



VERWOOD TOWN COUNCIL

31st October 2023

Council Offices, 28 Vicarage Rd, Verwood BH31 6DR

PRESENT: Councillor Toni Coombs (Mayor)
Councillor Matthew Parker (Deputy Mayor)

Councillor Alan Biggs	Councillor Rev'd Julian Macro
Councillor Charmaine Crossley	Councillor Philip Mann
Councillor Lindsey Dedden	Councillor Andy Maw
Councillor Spencer Flower	Councillor Pat Morrow
Councillor Simon Gibson	Councillor Jane Russell
Councillor Martyn Hudson	Councillor Tony Smith
Councillor Elizabeth Ingram	Councillor Carol Traves

In Attendance: Carrie Lloyd, Town Clerk, Jan Sebire, Assistant Town Clerk
Public: 5

179/23/24 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Kate Stephens. Apologies for absence were accepted & approved for Councillor Sandra Grove.

180/23/24 DECLARATION OF INTERESTS

None

181/23/24 PUBLIC QUESTIONS

A Member of the public thanked Councillors for the Community Forum which met in October.

182/23/24 MINUTES

The minutes of the meeting held on 26th September 2023 were approved and signed as a correct record.

183/23/24 REQUEST FOR HEADSTONE

Members considered the headstone request which fell outside of the Council's Policy & Regulations on Headstone requirements & dimensions. Members felt that on the whole they were minor variances and **RESOLVED** that the application be approved.

(Action: Assistant Town Clerk)

184/23/24 BENCH POLICY AND BENCH OPTIONS FOR THE CEMETERY

Members considered the draft Policy and bench options and **RESOLVED** that the Policy attached at Appendix A be approved and the School Furniture Direct Adult Outdoor Three Seat Memorial Bench, weatherproof recycled be used in the cemetery in future. The Policy to be reviewed after 6 months.

(Action: Town Clerk)

185/23/24 CEMETERY REGULATIONS

Members considered the Regulations and **RESOLVED** that the Regulations detailed at Appendix B to these minutes be approved.

(Action: Town Clerk)

186/23/24 LOCATIONS FOR BENCHES IN CEMETERY

Members considered the map as at Appendix C and **RESOLVED** that it be approved.

(Action: Town Clerk)

187/23/24 OTHER CEMETERY MATTERS

Members noted the table of fees for Verwood Cemetery and surrounding areas and **RESOLVED** that the fee structure attached at APPENDIX D to these minutes be implemented from 1st April 2024.

(Action: Town Clerk)

188/23/24 LAUREL HEDGES – RINGWOOD RD

Members noted the overgrown state of the hedges and the on-going maintenance requirement and **RESOLVED** that

- (i) A one-off cut back be carried out now at the Council's expense;
- (ii) A report be placed before Community & Plans Committee on 17th January 2024 with details of
 - (a) Environmental Matters
 - (b) Land Ownership
 - (c) Costs

(Action: Town Clerk)

189/23/24 UPDATES ON ACTIONS ARISING

Members noted the updates. It was noted that Councillors Coombs, Morrow and Russell agreed to meet with the Allotment Committee one afternoon in December.

190/23/24 POLICING UPDATES

Members noted the report circulated and expressed concern that it was being suggested that this would be the last report from Dorset Police. Councillor Charmaine Crossley and Councillor Philip Mann were requested to raise the reporting issues directly with the Police.

(Action; Councillors Crossley and Mann)

Further concern was expressed at the attack on 2 residents who organised Flameburst each year. The Mayor was requested to write to all the families who volunteered at Flameburst and to write to PCC David Sidwick and Chief Constable Amanda Pearson.

(Action; The Mayor)

It was noted that The Community Forum would be taking place at The Hub on 11th December 7pm – 8.30pm with PCC David Sidwick present. The public would be invited to attend to express their concerns at the increase in violence in Verwood.

191/23/24 RECOMMENDATIONS FROM COMMITTEES

There were none

192/23/24 REPORT FROM THE MAYOR AND DEPUTY MAYOR

The Mayor advised that her Civic Duties had included Dorset Legal Service, presenting the Mayor's Guide Sash, presenting PCSO Flannagan with a certificate on his retirement, celebrating Mrs. S. Hollingworth's 100th birthday with her and buying the first poppy for the Poppy Appeal.

The Deputy Mayor had attended Flameburst and Verwood Concert Brass Band's event at The Hub.

Members agreed to be table hosts at the Mayor's Civic Event.

