

 *Devizes*  
*& Roundway*  
*Joint Burial Committee*

Town Hall  
St. John's Street  
Devizes  
Wiltshire SN10 1BN  
Clerk: Mrs Sarah Todhunter

Clerk: Sarah Todhunter  
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## MEETING

Date: Thursday, 5 March 2015  
Time: 7pm  
Venue: Council Chamber, Town Hall, St John's Street, Devizes  
Enquiries: Town Hall - 01380 722160

### MEMBERS

#### Devizes Town Council:

Councillors: Mrs Burton  
Mrs Bridewell  
Mrs Evans  
Giraud-Saunders  
Nash  
Parker  
Wooldridge

#### Roundway Parish Council:

Councillors: Callow  
Stevens  
Miss Von Berg  
Batchelor

## AGENDA

### 1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meetings held on the 27 November 2014 which have been circulated with the agenda.

### 2. APOLOGIES FOR ABSENCE

### 3. DISCLOSURE(S) OF INTEREST

To receive any disclosures by a Councillor(s) and/or Officers in matters to be considered at this meeting in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

#### **4. PUBLIC PARTICIPATION**

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the

Committee upon a matter of concern, which is relevant to the Committee. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Committee for this item of business.

#### **5. FINANCIAL MATTERS**

Schedule of Payments: Since the last meeting accounts to £53809.29 (net) have been paid (Doc 5/1).

#### **6. REPORT FOR DECISION – CEMETERY OPEN DAY 25 JUNE 2015**

##### **Recommendation**

That the committee agrees the date for this year's cemetery open for the Thursday 25 June 2015.

##### **Purpose of the Report**

To set a date the 2015 Cemetery open day.

##### **Background**

Each year officers organise an open day for the cemetery. This year officers are proposing the 25 June. At the open day the cemetery burial records will be available in order that visitors can trace family members, buried in the cemetery. Members of the committee will need to be available to support officers on the day.

Officers have chosen a Thursday for the event, as this day has proven to be well supported in the past.

A rota for members' attendance is being circulated so that there is sufficient cover all day. Parks & Cemetery staff as well as officers and Town Hall administrative staff will be on hand during the day.

##### **Options Considered**

The committee needs to decide if they agree to this date.

##### **Implications & Risks**

###### **Financial and Resource Implications**

Budget provision has been made one open day a year.

**Legal Implications and Legislative Powers**

Section 111 of the local Government Act 1972 provides the committee with ancillary powers undertake a function, which is ancillary to its main function.

**Environmental Implications**

Officers are not aware of any environmental implication associated with this decision.

**Risk Assessment**

Officers are not aware of any environmental implication associated with this decision

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**7. REPORT FOR DECISION – CEMETERY LODGE**

**Recommendation**

That the committee notes that the Cemetery Lodge has become vacant and to agree whether to undertake works to allow the property to be let or to decide some other course of action.

**Purpose of the Report**

To consider the options available with regard to the Cemetery Lodge.

**Background**

The Cemetery Lodge is jointly owned by Devizes Town and Roundway Parish Councils and is managed via the Devizes and Roundway Joint Burial Committee.

Up until the late 1990s it was occupied by the then Cemetery Supervisor and represented part of his emoluments.

Since 1999 the property has been let on an Assured Shorthold Tenancy Agreement as a private dwelling.

The last tenants occupied the property from 2002 until December 2014 when they moved due to ill health. Following the end of the fixed term of the Assured Shorthold Tenancy the tenancy became “periodic” rolling from month to month.

The Committee needs to decide whether it wishes to let the property and continue for it to be owned by the two councils or if it wishes to leave it empty or dispose of the freehold.

The property is in a very sensitive location being situated directly inside the cemetery gates. Should it be left empty it could be a target for unwanted attention. Equally disposing of the freehold of the property would mean that the Committee would lose control over occupants and behaviour.

Officers recommend that the property be let on an Assured Shorthold Tenancy Agreement. However, there is some work that would be required to bring the property up to letting standard. These include:

- Electrical upgrade
- Internal decoration
- New carpets throughout

A number of quotations have been received for the work and the total would amount to £4500.

Advice has been sought from Devizes Town Council's land agents and it is suggested that a rental in the region of £700 per calendar month could be achieved.

### **Options Considered**

It is recommended that the Committee agrees to the required work being undertaken to upgrade the internal decoration, electrics and carpets and to authorise officers to arrange for the property to be let on an Assured Shorthold Tenancy Agreement.

The Committee could decide not to let the property and to either allow it to remain vacant or seek to dispose of the freehold of the property.

### **Implications and Risks**

#### **Financial and Resource Implications**

Although there is a Lodge Maintenance budget, this only amounts to £500 and, therefore, the remainder of the funding would need to be vired from another cost centre or ear marked reserve and then repaid as the rental income is received.

#### **Legal Implications and Legislative Powers**

The Committee will be considering this matter under the Open Spaces Act 1906 and the Local Government Act 1972 S214.

#### **Environmental Implications**

Officers are unaware of any environmental implication for the Council associated with this decision.

#### **Risk Assessment**

There is a risk should the property lay empty for any significant period of time that it will start to deteriorate.

Should the Committee seek to dispose of the property it would lose control of occupancy and therefore, pose a risk to the operation of the Cemetery.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998 except to the extent that maintaining the property within its ownership will give the Committee some degree of control over its usage.

**8. QUESTION TIME**

Members will be allowed a short period in which to put questions on matters of concern to the Committee, which are not contained in the report of matters formally considered by the Committee at this meeting. The question may be answered at the meeting or may be referred back to the Committee at a later date. The question may not be the subject of any further debate.

CLERK TO THE JOINT BURIAL COMMITTEE