

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Wednesday 9th January 2013 at
The Limes, High Street 7.15pm

PRESENT: Mr Hallett (Chairman), Mrs Mead-Blandford, Mr Robinson, Mr Clarke, Mrs Pidgeon, Mrs Cooper
 Mrs Vigus, Mr Sappol (Parish Councillors), County Cllr Mrs Oliver
 Members of Public –2

01. APOLOGIES FOR ABSENCE

Mr Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 4th December 2012, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment –There was no further update. The Clerk would see how this could progress

-Clerk

3.2 War Graves Fence –There was no further update.

-Mrs Pidgeon

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Exterior Decoration –The Clerk advised a third contractor had expressed interest in quoting and had asked to meet a Parish Council representative at the Lodge to discuss the specification. Mrs Cooper agreed to meet with him.

-Mrs Cooper

5.2 Replacement Bath –The bath had been installed on the 8th January.

06. REVIEW OF CEMETERY FEES

The Chairman advised that the last review of the fees had taken place in 2010 where there were no changes made, the last increase being in 2009. The wording needed to be changed to reflect the decision made by the Cemetery committee at the last meeting to allow kerbs. A draft had been prepared to include this along with a 5% increase. It was proposed by Mrs Mead-Blandford, seconded by Mrs Cooper, that the wording and fee increase be approved to take effect from the 1st February 2013. All members in agreement. Clerk to advise Funeral Directors.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

There were no memorials for approval.

7.2 Cemetery Grounds

Mr Clarke asked whether the grounds had been inspected recently. The Chairman advised that there had been a funeral the previous week. He had walked past the cemetery whilst the gravedigger was preparing the plot and noticed that he was digging in the wrong place. Fortunately he had managed to stop him in time.

08. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no points raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 5th February 2013 at 7.15pm.

The Chairman closed the meeting at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 5th February 2013 at
The Limes, High Street 7.15pm

PRESENT: Mr Hallett (Chairman), Mrs Mead-Blandford, Mr Robinson, Mr Clarke, Mrs Cooper
Mrs Vigus (Parish Councillor), County Cllr Mrs Oliver
Members of Public –0

01. APOLOGIES FOR ABSENCE

Mr Pidgeon, Mrs Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Mrs Mead-Blandford declared an interest under Item 5.1

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Wednesday 9th January 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment –There was no further update. Mrs Cooper had taken some further photographs and two more headstones had been laid down. The Chairman thanked her. The list of memorials would be updated. *-Clerk*

3.2 War Graves Fence –Mrs Pidgeon had confirmed that she would paint the fence once the weather improved. *-Mrs Pidgeon*

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Exterior Decoration –Three quotations had been received based on the same specification. They were for £1200.00, £1325.00 and £2590.00. A discussion took place on the short length of time since the decoration last took place. It was then agreed that the contract be awarded to the contractor that had supplied the cheapest quotation who was Whitemead Services. Clerk to advise the contractors. *-Clerk*

5.2 Replacement Bath –The tenant of the Lodge had advised of water marks on the ceiling of the room below the bathroom following the installation of the replacement bath. The contractors had been asked to attend to the problem. The Clerk advised that she was holding the payment until the problem was resolved. Mrs Cooper agreed to check with the tenants and advise the Clerk. *-Mrs Cooper & Clerk*

5.3 Boiler Problem –Mrs Cooper reported that she had been contacted by Roysia Gas and Oil asking for permission to repair the boiler. The Clerk advised that she had been contacted by the letting agent earlier in the day advising that the boiler wasn't working. Due to the weather conditions the Clerk asked the agent to contact Roysia Gas and Oil as they had been used to service the boiler in the past. Councillors agreed that Mrs Cooper confirm that they go ahead with the repair. *-Mrs Cooper*

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials

There were no memorials for approval.

07. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no points raised.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 5th March 2013 at 7.15pm.

The Chairman closed the meeting at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 5th March 2013 at
The Limes, High Street 7.15pm

PRESENT: Mr Hallett (Chairman), Mrs Mead-Blandford, Mr Robinson, Mr Clarke, Mrs Pidgeon, Mr Pidgeon
 Mr Freeman (Parish Councillor)
 Members of Public –3

01. APOLOGIES FOR ABSENCE

Mrs Cooper

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 5th February 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment –There was no further update. The list of memorials causing concern would be updated. *-Clerk*

3.2 War Graves Fence –Now that the weather should improve Mrs Pidgeon would carry out the painting. *-Mrs Pidgeon*

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Repair to Door –Following the last meeting Mrs Cooper had met with one contractor on site who had agreed to submit a quotation. This had not yet been received. Whitmead Services had confirmed that they would not be interested in the repair as there was a lot of carpentry involved. The Clerk would source some other contractors. *-Clerk*

5.2 Repair to Boiler –The repair had been carried out by Roysia Gas and Oil. They had also carried out the annual service.

