult to understand how it is possible to tell whether or not the operative is wearing a lap belt, particularly as it would most likely be hidden by his protective clothing. Similarly it would be difficult to judge how close the digger is to the grave edge unless you are standing next to the grave and I would consider it very unlikely that this was the case.

The diggers have stabilisers to ensure that they do not tip.

The operative that digs the graves in Cullompton cemetery has successfully completed a Lantra Excavator 360 below 10 tonnes (tracked) training and training from Cemetery Training Services Ltd in burial procedures as follows:

- Risk Assessment
- Installation of Hydraulic Grave Shoring
- Grave Presentation
- Burial Backfilling
- Customer Care

He assures me that graves are always dug in accordance with his training and that he always wears a seat belt.

I have attached a letter from D&H Plant Hire confirming that the Council uses the right digger for the work it is carrying out.

2. **Gas bottle not secure:** The Council is renovating a shed at the bottom end of its cemetery, when clearing out the shed the Council staff found an empty gas bottle which has now been removed from the cemetery as we have no use for it.
3. **Bricks on the pathway:** The pathway at the bottom end of the cemetery was very muddy. There is no reason for anyone to use this path except to access the shed that is being renovated. In order to improve the condition of the path bricks have been broken up and used as hardcore, I am assuming that this is what the complainant is referring to. The path has now been closed off with barriers.

I hope this information clarifies the situation for you, but should you require any additional information then please do not hesitate to contact me.

Yours sincerely

Mrs Judy Morris
TOWN CLERK

CULLOMPTON TOWN COUNCIL: RISK ASSESSMENT FORM

SECTION:	Cemetery: Grave digging	Assessment Number:	3
Date of Risk Assessment:	April 2017	Next review due date:	March 2018

Activity/ Task	Hazard	Persons at Risk	Existing Controls in Place	Severity (1-5)	Like- lihood (1-5)	TOTAL	Comments/ Action Required/ By Whom/ Target Date
PREPARATION OF GRAVE SITE							
Pre-site set up inspection	Public – personal injury. Trips and falls	Staff and members of the public	Ensure that worksite is clear of all public before starting work. Visual inspection of site to ensure it is clear of obstructions Place safety signs and cordon off the area.	2	2	4	
	Water saturated ground/ unstable	Staff and members of the public	Inspection of ground surface to determine if suitable for excavation. This should be taken in account after long periods of rain.	3	1	3	
	Inclement weather/ lightning strike/ heavy rain/hail	Council staff and members of the public.	Review weather forecast before starting work.	3	1	3	

Activity/ Task	Hazard	Persons at Risk	Existing Controls in Place	Severity (1-5)	Like- lihood (1-5)	TOTAL	Comments/ Action Required/ By Whom/ Target Date
BURIAL PREPARATION							
Pre-start check of plant and equipment	Damage to plant/equipment and personal injury	Council staff and public	Check plant/equipment, any defects identified to be rectified before the equipment is used	2	2	4	
Erect soil box	Manual handling/trips and falls due to uneven ground	Council staff and public	Manual handling training has been provided – team lifting where required Care to be taken by Operative due to uneven surface.	3	2	6	
Preparation for excavation of the site Mark out grave and remove grass		Council staff, manual handling	Cut grass in small amounts using long handle turf shovel	1	2	2	
Excavation of grave	Transport digger to grave site – damage to other graves/ ground/excavator	Digger operative and public	Place tracking matting to the graveside.	2	2	4	
	Digger reversing Tipping the soil into the soil box	Staff and public	Grave area including soil box cordoned off	1	4	4	

Activity/ Task	Hazard	Persons at Risk	Existing Controls in Place	Severity (1-5)	Like- lihood (1-5)	TOTAL	Comments/ Action Required/ By Whom/ Target Date
Installation of first section of shoring (3ft)	Manual handling	Operative	Manual handling training has been provided – team lifting where required	1	1	1	
Installation of second section of shoring	Manual handling	Operative	Manual handling training has been provided – team lifting where required	2	2	4	
Secure with lid, chain and lockable device	Personal damage if placed unevenly over grave (Manual handling)	Operative	Manual handling training has been provided – team lifting where required	1	1	1	
Unlock, remove chains and lid check excavation for water	Manual handling	Operative	Manual handling training has been provided – team lifting where required	1	1	1	
Place artificial grass and boards around grave	Operative could trip and fall into grave Manual handling	Operative	Manual handling training has been provided – team lifting where required	1	1	1	

