

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PROPERTY AND SERVICES COMMITTEE AGENDA

To: Committee members:

Councillor Sheila Bibb

Councillor Nicholas Coxon

Councillor Dennis Dannatt

Councillor Paul Hooton

Councillor James Plastow

Councillor Richard Thompson (sub)

Councillor Nigel Bowler

Councillor Richard Craig

Councillor Caz Davies

Councillor Paul Key

Councillor James Ward (sub)

NOTICE IS HEREBY GIVEN and Members are summoned to attend a meeting of the Property and Services Committee of the Council to be held on **Tuesday 13 May 2025 at 6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum when members of the public may speak on any item set out in the agenda for the meeting. A maximum of two individuals to address the Committee for a maximum of 3 minutes each.

AGENDA

PS26/001 Apologies for Absence

To note apologies for absence.

PS26/002 Vice Chair

To appoint Vice Chair for this committee.

PS26/003 Declarations of Interest

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

PS26/004 Dispensation Requests

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

PS26/005 Items for Exclusion of Public and Press

To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

PS26/006 Minutes of the Previous Meeting

To receive the minutes of the previous Property and Services Committee meeting and resolve to sign these as a true and accurate record.

Paper A Tuesday 8 April 2025 (pages 3 to 6)

PS26/007 Exhumation Policy

To consider recommending to Full Council to adopt the Exhumation Policy.

Paper B (pages 7 to 10)

PS26/008 Shallow Graves Policy

To consider recommending to Full Council to adopt the Shallow Graves Policy.

Paper C (pages 11 to 14)

PS26/009 Richmond Park Litter Bins

To consider purchasing 12 new litter bins for Richmond Park.

Exclusion of public and press recommended due to time sensitive commercial sensitivity.

Paper D (pages 15 to 17)

PS26/010 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- i. Marshalls Boiler update
- ii. Pride event review of event plan
- iii. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- iv. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- v. Volunteer Recognition
- vi. Richmond House Conservatory Replacement
- vii. General Cemetery Chapel
- viii. General Cemetery Extension
- ix. General Cemetery potential carpark area

PS26/011 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 15 July 2025 at 6:30pm.

Rachel Allbones
Town Clerk & RFO
Richmond House
Gainsborough

Wednesday, 07 May 2025

PAPER A

Gainsborough Town Council

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Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 8 April 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)
 Councillor Caz Davies
 Councillor Paul Key
 Councillor Paul Hooton
 Councillor James Plastow

In Attendance:
 Rachel Allbones
 Sean Alcock
 Amanda Clarke
 Town Clerk
 Operations Manager
 Communities Officer

There were no questions or comments from members of the public.

PS25/149 Apologies for Absence

Apologies for absence were received from Councillors S Bibb, R Craig, K Woolley.

PS25/151 Declarations of Interest

Councillor Plastow declared a personal interest in agenda item PS25/157 as he knows the applicant.

Councillor Plastow declared a personal interest in agenda item PS25/163 as he knows the applicant.

Councillor Hooton declared a personal interest in agenda item PS25/157 as he is the Site Representative.

PS25/152 Dispensation Requests

No dispensation requests were received.

PS24/153 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/157 and PS25/163 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/154 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Wednesday 12 March 2025 be approved as a as a true and accurate record and signed by the Chair.

Initialled:

Property and Services Committee minutes 2024-25

Note: Councillor Davies abstained from voting on the above resolution.

PS25/155 Matters Arising Schedule (Paper B)

RESOLVED: to NOTE the current position of previously agreed actions as at 3 April 2025.

PS25/156 Love Lane Allotment Drainage (Paper C)

RESOLVED:

- 1) To source and appoint a drain clearance contractor to inspect and jet clear if deemed necessary.
- 2) For the Town Clerk and Operations Manager to authorise the associated costs of an appointed contractor if falls within their authorisation threshold.

PS25/157 Foxby Hill Allotment Structure Application (Paper D)

RESOLVED: to decline the recently submitted retrospective structure permission form and to request the tenant remove the structure, within twenty-eight days, from garden four. If the tenant does not comply, Council to issue a 'Notice to Quit'. In the event of this the cost incurred to clear garden four to be charged back to the tenant as per point 9.3 of the Allotment Tenancy Agreement. Further to this, to permit the Communities Officer to decline any further applications for structures of this, or similar, size (see report), including those who have not requested permission by submitting an application under the same terms.