193/23/24 REPORT FROM REPRESENTATIVES ON OTHER BODIES

DAPTC – Cllr Dedden	Members noted the report as circulated.
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194/23/24 REPORT FROM THE YOUTH WORKER

None available

195/23/24 REPORT FROM THE INTERNET COUNCILLOR

None

196/23/24 REPORT FROM THE PRESS & P.R. COUNCILLOR

None.

197/23/24 REPORT FROM DORSET COUNCILLORS

Councillor Spencer Flower updated Members from the Leader's Bulletin. He was lobbying for better financial provision for all Shire areas, data showed that these areas, including Dorset, fell behind in Government Spending Assessments. A Review of Relative Needs would assist in highlighting the shortfall and he was lobbying to get this carried out.

Officers at Dorset Council had achieved some awards.

Cllr Flower was looking into a Level 2 Devolution Deal which would not require an elected Mayor but would bring more funding into Dorset. This had received cross-party support and would provide a better deal for Dorset.

The Community Forum took place in October and had been well received.

Councillor Toni Coombs advised Members that Cllr Flower had been shortlisted (Final 5) for Leader of the Year. The winner would be announced later in November.

198/23/24 MEDICINAL PACKAGING RECYCLING

Members noted the success of the trial. Concern was expressed at committing the Council to more spending prior to Budget setting in December. **RESOLVED** that Cllr Gibson's Mayoral Fund be used to keep the project going until the precept was set in January 2024 and sponsorship be sought from local businesses.

(Action: Town Clerk)

199/23/24 STAFF VACANCIES

Members consider the HR Sub Committee's recommendation and **RESOLVED** that no job vacancies be filled on a permanent basis until the Council has reviewed service provision at the Youth & Community Centre and the Budgets for 2024/25.

(Action: Town Clerk)

200/23/24 DORSET COUNCIL GAMBLING POLICY CONSULTATION

Members considered the consultation and **RESOLVED** that responses be sent to the Clerk by Monday 6th November and the resulting response to Dorset Council be circulated to all Members.

(Action: Town Councillors)

201/23/24 REPRESENTATIVE ON VERWOOD SOLAR FARM COMMUNITY GROUP

Members **RESOLVED** that Cllr Revd Macro attend the meetings on the Council's behalf.

(Action: Town Clerk)

202/23/24 DETAILS OF REMEMBRANCE SUNDAY

Members noted the details as circulated.

203/23/24 FUTURE AGENDA ITEMS

- Signs regarding responsible dog ownership – Dorset Council are undertaking a survey at Potterne Park
- Parking on St Stephens Lane update
- Youth Council Working Group Update

204/23/24 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting by reason of the confidential nature or debate of the business to be transacted.

205/23/24 YOUTH AND COMMUNITY CENTRE USE

Members noted the update from the Town Clerk and **RESOLVED** that the Community Group's intention to vacate in March 2023 be formally acknowledged, however, the passage of time and other factors had prevented the room returning to the use of the Youth & Community Centre within six

months. In view of the needs of the Service, the Town Clerk was requested to write to the Community Group extending the period to vacate to March 2024.

Action; Town Clerk

The meeting closed at 8.56p.m.

Next meeting is 29th November 2023 at 7.30pm at the Three Legged Cross.

.....Mayor

DRAFT

BENCH POLICY AND APPLICATION FORM

Memorial Bench Policy

Introduction

This policy describes how Verwood Town Council will manage requests for and the subsequent upkeep of memorial benches placed on land that it owns.

The policy will ensure that each request is treated fairly and transparently.

Scope

The policy and its procedures will be applied when a request is made from a member of the public for the placing of a memorial bench on land that is owned by the Town Council.

The policy will be followed by the Clerk, any other relevant employees and all councillors.

Monitoring and review

A review of the policy shall be undertaken annually; necessary amendments will be advised by the Town Clerk and reviewed by the full Council for approval.

Changes in the law will be monitored and, if necessary, amendments/reviews made to the policy.

General Statement

Verwood Town Council supports the principle of memorial bench installations within the open spaces it owns and controls, but is mindful that these are shared spaces and therefore it is appropriate to manage and regulate such installations.

Requests for Memorial Benches

All applications for memorial benches **must** be completed on the official application form.

Requests for memorial benches will be delegated to the Finance & Policy Committee for inclusion on the next available agenda.

All requests will be considered and where possible a positive response will be given if a suitable site is available.