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials

There were no memorials for approval.

6.2 Garden of Remembrance Memorials –The Clerk advised that she had been asked by a Funeral Director whether memorials could be put on the grassed area. There were a few unofficial memorials there already but the current Cemetery Rules and Regulations did not allow this. A discussion took place on the grass with Mr Robinson suggesting that the garden should be kept as a tranquil area. There was an opportunity for a brass memorial plaque on the Chapel wall or a half sized plot. Councillors then agreed that the Garden of Remembrance should remain memorial free. Clerk to advise the Funeral Director of this and the other options discussed. *-Clerk*

07. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no points raised.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 2nd April 2013 at 7.15pm.

The Chairman closed the meeting at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 2nd April 2013 at
The Limes, High Street 7.15pm

PRESENT: Mr Hallett (Chairman), Mrs Mead-Blandford, Mr Robinson, Mr Clarke, Mrs Cooper
 Members of Public –3

01. APOLOGIES FOR ABSENCE

Mrs Pidgeon, Mr Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 5th March 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment –There was no further update. The list of memorials causing concern would be updated. The Chairman apologised for the delay. *-Clerk*

The Clerk reported that she had been contacted by a resident whose parents had a grave in the cemetery. She was concerned that there had been some vandalism as there were quite a few headstones either down or disturbed. A memorial belonging to the ‘Wedd’ family was resting on her parent’s grave. This memorial had been identified as one needing attention at the last inspection. Mrs Cooper advised that she would investigate and report back. *-Mrs Cooper*

3.2 War Graves Fence –In the absence of Mrs Pidgeon there was no further update. *-Mrs Pidgeon*

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Repair to Door –The Clerk advised that she had not received any quotations for the work to date. It was reiterated that a carpenter would be the best person to contact as the door was not a standard size and would need to be made. A suggestion of a contractor was advised which the Clerk would follow up. *-Clerk*

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials

6.1.1 Memorial –Elizabeth Folwell –Approved as requested *-Clerk*

07. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no points raised.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 7th May 2013 at 7.15pm.

The Chairman closed the meeting at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 7th May 2013 at
The Limes, High Street 7.15pm

PRESENT: Mr Hallett (Chairman), Mrs Mead-Blandford, Mr Robinson, Mr Clarke, Mrs Cooper, Mrs Pidgeon, Mr Pidgeon

County Cllr Dent Members of Public –3

The Chairman introduced Mr Dent the successful candidate at the recent County Council elections.

01. APOLOGIES FOR ABSENCE

All committee members were present.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 2nd April 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment –There was no further update. The list of memorials causing concern would be updated. The Chairman apologised for the delay. *-Clerk*

The Clerk reported that she had again been contacted by the resident concerned over the ‘Wedd’ headstone resting on part on her parent’s grave. She stated that the weight was causing the kerbstones to sink. Mrs Cooper advised that following the last meeting she had looked at the headstone but was unable to move it. Mr Robinson offered to help. Mrs Cooper would liaise with him. *-Mrs Cooper & Mr Robinson*

3.2 War Graves Fence –Mr & Mrs Pidgeon advised that the fence would be painted the following weekend. *-Mrs Pidgeon*

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Repair to Door –The Clerk confirmed that she had contacted the contractor recommended at the last Cemetery committee meeting. He had asked for details to be e-mailed to him which she did. She was now waiting for the contractor to make contact to arrange a site meeting. Other carpenters would be approached about the work before the next meeting. *-Clerk*

5.2 External Decoration –Mrs Mead-Blandford advised that the contractor would be starting work on the paintwork during the next 2-3 weeks.

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials –There were no memorials for approval.