Activity/ Task	Hazard	Persons at Risk	Existing Controls in Place	Severity (1-5)	Like- lihood (1-5)	TOTAL	Comments/ Action Required/ By Whom/ Target Date
Replace and chain lid again	Manual handling	Operative/mem ber of public	Manual handling training has been provided – team lifting where required	1	1	1	
Place 2 bearer boards across the grave to place coffin onto	Manual handling	Operative/mem ber of public	Manual handling training has been provided – team lifting where required	2	1	2	
Make area safe for bearers and members of public		Operative/mem ber of public	Manual handling training has been provided – team lifting where required	1	1	1	
On approach by Funeral Director to grave remove lid and place safely out of way	Manual Handling	Operative/mem ber of public	Manual handling training has been provided – team lifting where required	1	1	1	
BACKFILLING OF GRAVE							

Activity/ Task	Hazard	Persons at Risk	Existing Controls in Place	Severity (1-5)	Like- lihood (1-5)	TOTAL	Comments/ Action Required/ By Whom/ Target Date
Mourners on site	Struck by plant/trip and fall	Members of the public	Backfilling of grave is not started until all mourners have left the burial site.	1	1	1	
Remove planks and grass matting and backfill	Personal injury and damage to surrounding grass	Operative	Excavator to be brought to the grave along tracking matting. Manual handling training has been provided, team lifting where required.	2	2	4	
Remove shoring from grave	Manual handling	Cemetery staff	Manual handling training has been provided, team lifting where required.	2	2	4	
Backfill and compact soil, clean and replace turf and make level and taper down	Manual handling	Cemetery staff	Manual handling training has been provided, team lifting where required.	2	2	2	
Load remaining soil into barrows and put into trailer	Manual handling	Cemetery staff	Manual handling training has been provided, team lifting where required.	1	2	2	

Activity/ Task	Hazard	Persons at Risk	Existing Controls in Place	Severity (1-5)	Like- lihood (1-5)	TOTAL	Comments/ Action Required/ By Whom/ Target Date
Dispose of excess soil	Manual handling	Cemetery staff	Manual handling training has been provided, team lifting where required.	1	1	1	
Dismantle soil box	Manual handling Soil box could get damaged	Cemetery staff	Manual handling training has been provided, team lifting where required. Check soil box before storing	2	3	6	
Remove boards and plant	Manual handling, slip, trip and fall	Council staff and public	Site inspection to ensure that all equipment has been removed and stowed away and any debris cleaned up. Team lifting where required.	1	1	1	
Removal and storage of shoring	Manual handling Shoring could be damaged	Cemetery staff	Wash all shoring equipment and check prior to storage	1	1	Low	
Turf replacement and watering	Manual handling and damage to surrounding grass	Cemetery staff	Manual handling training has been provided, team lifting where required. Check area is safe and all debris has been removed.	1	1	Low	

Activity/ Task	Hazard	Persons at Risk	Existing Controls in Place	Severity (1-5)	Like- lihood (1-5)	TOTAL	Comments/ Action Required/ By Whom/ Target Date

Town Clerk's Name:	Date:
Town Clerk's Signature:	
Maintenance Supervisor's Name:	Date:
Maintenance Supervisor's signature:	
First Review:	Date:
Signed	
Second Review:	Date:
Signed	
Third Review:	Date:

Signed	
Fourth Review:	Date:
Signed	
<p><u>“Officer to Action” Key</u></p> <p><i>JM – Judy Morris, Town Clerk</i> <i>SG – Steve Goffey, Maintenance Supervisor</i> <i>PS – Perry Strickland, Cemetery Operative</i></p>	

Description of Equipment to be used	Maintenance Regime	Description of chemicals to be used	Legislation/Codes of Practice/Standards/Council Policy
Quad bike and trailer, excavator, soil box, turf shovel, shoring 4 no. pistons Hydraulics/pipes/press Hand tools Bearer poles for coffin Scaffold boards/Artificial grass Tracking boards Steel cap boots, breathing mask, hearing protection, eye protection, wet weather clothing	Excavator is hired from local hire centre who maintain	Diesel	

LIKELIHOOD	1. Very low – effective measures in place, could happen but probably never will	2. Low – effective measures in place, has been know to happen	3. Medium – some controls in place but can be improved	4. Likely – poor controls in place happened 1>year	5. Very high – no controls regular contact
SEVERITY	1. Very low: minor injury	2. Low sprains, bruises <1week absence	3. Medium facture minor limbs 1>week absence	4. High – Fracture major limb	5. Very high – fatality

Note: To score the risk please multiply the Likelihood factor by the Severity factor

RISK SCORING (PRIORITY)

0-5 Low

6-11 Medium

12-25 High