A request for a particular location for a memorial bench may be made but the final decision will rest with the Committee according to the perceived impact that siting a bench on a particular location might have (for example, placing a bench close to a residential property might result in noise nuisance).

Procedure for purchase, installation and ongoing maintenance

The requestor is responsible for meeting the full cost of the bench and its installation and a maintenance fee of £100 per 5 year period is due to the Council prior to installation.

To ensure uniformity in style of bench, the Town Council will procure the bench and arrange for its installation. Once the request has been granted and the location of the bench agreed, the Town Council will request full payment from the requester prior to ordering the bench.

The Town Council will advise the requestor when the bench has been installed.

Memorial plaques

The requestor may have a small memorial plaque mounted on the bench, the wording of which should be advised to the Town Council for approval prior to purchasing the bench.

The Town Council will not withhold permission unless the wording used is unsuitable. No additional mementoes e.g. vases, statues, flowers or wreaths shall be permitted on or around the bench.

Maintenance of Memorial Benches

The Town Council will be responsible for general maintenance of benches to ensure they meet health and safety requirements and will review the condition of benches on at least an annual basis.

Benches are expected to have a serviceable life of 10 years. If the bench is still serviceable after this period then it will be retained with the memorial plaque in situ until such time as it does reach the end of its serviceable period.

On reaching the end of its *serviceable life, a bench will unfortunately have to be removed - even if less than 10 years. If the original requestor can be contacted, then the memorial plaque will be returned to them and they will be informed that the bench is to be removed due to its condition.

The requestor may make a request for a new replacement bench to be purchased and installed at their cost.

The Council cannot guarantee the long-term safety or security of the bench and is not responsible for the replacement of benches resulting from damage or deterioration with age.

In the unlikely event the seat is stolen, the Council shall not be responsible for providing a replacement.

**The Town Council's decision will be final.*

Repositioning of Benches

The Town Council reserves the right to relocate any benches where there is a need to do so. This may be temporary to allow works to be carried out or may be permanent where a particular issue with the siting of a bench becomes apparent over time.

APPLICATION FOR A MEMORIAL BENCH**Applicant Details:**

Full Name	
Address	
Email	
Phone number(s)	

(Please notify us of any changes of address so we can contact you if we need to - this is your responsibility and by signing this form, you indemnify the Town Council if they are not able to contact you due to any changes)

Name of person for dedication	
Inscription for the plaque	
Preferred location of the bench	

Data Protection Act:

In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held and may be passed to other services of the Council, so that you are provided with the best possible support.

We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so.

Declaration:

I have read and understood all of the terms and conditions regarding memorial benches and accept them in their entirety.

Signed;	
Date;	
Print name & date;	

For Office Use only:

Application (including correct fee) Received	
Location Approved	
Memorial Bench Ordered	
Memorial Bench Installed	
Expiry of Memorial	



Verwood Town Council

Acting as the Burial Authority for the Parish of
Verwood & Three Legged Cross

Verwood Cemetery Regulations

APPENDIX B

These Regulations are effective from 27/09/2016 (amended 06/09/2016 & 31/10/2023)

1. VISITOR RULES AT VERWOOD CEMETERY

- 1.1 The Cemetery is open to the public during the hours of daylight only. Children under 10 must be accompanied by a responsible person. Visitors are asked to keep to the gravel paths. No dogs are permitted in the Cemetery, with the exception of guide dogs.
- 1.2 No private vehicles, other than those accompanying a funeral, or of visitors to graves shall be permitted in the Cemetery. No vehicle is permitted on the grassed areas.
- 1.3 Any person who willfully destroys, damages or defaces any wall or fence, or damages any plants or flowers, or willfully damages or defaces any memorial or inscription, or any other willful damage, or play any game or sport, or discharge firearms (save at a military funeral) or disturb any persons attending a funeral or grave, or commit any other nuisance within the Cemetery, will be prosecuted.