6.2 Request to provide a memorial bench –Ms Peck had offered to provide a bench to be put under a tree close to her Father’s burial plot which was located in the front half of the cemetery. Concerns were expressed over the lack of unused ground in this area which would result in the bench being put over other graves. Mr Clarke was also concerned over the maintenance of the existing benches already in the cemetery. After further discussion it was agreed that Mrs Cooper would contact Ms Peck and arrange a site meeting to discuss the proposed position for a bench. The committee would then discuss the request further at the next meeting on the 4th June 2013. *-Mrs Cooper*

07. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

7.1 Trees –Mr Clarke suggested that some of the trees in the cemetery needed attention as their branches were getting low. The Chairman agreed to look and report back to the committee. *-Mr Hallett*

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 4th June 2013 at 7.15pm.
The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 4th June 2013 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Clarke, Cllr Cooper, Cllr Pidgeon, Cllr Mrs Pidgeon
 Members of Public –0

01. ELECTION OF CHAIRMAN

Cllr Hallett opened the meeting and asked for nominations for Chairman. Cllr Cooper proposed Cllr Hallett which was seconded by Cllr Mead-Blandford. There were no other nominations. Cllr Hallett accepted the position of Chairman.

02. APOLOGIES FOR ABSENCE

All committee members were present.

03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

04. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 7th May 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

4.1 Risk Assessment –There was no further update. The list of memorials causing concern would be updated. The Chairman apologised for the delay. -Clerk

4.1.1 Damage to Kerbstones –The Chairman had received an e-mail from Mr and Miss Jenner regarding the grave of their parents. This was the grave reported at the last meeting on to which a memorial for ‘Wedd’ had fallen. They stated that they had not been advised that the memorial had been moved but more important that damage to their grave had been caused. Mr and Miss Jenner advised that there was a substantial chip off the marble and asked how they could proceed with compensation.

The Chairman confirmed that there was relatively minor damage where the ‘Wedd’ headstone had fallen. After discussion it was agreed that the Clerk reply to Mr and Miss Jenner stating that the Parish Council does not have liability for fallen memorials as they belong to the families. -Clerk

4.2 War Graves Fence –Cllr Pidgeon advised that the weekend the fence was due to be painted it rained. Cllr Mrs Pidgeon advised that she hoped to complete the painting the next weekend. -Cllr Mrs Pidgeon

4.3 Trees –The Chairman confirmed that he had trimmed some of the overhanging branches back.

05. OPEN FORUM

There were no points raised.

06. CEMETERY LODGE

6.1 Repair to Door –One quotation had been received for the replacement door similar to existing. The Clerk advised that three other contractors had been approached, over the past few months, to provide a quotation and nothing had been received. Councillors were reminded that this was not a standard door and the carpenter would have to source a door and make it fit. It was then agreed that, as there had been difficulty obtaining quotations from other carpenters, this quote from FCM Carpentry for £890.00 be approved. The Clerk to advise the contractor. -Clerk

6.2 Review of Cemetery Lodge Rent –Cllr Cooper had been contacted by the Letting Agency, Intercounty, who advised that the rent for the Lodge should be increased by £50 a month (£25 this year and a further £25 next). Since then she had learned that the tenants had given notice to Intercounty. The Clerk confirmed that she had nothing in writing about this from the agency.

A discussion took place on the rent and it was agreed that, since the tenants had given notice, Intercounty should be instructed to find a new tenant at the revised increased rent of £800 per month to take in the £50 increase at the beginning of the new tenancy. It was also agreed that it should be suggested to Intercounty that a yearly review of the rent take place. The Clerk would contact Intercounty and ask for the information given to Cllr Cooper to be forwarded to her in -Clerk

writing. She would then follow up with them as discussed.

6.3 Cemetery Lodge Report May 2013 –The report stated that the front door to the porch was still sticking, the window frames needed painting, a lightshade on the wall was missing, there was still a damp patch in the rear hallway from the kitchen and all the downstairs carpets were grubby and stained.

It was noted that there may be some internal decoration to the rear hallway needed before new tenants moved in. The carpets were the responsibility of the tenants to clean and Intercounty would be asked that they arrange this with them before they vacate the property.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Memorial for STACEY –Approved.

7.2 Request to provide a memorial bench –Cllr Cooper had met with Ms Peck on site to discuss a proposed position for a bench. The Chairman pointed out that this was on an area where there were burials as opposed to aisles. Cllr Robinson and Cllr Cooper both stated that they could not see a problem if the back of the bench was against an existing tree. After further discussion it was agreed that the family be allowed to site a bench. The Clerk would advise them of this with a clause that if the bench was not maintained it would be removed.

