



295/297 Kenilworth Road, Balsall Common CV7 7EL
Telephone: 01676 535679 (Answering Machine)
Email: clerk@balsallparishcouncil.gov.uk
Web: www.balsallparishcouncil.gov.uk

Cemetery Committee Meeting

Tuesday 10th February 10:00am

Notice is hereby given of the Balsall Parish Council Cemetery Committee Meeting to be held in the Westlake Room, Village Hall, 112 Station Rd, Balsall Common CV7 7FF.

Councillors are summoned to attend for the purpose of resolving the business to be transacted.

The Public and Press are cordially invited to attend.

Tracey Carpenter
Clerk & RFO
28th January 2026

AGENDA

- 1. Present**
- 2. Apologies for absence**
- 3. Declarations of Interest**
- 4. Proposal** to approve as a correct record the Minutes of the Cemetery Committee Meeting held on Tuesday 16th September 2025.
- 5. Public Forum**
Residents are invited to make representation on items on this agenda, and these will be invited by the Chairman immediately before the meeting considers that item.
Residents of the parish are invited to make representation on any issue. The council will respond in one of the following ways:
 - Complaints will be referred to the Clerk for action;
 - Councillor(s) may undertake to follow up the issue;
 - Agree an agenda item for the next meeting
- 6. Proposal** to note the Cemetery income and expenditure for Q1, Q2 & Q3 2025/26
(6.1) Proposal to review the cemetery budget for 2026/27

7. **Proposal** for all fees to be reviewed and updates implemented, effective from 1st April 2026
8. **Proposal** to note the revised quotation for the installation of two replacement road signs on Kenilworth Road for Temple Balsall Cemetery and Temple Fields Natural Burial Ground. The original quotation from SMBC was £1,000; however, this has since been revised to £2,105, reflecting the inclusion of road closure costs. Temple Fields Natural Burial Ground had previously agreed to contribute 50% of the original quoted cost, but to date, no response has been received following notification of the increased quotation.
(8.1) Proposal for the Council to approve the increased quotation for the installation of two replacement road signs, subject to agreement from Temple Fields Natural Burial Ground to the revised costs. The works will proceed only if Temple Fields Natural Burial Ground also confirms approval of, and contribution towards, the increased quotation
9. **Proposal** for Council approval of the quotation for the design and installation of a bespoke metal frieze for the memorial wall, intended to enhance its visual and aesthetic appeal
(9.1) Proposal for Council to approve frieze approx. quote £5,000, plus installation and delivery
(9.2) Proposal for Council to approve approaching the families of the 6 existing plaques to be replaced with a flower/butterfly plaque at a cost of £82 each, cost to be met by the Council
10. **Proposal** for Council approval of a quotation and selected design option for Wildlife Information Boards, with quotations received ranging from £500 to £1,000
11. **Proposal** to consider correspondence from a local resident regarding whether the Council intends to replace the tree removed last year.
12. **Proposal** for the Council to note the condition of a weather damaged plot that has been reported by a neighbouring grave owner. The plot owner is deceased, and no living relatives are known. The Clerk has arranged for a memorial mason to inspect the memorial for safety, who has confirmed that it is stable and requires no remedial action. Should the Council wish to improve the appearance of the plot, the broken slabs could be removed, leaving the soil in place; however, any associated costs would need to be met by the Council
(12.1) Proposal for Council to approve and pay for works on the plot, approx. cost £300 - £500 depending on finish
13. **Date of next meeting**
To be confirmed