2. ARRANGING A BURIAL

- 2.1 A Register of all Burials is held by the Clerk of Verwood Town Council where searches may be made and certified extracts obtained, during office opening hours. A charge may be made for the search.
- 2.2 Permission of the Clerk of the Town Council must be applied for, at least two days prior to any interment, in every case, exclusive of Sundays and Public Holidays and no applications can be received on these days, emergencies excepted.
- 2.3 The Notice of Interment must be on the form provided by the Council.
- 2.4 The Exclusive Right of Burial of a grave space can be purchased at the appropriate fee.
- 2.5 The owner of the Exclusive Right of Burial shall maintain any memorial in good order and condition to the satisfaction of the Town Clerk.
- 2.6 Burial plots will be allocated in strict rotation and no pre-purchase of grave spaces is allowed.
- 2.7 The Cemetery is for the exclusive use of residents of Verwood and Three Legged Cross, or deemed "non-resident" i.e. those with historical residential association who relocated outside of the parish area due to ill-health or old age.
- 2.8 All fees must be paid to the Clerk to the Council at the time of giving notice of interment.
- 2.9 The hours of interment are between 10.00am and 4.00pm Mondays to Fridays and between 10.00am and 12 noon on Saturdays. No interment may take place on Sundays or Public Holidays.

3. GRAVESITE RULES AND MEMORIALS

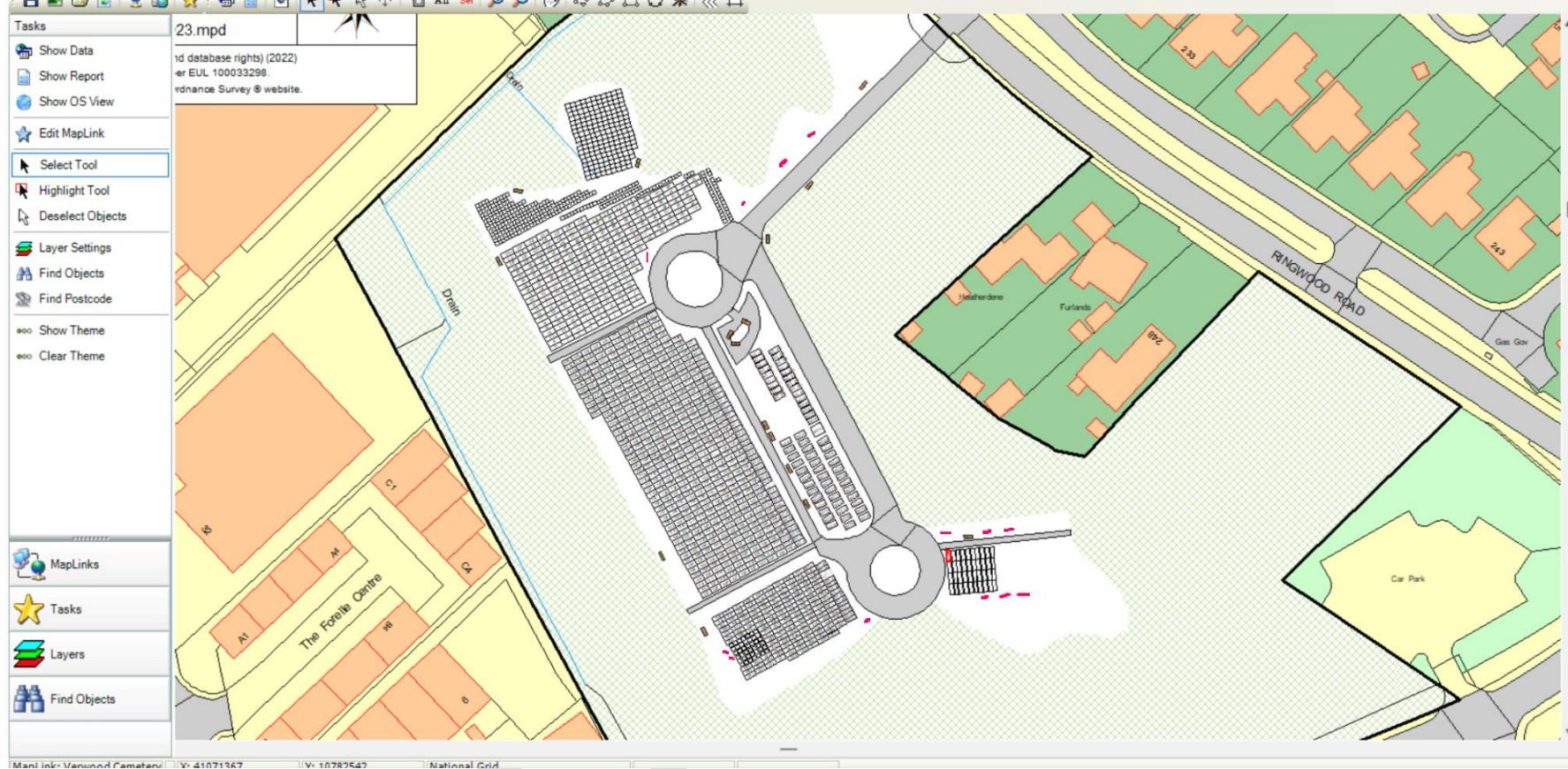
- 3.1 All grave spaces will be levelled 6 months after interment, earth mounds not being permitted. In the lawn area, planting of the grave space with plants or shrubs is strictly prohibited.
- 3.2 Wreaths and flowers are permitted on the grave on the day of interment, after which flowers are allowed on the headstone itself. No containers or objects are permitted and must be placed in accordance with these Regulations (see 3.1 above).
- 3.3 No trees or shrubs may be planted without the consent of the Council.
- 3.4 Wire cages on any graves are strictly prohibited and will be removed.
- 3.5 No form of kerbing, fencing, chippings or permanent artificial grass is permitted in the Cemetery.
- 3.6 There is wildlife in the Cemetery and the Council cannot be held responsible for the destruction of fresh flowers and wreaths by the wildlife.