-Clerk

08. REVIEW OF COMMITTEE TERMS OF REFERENCE

These had been circulated to Councillors. It was agreed that no changes needed to be made.

09. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no further items raised.

10. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 2nd July 2013 at 7.15pm.

The Chairman closed the meeting at 7.40 pm

Bassingbourn-cum-Kneesworth Parish Council

CEMETERY COMMITTEE

Minutes of Meeting held on Tuesday 2nd July 2013 at

The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Clarke, Cllr Cooper
Members of Public –8

01. APOLOGIES FOR ABSENCE

Cllr Pidgeon, Cllr Mrs Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 4th June 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment – The Chairman had prepared a document, based on the inspection carried out in February 2013, which could be used as a formal document for going forward.

3.1.1 Damage to Kerbstones- Cllr Clarke suggested that the memorial for ‘Wedd’ be moved. Cllr Cooper confirmed that it was laying on the ground and was not affecting any other grave.

3.2 War Graves Fence –Cllr Mrs Pidgeon had now painted the fence.

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Repair to Door –The contractor appointed at the last meeting had advised that he hoped to hang the new door this week.

5.2 Tenant Change –New tenants had been found for the Lodge and they were willing to pay the £800 per month revised rent. Cllr Mead-Blandford expressed concern over an unsuccessful application to rent The Lodge made by a resident of the village. She suggested that the Parish Council should manage the lettings in future. The Chairman reminded Councillors that it had been agreed at the last meeting to ask Intercounty Letting to advertise the property so it was past the point in decision making. It was suggested that next time the property came up for letting other agencies would be considered.

5.3 Internal Decoration –The Chairman reported that an inspection had been carried out of the Lodge with Amanda Warner the Letting Agent. There was painting to be done internally and the proposed tenants had offered to do this. They had been given permission and the Chairman had advised that the Parish Council would pay for the materials up to a maximum cost of £300. He asked the committee to ratify that decision which they did. The carpets were also in need of replacement particularly downstairs. The tenants had asked if the carpet could be replaced with wooden flooring downstairs. The Chairman suggested that the downstairs carpeting be replaced this year with the upstairs renewed in 2014/15. One quotation had been received through the letting agent and another two would be sought. A discussion took place on whether to replace with wooden flooring or carpet. Councillors agreed that they would prefer the carpet option. Cllr Cooper would arrange a further quotation. It was estimated that the cost of replacement carpets would be under the limit of expenditure the committee were allowed to authorise. The Clerk added that the curtains also needed to be replaced at some stage.

*-Cllr
Cooper*

5.3 Inspection Report –A copy of the check out report had been received. This identified some issues including a faulty kitchen light and smoke detectors which Cllr Robinson agreed to look at. Ms Warner had asked for any claim against the tenants deposit to be made within five working days. It was agreed that the cost of a thorough clean should be deducted plus other items identified as missing as listed in an e-mail from the Agent. Clerk to advise the agent.

*-Cllr
Robinson
& Clerk*

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials –There were no memorials for approval.

6.2 Chapel Meter Reading –The meter had been read when the tenants vacated the Lodge and

33 units had been used since the last reading. The Clerk to advise Intercounty to add £6.13 (18.57p x 33) to the tenants deposit refund.

07. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no further items raised.

10. DATE OF NEXT MEETING

The date for the next meeting would be discussed at the Finance and General Purposes committee.

The Chairman closed the meeting at 7.40 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 3rd September 2013 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Clarke, Cllr Pidgeon, Cllr Mrs Pidgeon
 Parish Councillors –Cllr Vigus, Cllr Freeman, Cllr Hirtzel
 County Cllr Dent, District Cllr Cathcart, District Cllr McCraith
 Members of Public –0

01. APOLOGIES FOR ABSENCE

Cllr Cooper

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 2nd July 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment – The latest inspection document would be used for future inspections.

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Repair to Door –The door had been replaced. There had been a problem with the lock on the door which the contractor had attended to. The Clerk advised that she had just been contacted by the Letting Agent who advised that the lock had since fallen off. The contractor had been asked to contact the Letting Agent directly.

5.2 Tenant Change –New tenants were now in the Lodge. The Clerk had signed the tenancy agreement on behalf of the Parish Council at the end of July 2013.

5.3 Internal Decoration –The Chairman stated that there appeared to be a lot more internal work carried out than the £300 that the Parish Council agreed. The Clerk confirmed that she had asked the Letting Agent to oversee the work and make sure that paintwork was in neutral colours.

