

CHESHAM BOIS PARISH COUNCIL: FACE TO FACE MEETINGS PROTOCOL

Introduction

The legislation permitting remote meetings came to an end at midnight on Thursday 6th May 2021. As it currently stands all Council meetings held on or after 7th May must therefore return to face-to-face format. This protocol details the format and process required to enable meetings of Council to take place in a face-to-face format, and enable the business of Council to be transacted, whilst ensuring strict adherence to Covid-19 guidance and keeping the risk of transmission of the virus to a minimum.

Venue & Layout

All meetings of Council until further notice shall take place at the **Kings Church, Rans Road, Amersham HP6 6LX.**

The hall shall be laid out in a horseshoe shape, where seats will be side by side and not face to face. Where it is not possible for councillor's seats to be at a 2m distance, Covid-19 secure venues are permitted to enable seating at 1m provided mitigating measures are in place. All persons (except those with an exemption) are required to wear a face covering in a community building; therefore, 1m spacing is acceptable in these circumstances.

Members of the public wishing to attend will sit near the entrance to the hall. Seats will be socially distanced and side by side rather than face to face.

Before the Meeting

If a queue does form whilst awaiting entry to the venue, all attendees must stand on the socially distanced space markers on the floor whilst others take their seats.

Upon entering the building, councillors and members of the public should use the hand sanitising dispenser available at the entrance.

Both councillors and members of the public are asked to use the QR Code to register their attendance at the venue for the NHS Track and Trace purposes. Those persons not able to use this facility should make their name and address known to the Clerk who will keep the details on file for 21 days in line with Track and Trace guidelines, after which the details will be securely destroyed.

If the meeting reaches attendance capacity, no further entry will be permitted.

All attendees should dress appropriately for the weather conditions of the evening. The Clerk will open windows and doors to ensure adequate ventilation of the meeting hall.

During the Meeting

All persons attending the meeting must remain seated (unless required to stand when addressing the meeting or using the toilet facilities) and must not move any of the furniture.

Face coverings must be worn (except with an exception)

Agenda and report documents should be accessed electronically to reduce the need to handle paper. Councillors should not share their documentation with others, to reduce the risk of transmission of the virus.

Any person wishing to have refreshments should bring them, for their sole use, and in vessels that can be taken away with them at the end of the meeting.

After the Meeting

Members of the public will be asked to leave first, maintaining social distancing requirements.

Councillors will be asked to leave once all the members of the public have left, maintaining social distancing requirements. Councillors must take any meeting documentation home with them and leave nothing at the venue.

All attendees should sanitise their hands using the sanitising dispenser available at the exit.

Payments & Receipts				
Payments	NET	VAT	Amount	Description
Buckinghamshire Council	£268.70	£0.00	£264.00	May 21 instalment of 21/22 Office Rates
Buckinghamshire Council	£1,284.25	£0.00	£1,285.00	May 21 instalment of 21/22 Burial Ground Rates
BMKALC	£116.03	£0.00	£116.03	Chairmanship Training: Cllr Conway Read/Cllr Heath/ Social Media Training Cllr Conway Read
BMKALC	£493.87	£0.00	£493.87	BALC/NALC Membership Subscription
Buckland Landscapes	£969.62	£193.92	£1,163.54	April 21 Grounds Maintenance
DCK Beavers	£50.00	£10.00	£60.00	April & May 21 Payroll Administration
ICCM	£95.00	£0.00	£95.00	ICCM Membership Subscription
Mrs D O'Brien	£200.00	£0.00	£200.00	2020/21 Internal Audit
Mrs S Payne	£33.43	£0.00	£33.43	May 21 Zoom Software/Postage/Stamps
H G Schneiders	£200.00	£40.00	£240.00	Disconnect BG Tap/Repair Spinney Fence
SparkX	£960.00	£240.00	£1,200.00	Lamp 42 Gear Tray/Lamp 24 Straighten
Toilet Hire Ltd	£460.00	£92.00	£552.00	Toilet Hire for Picnic on Common & Theatre on Common
SSE	£278.70	£53.44	£332.14	Streetlight Electricity April 21
Utility Warehouse	£38.04	£7.60	£45.64	April 21 Telephone/ Broadband
Payroll	£2,396.50		£2,396.50	May 21 Payroll
			£8,477.15	
RECEIPTS	NET	VAT	Amount	Description
Bucks Council	£2,734.90		£2,734.90	Devolved Services Payment
Non-Resident	£700.00		£700.00	Interment O939
Non-Resident	£1,600.00		£1,600.00	Plot/Interment W34
Non-Resident	£900.00		£900.00	Plot W200
Bucks Council	£43,288.97		£43,288.97	First Tranche Precept Payment
HMRC	£5,340.62		£5,340.62	2020/21 Q4 Vat Repayment
NS&I Savings	£0.85	£0.00	£0.85	April 21 interest
			£54,565.34	