Note: The Communities Officer left the meeting at 6:52pm.

PS25/158 Fire Risk Assessment (Paper E)

RESOLVED: to note Fire Risk Assessment Report for and remedials complete for Richmond House.

PS25/159 Children's Cricket Sessions (Paper F)

RESOLVED: to provide the cricket pitch free of charge for children cricket sessions.

PS25/160 The Wind In The Willows - The Musical (Paper G)

RESOLVED: to approve the request from WLDC to hold a musical at Richmond Park. The Council carry out due diligence of what load their equipment will require to ensure the power supply will be ok, equipment will be required to be PAT tested, the area will need to be cleared and left as found, and any damaged incurred will be charged at cost.

PS25/161 Gainsborough in Bloom (Paper H)

RESOLVED: to NOTE the update of Gainsborough in Bloom progress.

PS25/162 Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries (Paper I)

RESOLVED:

- 1) To approve and adopt all amendments to the Cemetery Guidance & Regulations document and to adopt the document.

Initialled:

Property and Services Committee minutes 2024-25

- 2) To create a Shallow Grave Policy due to frequency of occurrence.
- 3) To reestablish an Exhumation Policy.
- 4) To review the Memorial Mason Guidance.

PS25/163 Memorial Application (Paper J)

RESOLVED: to approve the revised inscription on memorial application as per report.

Note: Councillor Plastow abstained from voting on the above application.

PS25/164 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- i. Marshalls Boiler
- ii. Pride event review of event plan
- iii. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- iv. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- v. Volunteer Recognition
- vi. Richmond House Conservatory Replacement
- vii. General Cemetery Extension
- viii. General Cemetery potential carpark area
- ix. General Cemetery Chapel

PS25/165 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 13 May 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:31pm.

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

PAPER B

Exhumation Policy

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Document History

Adopted by Council – 2 October 2022

Reviewed & Adopted – 13 May 2025

1. Introduction

1.1 Exhumation is the removal of human remains, or cremated remains, from a grave. Exhumations are rare in the Council's Cemeteries and can be traumatic for the bereaved family involved.

1.2 Exhumation of buried human remains and cremated remains will normally require a Home Office Licence issued from the Ministry of Justice.

2. Reasons

2.1 Exhumations can occur for a number of reasons, including:

- removal from the original grave site to a new grave acquired in the same or other Cemetery
- transfer from a public grave to a family grave
- a Coroners instruction that requires further forensic examination of the deceased
- removal for cremation

3. Requirements

3.1 It is an offence in law to disturb or remove any human remains, or cremated remains, without first obtaining the necessary lawful permission to exhume. For lawful permission to be obtained the relevant application to exhume can be completed by a Funeral Director acting on behalf of the deceased persons family, alternatively a family member or other representative can also apply and the application should then be submitted to the Council, as Burial Authority, for agreement.

3.2 If the person is currently interred in ground consecrated in accordance with the canon law of the Church of England, a Bishop's Faculty must be obtained.

3.3 On receipt of lawful permission to exhume the body of a deceased person the burial authority will notify the Environmental Health Officer so that he/she can be present at the exhumation.

4. Decency and safety

4.1 An Environmental Health Officer, and possibly a representative of the authority's Health and Safety team will be present at the exhumation to ensure that respect for the deceased person is maintained and that public health, and Health and Safety regulations, are observed and protected.

4.2 An Officer of the Burial Authority will be present to oversee the exhumation and re-burial, or removal of the deceased.

4.3 The Officer will also ensure that:

- the correct grave is re-opened
- the exhumation commences as early as possible in the morning to ensure maximum privacy
- the grave is screened as appropriate for privacy
- health and safety of all workers is maintained, for example the use of protective clothing including masks and gloves, task lights and all other necessary equipment
- everyone present shows due respect to the deceased person and to adjoining grave sites
- the new coffin or casket has been approved by the Environmental Health Officer

- all human remains and all pieces of the original burial vessel are placed in the new coffin or casket
- the new coffin or casket is properly sealed and identified
- the area of the exhumation is properly disinfected
- satisfactory arrangements are in place for the onward transmission of the remains.