5.4 Sale of Lodge –Cllr Robinson reported that when the Chairman and he met on site to look at the cleaning they had informally discussed the future of the Lodge. Cllr Robinson stated that there was a lot of work which needed to be done, estimated between £10,000 and £20,000, to get the building up to a good standard. That would be a number of years of income to cover that cost. He suggested that the Parish Council could consider selling the Lodge and using the money to fund the new Pavilion which would benefit everyone in the village. Cllr Mead-Blandford expressed her concern over this stating that the Cemetery and the buildings within should be protected. It was recognised that more information would need to be found out before any formal discussion took place. It was agreed that this would be on an agenda for a future meeting once that information was known.

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials

6.1.1 Albert Swaine –Additional Inscription –Approved

6.1.2 Doris Hillier –Additional Inscription –Approved

6.2 Request to install a memorial bench –Cllr Dent had forwarded an enquiry on to the Clerk who was waiting for contact from the parishioner. The request relating to a recent burial at the front of the cemetery. The Chairman stated that he was sympathetic to the family but he was hesitant over a bench in this location due to access. This would be discussed in more detail once the Clerk had heard from the parishioner. In the meantime Councillors were asked to look at the space.

07. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

7.1 Apple Trees –The Chairman advised that there were a number of apple trees around the cemetery grounds and the windfalls from the trees were causing a mess. He invited Councillors to help themselves to the apples.

7.2 Hedge –Cllr Clarke expressed concern over the overgrown hedges and suggested that the contractor should be met on site to discuss the work required. The Chairman agreed to arrange a site meeting with the committee first to see what needed to be done.

*-Cllr
Hallett*

10. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 1st October 2013

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 1st October 2013 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Clarke, Cllr Cooper
 Parish Councillors –Cllr Vigus, Cllr Freeman,
 County Cllr Dent, District Cllr McCraith
 Members of Public –0

01. APOLOGIES FOR ABSENCE

Cllr Robinson, Cllr Mrs Pidgeon, Cllr Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 3rd September 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment – The latest inspection document would be used for future inspections.

*-Cllr
Hallett*

3.1.1 Chapel Roof -Cllr Mead-Blandford advised that there was a visible gap between the wall and roof of the right side chapel. The Chairman agreed to inspect.

3.2 Memorial Bench –Members had looked at the area in which a bench was requested and agreed that if sited there could be problems with maintenance of the ground. The Clerk advised that she had not yet received a formal letter requesting the bench from the parishioner.

3.3 Overgrown Hedge –The Chairman had inspected the hedge and agreed that it was overgrown and needed to be cut back. The Clerk was asked to obtain a quotation from the Parish Council contractors, Buchans, to see how much this would cost. If needed more quotations would be obtained.

-Clerk

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Repair to Door –The contractor had been asked to repair the lock and also fill in some gaps around the frame.

5.2 Future of Lodge –Following the last meeting, where Cllr Robinson suggested selling the Lodge to finance the new Pavilion build, the Chairman had investigated and he believed that selling the Lodge could contravene the Open Spaces Act of 1906, as stated in Charles Arnold Baker Local Council Administration. He asked Councillors whether they wanted to investigate further at this time or not. All committee members in attendance unanimously agreed not to pursue any further.

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials -There were no memorials for approval.

07. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were none.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 5th November 2013

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 5th November 2013 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Clarke, Cllr Mrs Pidgeon, Cllr Pidgeon, Cllr Robinson
 Parish Councillors –Cllr Freeman,
 District Cllr Cathcart, District Cllr McCraith
 Members of Public –0

01. APOLOGIES FOR ABSENCE

All committee members were present.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 1st October 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment and Chapel Roof –Cllr Hallett advised that he had inspected the roof and it appeared that there was a gap between the Chapel wall and the roof. A further inspection would need to be carried out inside. Cllr Clarke agreed to liaise with Cllr Hallett over access. -Cllr
Clarke

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Repair to Door –As far as Councillors were aware the works to the door had been completed.

5.2 Intercounty Letting Agent –Tenancy Renewal January 2014 -The current tenancy was due to expire on the 31st January 2014 and the Agent recommended that it be renewed for a further fixed term for security. There would be a renewal fee of £50 plus VAT to draw up the legal agreement.

It was noted that the tenants of the Lodge were carrying out a lot of work at their own expense which would be to the Parish Council's advantage. Councillors agreed that the tenancy be renewed as recommended. Clerk to advise the Letting Agent. -Clerk

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials -There were no memorials for approval.