- 3.7 Memorials can only be erected upon a grave where the Exclusive Right of Burial has been granted and only with prior consent of the Clerk to the Council.
- 3.8 All plans of headstones, ground slabs, cremation tablets and inscriptions must be submitted to the Council for approval and no memorial may be erected before approval is received.
- 3.9 Headstones are only permitted as memorials on graves. They must be constructed from natural stone or granite by a recognized stonemason. The dimensions must not exceed 90cm high, 61cm wide and 13cm depth, OR 100cm high, 61cm width and 13cm depth. Any flower vase or other container is to be an integral part of the memorial and the size shall not exceed 91cm wide and 30cm in depth. Suitable foundations must be provided in order to prevent memorials from sinking and must be constructed in accordance with the Code of Working Practice issued by BRAMM. It is also advised that the headstones have a concrete slab fixed at ground level with a projection of some 8cm all round as a protection to the headstone during grass cutting.
- 3.10 Ground slabs are permitted as memorials on graves. The dimensions must be 61cm by 61cm. The ground slab must be installed flush with the ground. No inlays/vases or embellishments are permitted on ground slabs, unless otherwise agreed by the Town Council.
- 3.11 Permission must be obtained before a ceramic photograph is to be allowed on a memorial. The size should not exceed 15cm by 10cms.
- 3.12 Garden of Remembrance – plaques must be 30cm high by 45cm by 3.1cm.
- 3.13 Cremation tablets are permitted on purchased cremation plots and shall not exceed 18cm in height, 61cm in width and 61cm in depth.
- 3.14 The Application to Re-open a Purchased Grave form must be signed before a purchased grave can be re-opened for a subsequent interment.
- 3.15 Any damage done to any part of the Cemetery at the time of erection of a memorial stone must be repaired immediately by the person or persons responsible for the damage, to the satisfaction of the Council.

4. GENERAL CEMETERY RULES

- 4.1 The scattering of ashes is not permitted in the Cemetery.
- 4.2 In no case shall human remains be removed except by Order of the Home Office.
- 4.3 The Council cannot be held responsible for any damage to a memorial.
- 4.4 The Council reserves the right to remove any grave adornments that have become faded, unsightly or are causing an obstruction, without notice.
- 4.5 The Council reserves the right to decide on any matter not listed in the regulations.
- 4.6 The Clerk of the Council's decision in respect of all matters of interpretation of these Regulations and all matters relating to the management of the Cemetery administered by Verwood Town Council shall be final.
- 4.7 The Council reserves the right to make alterations to these regulations.

Key: Possible bench sites =  Green grid = Pine woods (tree & root removal needed for bench sites)



CEMETERY FEE STRUCTURE FROM 1ST APRIL 2024

Purchase of Earthen Plot		Full Burial		Re-Open Earthen Plot Second Burial in a Double Plot	
Resident	Non-Resident	Resident	Non-Resident *	Resident	Non-Resident
£450	£1,200	£365	430	£365	£730

Purchase of Ashes Plot		Interment of Cremated Remains		Re-Open Ashes Plot	
Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
£300	£820	£265	£530	£265	£530

Right to Erect a Memorial Ashes Plots		Right to Erect a Memorial Earthen Graves		Additional Inscription		Tablet in Garden of Remembrance	
Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
£240	£480	£240	£480	£110	£280	£180	£360

Please see Regulation 2.7 for definition of “non-resident”