Formal Burial Ground Memorials: Terms & Conditions

1. Only the plot owner(s) can apply for a Memorial Permit.
2. The memorial remains the sole responsibility of the plot owner.
3. All types of memorials are permitted in the Original Formal and New Formal Burial Grounds but are subject to approval by the Council prior to installation. Permission is based on the type, inscription, and the material to be used, having regard to the rural setting of the burial ground.
4. Inscriptions must be simple and reverent.
5. Memorials are to be installed to comply with the British Standards 8415:2018 and the NAMM Code of Practice; we recommend that plot owners use a mason who is a member of NAMM (National Association of Memorial Masons) or BRAMM (British Register of Accredited Memorial Masons).
6. Headstones must be installed so that the ratio of height above ground to depth below ground shall be no greater than 2:1 unless a shoe is used in which case the ratio can be up to 3:1.
7. Headstones on ashes plots should not exceed 45cm in height above ground. Vertical headstones should be placed at the upper edge of the ashes plot.
8. It is usual to wait twelve months before installing a headstone to allow settlement.
9. All material and labour costs are to be paid by the applicant.
10. Headstones and/or tablets are limited to one per half plot.
11. Planting on graves in the formal areas is permitted as long as it is appropriate and in keeping with the area. Planting of shrubs is discouraged as the root system can disturb the memorial and those in the immediate vicinity. No trees are permitted.
12. The Council therefore reserves the right to remove any plants which have the potential to grow too large (e.g. small conifers).
13. Memorial plaques can be installed on the wall in the Garden of Remembrance, following payment of the appropriate fee and subject to agreement by the Council in line with the provisions set out for memorial plaques.
14. Families may wish to consider if they would like to purchase a bench in the Burial Ground in memory of a loved one. Benches will be installed following payment of the appropriate fee and subject to the agreement by the Council in line with the provisions set out for memorial benches.
15. Council reserve the right to revise these terms and conditions.

Memorial Permits & Safety Checks

Once a memorial has been installed, the plot owner will be issued with a Memorial Permit, valid for 5 years, confirming that the Council has approved the installation. It is the responsibility of the plot owner to maintain the memorial to a standard deemed acceptable by the Council. The Memorial Permit will be renewed by the Council for a further 5 years, on receipt of the appropriate fee (which covers administration and memorial safety testing), subject to the memorial being in safe condition.

Memorials are checked regularly for stability. If found to be unstable the Council will attempt to contact the plot owner, but reserves the right to take remedial action. If it is found necessary to lay memorials down, all charges, including the cost of reinstatement will be the responsibility of the plot owner.

The registered owner of a plot with a memorial installed prior to 2017 will be contacted following the first Council safety inspection after 2017 and a safety permit issued if the memorial is in satisfactory condition. Safety inspections occur every five years.

The Council accepts no responsibility for damage to graves, memorials etc. unless caused by its authorised contractors. It should be noted that kerbing may become damaged as a result of mowing, and for this reason is discouraged.

Should a plot owner feel no longer able to take responsibility for the memorial permit or upkeep of the grave they should contact the Clerk as a transferal of Exclusive Grant of Burial will need to take place.

Woodland Burial Ground Planting Regulations

If a family would like to sow or plant around a loved one's grave, they must let the Council know in advance to ensure that the correct location is used.

The Council has identified a list of native plants which may be used once its permission has been sought and given. Please contact the Clerk on 01494 432585 or clerk@cheshamboispc.org.uk for further information.

- Only plants on the list provided may be used – whether as plants, bulbs or seeds. Hybrids and cultivars of these or other non-natives are not acceptable and will be removed.
- Please ensure that planting looks as natural as possible, without straight lines or delineating graves, otherwise plants may be removed.
- Nothing already growing in the burial ground may be disturbed or dug up.
- The earth on new graves may be topped a few times within the first few months after a burial, and the soil may take a year to settle fully; so plot owners should note that any early planting may become covered in soil.
- If plants require watering, families will need to do this themselves. The Council cannot be responsible for plants being eaten by local wildlife.