6.2 Cut of Hedge –Buchans, the contractor, had confirmed that they would carry out a vertical cut in late November free of charge. Once that had been done they would be able to advise how much it would cost to cut the top. Cllr Clarke advised that there was a lot of work needed to be done to the hedge on the Chapel side.

6.3 Fallen Tree –It was reported that an apple tree covered in ivy had fallen by the east Chapel. Cllr Mead-Blandford volunteered to clear the tree away which was accepted. -Cllr
Mead-
Blandford

6.4 Excess Soil –The Chairman had noticed the soil and asked the Clerk to follow up with the Funeral Director, Andrew Fuller, from the latest burial. Mr Fuller had inspected the soil with the gravedigger who assured him that all excess soil had been removed at the time of the burial from the cemetery. They believed that the family from the latest burial had attended the grave and this was the result. Mr Fuller suggested that an inspection of the cemetery should take place the day after any funeral and that if there were problems the Deed holder of the grave be contacted.

Cllr Clarke then advised that he had noticed another pile of soil in the cemetery grounds. This would be inspected at the same time as the Chapel wall.

6.5 Cemetery Training –The Clerk was booked on a SLCC training course on the 13th November 2013. She advised that she would now be unable to attend due to personal reasons. SLCC had advised that a substitute could attend in her place. The Chairman would see if he was available on that date.

07. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were none.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 3rd December 2013

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 3rd December 2013 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Clarke
 Parish Councillors –Cllr Cooper
 District Cllr Cathcart, District Cllr McCraith
 Members of Public –0

01. APOLOGIES FOR ABSENCE

Cllr Robinson, Cllr Mrs Pidgeon, Cllr Pidgeon

The possibility that absence could leave the Committee inquorate was briefly discussed and Cllr Cooper offered to join Committee – to be ratified at the next Parish Council meeting.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 5th November 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment and Chapel Roof –The Chairman and Cllr Clarke had looked at the roof which appeared to have slipped back from the wall because of water leakage. There were no cracks to the brickwork and as far as could be seen the wall had not moved. Quotations for the repair were needed. The Clerk suggested that before the quotes are sought the District Council Conservation Officer be asked for advice as this was a listed building. Clerk to arrange.

-Clerk

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Intercounty Letting Agent –Tenancy Renewal January 2014 –The Letting Agency had suggested a long tenancy of 2years and 10 months. Concerns were raised by members as the tenants appeared to be carrying out a lot more work than agreed by the Parish Council. There were also concerns over the number of vehicles parked there as well. The Chairman added that the Parish Council may also need to raise the rent over the next two years. Cllr Mead-Blandford suggested the tenants be offered a rolling six month tenancy. A discussion on tenancy agreements and their possible impact was discussed.

Councillors agreed that they were happy in principle with a six month tenancy and this would be confirmed once the Clerk had sought advice. The Letting Agency would be asked to check that the conditions of tenancy were being observed when they carried out their next inspection.

-Clerk

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials

6.1.1 –Memorial Tustian –Agreed.

6.2 Cemetery Compliance –The Chairman reported that he had attended the training course in place of the Clerk. She was reading through the paperwork and this would be discussed with the Chairman to make sure the proper procedures were being carried out. The Chairman added that there was a recommendation that memorials should be granted for a period of years and not indefinitely. The advantage to this would be that in due course old memorials causing concern, and where there was no trace of a relative, could be removed. It was agreed that the Chairman would prepare a variation to the Cemetery Regulations for agreement at a future meeting.

-Chairman

6.3 Removal of Dead Tree –Due to the amount of ivy on the tree Cllr Mead-Blandford was unable to arrange its removal. Councillors were advised that the tree was about three metres tall and there was more ivy than wood. It was agreed that Buchans be asked to dispose of the tree.

-Clerk

Cllr Clarke expressed his concern over two large apple trees which had a lot of fallen apples around them. He suggested that the trees should be removed to avoid the mess. The Chairman advised that these trees were on the record as part of the character of the Cemetery. Cllr Clarke

also queried the removal of another dead fruit tree. The Chairman reminded Councillors that advice had been sought from the District Council Tree Officer who had suggested this tree be left as it was not dangerous and it was ideal for wildlife.

07. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were none.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 7th January 2014

The Chairman closed the meeting at 7.30 pm