4.4 If the conditions of the licence or faculty cannot be met, or there are public health or decency concerns, the exhumation will not proceed.

5. Contact

5.1 Enquiries about licences should be made direct to the Ministry of Justice, information can be found online at <https://www.gov.uk/apply-for-an-exhumation-licence>

5.2 Advice about the conditions attached to them may be obtained from;

Environmental Health Services Team
West Lindsey District Council
Guildhall, Marshall's Yard
Gainsborough
Lincolnshire
DN21 2NA

- Name: Environmental Health Services
- Email: sarah.gamble@west-lindsey.gov.uk
- Telephone: 01427 676676

6. Review

6.1 This policy will be reviewed every two years unless changes to legislation or best practice mean that earlier review is required.

PAPER C

Shallow Graves Policy

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Document History

Adopted by Council – 13 May 2025

Reviewed & Adopted –

1. Introduction

1.1 The Local Authorities' Cemeteries Order 1977 (LACO) requires that:

- a) No body shall be buried in such a manner that any part of the coffin is less than three (3) feet below the level of any ground adjoining the grave: In suitable soils, a covering of only two (2) feet may be permitted, this discretion will be made by the Council.
- b) No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in a grave on a previous occasion by means of a layer of earth not less than six (6) inches thick.
- c) When any grave is reopened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.

2. Procedure

2.1 Generally shallow graves are rare however, in a small number of incidences it has been identified that remaining depth within some graves in the Gainsborough General Cemetery has been insufficient. Due to these occurrences the Council have determined that a 'test dig' of the grave plot is required within a small number of burial sections to ensure that the grave is deep enough to accommodate a further interment. Although the Council do their utmost to expedite this process in an attempt to cause as little disruption to burial planning as possible, however this process may sometimes result in a delay of interment.

A 'test dig' will only be made with the written approval of the owner of the Exclusive Right of Burial. The dig will only be a partial excavation to determine the depth of the first interment and no human remains will be disturbed.

The desire to meet with the needs of the bereaved will not outweigh the Council's legal requirements to comply with burial law and under no circumstances will a burial be carried out in an earth grave if the appropriate grave depth cannot be achieved.

In circumstances where compliance with LACO cannot be achieved for an earth burial (a shallow grave) the Council may offer a different grave plot, free of charge, to the owner of the Exclusive Right of Burial. The Council has delegated this decision to the Town Clerk.

Alternatively, where a shallow grave is found there is provision within burial law for the construction of a subterranean brick burial vault, as follows:

- Excavate to maximum depth achievable leaving 6" of soil above the last coffin buried.
- Ensure that the length and width of the excavation are sufficient to allow the installation of adequate and sufficient shoring, the construction of the walls of a brick burial vault and allow the coffin free passage at the committal.
- Construct a solid foundation in the bottom of the grave by either the preparation of footings around the perimeter of the bottom of the grave or by inserting a pre-formed concrete foundation slab. Alternatively, a layer of dry mix concrete can be spread over the bottom of the grave.
- Construct 4.5" brick walls around the inside the grave. If agreed in writing a proprietary preformed concrete chamber may be employed.
- Ensure that there are no gaps in the mortar between bricks, or concrete chamber.

- Carry out the interment with the coffin coming to rest within the brick vault or concrete chamber.
- Seal the top of the vault or compartment by bedding concrete slabs of at least 2" in thickness onto mortar ensuring that no gaps exist.
- Backfill remaining depth with soil.

In order to remain within the requirements of LACO the cell or compartment must be constructed in such a manner so as to prevent, as far as may be practicable, the escape of any materials from the interior of the cell or compartment.

The Council's decision as to whether or not it is feasible to construct a brick vault, or concrete chamber, will be based on the individual circumstances of the shallow grave, burial legislation, Health and Safety legislation and any relevant codes of practice etc. The Council's decision will be final.

PAPER D