Only biodegradable materials should be used in the burial ground and there should be no visible markers for the grave. Any markers, ornaments or non-native planting on graves will be removed by the Council and kept for a short period for the family to reclaim.

If a memorial plaque is required, plot owners may choose to place one in the Garden of Remembrance following approval by the Council.

Families may wish to consider if they would like to purchase a bench in the Burial Ground in memory of a loved one. Benches in the Woodland Burial Ground must be of the approved style and can be placed only in designated bench plots. Benches can be installed, following payment of the appropriate fee and subject to the agreement by the Council in line with the provisions set out for memorial benches.

Alternatively, families may wish to consider whether they would like to sponsor a bird or bat box in memory of their loved one, which will be installed in the woodland near the burial ground.

CHESHAM BOIS BURIAL GROUND: MEMORIAL BENCH POLICY

1. Chesham Bois Parish Council recognises the wish for memorial benches and **will consider requests for memorial benches in the Burial Ground.** This policy has been produced with the following guiding principles:
 - To be respectful and sympathetic to those seeking to install a memorial bench.
 - To establish responsibility for the maintenance, repair and replacement of memorial benches.
 - To ensure that memorial benches are not out of place in the area in which they are situated.
2. The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.
3. The Parish Council will only permit memorial benches **to individuals, couples or families laid to rest in the Burial Ground.**
4. No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
5. The Parish Council will limit the number of memorial benches within the Burial Ground. **For benches within the Woodland Burial Ground this is restricted to the specific plots already designated by the Parish Council.**
6. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench and plaque and the installation.
7. Applications must be made on the official application form and signed by the applicant. Applicants will be given information about the manufacturer and style/type of bench approved by the Council. For avoidance of doubt only approved styles are allowed; **each area of the Burial Ground has a specification for benches which are appropriate to the location.**
8. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval or otherwise at the same time as application is made to site the memorial bench. Memorial plaques will be no larger than 175mm wide by 75mm high and shall be fitted in the centre of the upper most slat of the back of the bench.
9. The Parish Council will consider each application on an individual basis. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area. The applicant may request a particular siting for the memorial bench but the final decision will be that of the Parish Council.
10. The installation of a memorial bench shall be carried out only in accordance with the details provided on the application form and by a contractor approved by the Parish Council notified on the application form. This is to ensure compliance with both Health & Safety and insurance requirements.
11. All memorial benches should be paid for by the applicant before the completion of the installation.
12. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance in the vicinity. Any damage will be notified to the named applicant(s) and if severe, the Parish Council may arrange for the removal of the memorial bench.
13. The Parish Council accepts no responsibility if a memorial bench is stolen and the Council has no responsibility to provide a replacement.
14. The Parish Council **will be responsible for appropriate annual maintenance of any memorial bench.**
15. The Parish Council reserves the right to remove or re-site memorial benches at any time.
16. The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this

event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.

17. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial bench being removed without further notice.

Confirmation Form of Agreement for a Memorial Bench to be placed in a Public Area for the natural life expectancy of the bench.

Memorial Agreement between Chesham Bois Parish Council and (name & address)

.....

This letter sets out the agreement a new bench to be placed at

.....

Your bench will carry a stainless steel/bronze memorial plaque or engraved inscription in the name of

.....

Your memorial message will read

.....

.....

.....

The Parish Council will assume responsibility for appropriate annual maintenance of the bench for the period of its natural life (approximately 15 years). A fee of £100 is payable to the Council prior to installation of the bench in consideration of this maintenance.

Once the bench has reached the end of its natural life, or if beyond economic repair, the bench and plaque may be removed. A request to purchase a new replacement bench can be made at the appropriate time. The Council cannot guarantee against theft or vandalism and may not be able to replace either the bench or plaque in this event.

I understand and agree to all the conditions above and I agree to the Memorial bench policy.

I agree to being contacted by, and my details being held by Chesham Bois Parish Council for the purposes of this memorial bench scheme and in line with the Parish Council’s Privacy Notice.

Signature:

Signed Date

Contact telephone number