

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Wednesday 12th January 2011 at
The Chapel Room, South End 7.10pm

PRESENT: Mr Hallett (Chairman), Mr Robinson, Mr Clarke, Mr Bunton, Mrs Pidgeon

Mr Saggars (Parish Councillor)

Members of Public –1

01. APOLOGIES FOR ABSENCE

Mr Nicholls.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were none.

03. MINUTES FROM LAST MEETING AND MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 7th December 2010, copies previously distributed, were agreed a true record and signed by the Chairman.

RISK ASSESSMENT –The Clerk confirmed that the action was in hand.

-Clerk

NON CONFORMING GRAVES –The Clerk confirmed that the action, agreed at the last meeting, was in hand.

-Clerk

04. OPEN FORUM

There were no items raised.

05. CEMETERY LODGE

Mr Robinson confirmed that there was still the outstanding action to read the electricity meter for the Chapel.

*-Mr
Robinson*

The Clerk reported that a letter had been received from Warners Letting Agency advising that the boiler service was overdue and asking if they should make arrangements for Roysia Oil to visit. She advised that the last service was carried out in March 2010 by Roysia Oil. It was agreed that Mr Robinson would arrange for the service to be carried out in March 2011. The Clerk to advise Warners Letting Agency.

*-Mr
Robinson
& Clerk*

06. OTHER CEMETERY BUSINESS

Approval of Memorials –There were no memorials for approval.

The Clerk advised that there was to be a funeral on the 19th January in the cemetery. The person to be interred had grown up in the village. Councillors confirmed that, as she was not a current parishioner, twice the rate would be charged as fees as stated in the agreed Cemetery Fees 1.11.10.

07. OTHER

There were no other points raised.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 1st February 2011 at 7.15pm.

The Chairman closed the meeting at 7.20 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 1st February 2011 at
The Chapel Room, South End 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Bunton, Mrs Pidgeon

Mr Pidgeon (Parish Councillor)

County Cllr Mrs Oliver

Members of Public –1

01. APOLOGIES FOR ABSENCE

Mr Robinson

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were none.

03. MINUTES FROM LAST MEETING AND MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Wednesday 12th January 2011, copies previously distributed, were agreed a true record and signed by the Chairman.

Risk Assessment –The Clerk confirmed that the action was in hand.

-Clerk

Non Conforming Graves –The Clerk confirmed that the action was in hand.

-Clerk

04. OPEN FORUM

There were no items raised.

05. CEMETERY LODGE

Meter Reading –It was not known if Mr Robinson had read the meter for the Chapel electricity.

-Mr

Boiler Service–The Clerk confirmed that she had notified Warners Letting Agency that the boiler service would be arranged for March 2011.

Robinson

Manhole Cover –Mr Clarke advised that there was a broken manhole cover outside the Lodge porch. He agreed to deal with the replacement up to a cost of £100.

-Mr Clarke

06. OTHER CEMETERY BUSINESS

Approval of Memorials –There were no memorials for approval.

The Clerk advised that she had given the go-ahead for a new grave to be dug the previous week. The approved contractors were not used as it was short notice. The gravedigger used had agreed to meet with Councillors to discuss requirements so that he could be added to the list if considered acceptable. The Clerk was to arrange the meeting. The Chairman expressed concern that a non approved contractor had been used.

Sinking Graves –The Chairman advised that some of the graves were sinking. He volunteered to take some of the excess soil piled at the rear of the grounds to fill them. He also advised that he had removed some of the ivy from the west side hedge.

07. OTHER

Grasscutting –Mr Bunton advised that he had spoken to the current grasscutting contractors who were concerned that specifications for tender had been sent out to contractors. As they had carried out the work satisfactorily over the contract, and carried out tasks beyond their remit, they hoped that the existing contract would be extended. The Chairman advised that this was a matter for the Recreation Ground committee who would discuss the contracts at their meeting on the 16th February.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 1st March 2011 at 7.15pm.

The Chairman closed the meeting at 7.30 pm

 Chairman

 Date

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 1st March 2011 at
The Chapel Room, South End 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Bunton, Mr Robinson, Mr Nicholls

Mr Pidgeon (Parish Councillor)

County Cllr Mrs Oliver

Members of Public –1

01. APOLOGIES FOR ABSENCE

Mrs Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Mr Clarke declared an interest under Item 06 Memorials.

03. MINUTES FROM LAST MEETING AND MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 1st February 2011, copies previously distributed, were agreed a true record and signed by the Chairman.

Risk Assessment –The Clerk to find out the date of burial for the names on the list. She would then forward to the Funeral Directors for help in tracing the next of kin.

Non Conforming Graves –Letters had been prepared for the known next of kin. There were a few queries which she was trying to resolve over the whereabouts of next of kin. Newlings Funeral Director had volunteered to help.

04. OPEN FORUM

There were no items raised.

05. CEMETERY LODGE

Meter Reading –Mr Robinson advised that he had tried to access the meter but the tenants were away. He would try again. He would also arrange with Rosia Gas and Oil for the boiler to be serviced.

*-Mr
Robinson*

Manhole Cover –Mr Clarke advised that the manhole cover had been replaced.

06. OTHER CEMETERY BUSINESS

Approval of Memorials –CLARKE Approved.

Approval of Grave Digger –The Chairman advised that a meeting had been held with Mr Tim Miles and requirements of the Parish Council had been discussed, which he agreed to adhere to. The committee agreed that Mr Miles be added to the list of approved contractors.

Request for Grave Space –The Clerk advised that she had been contacted regarding the purchase of a plot in advance of need. A couple, without children, wanted to finalise their funeral plans. The committee agreed that a plot could not be released at this time but the couple should be reassured that there will be a plot available when the time came. They should make their wishes known to the funeral director for his records. Clerk to write.

-Clerk

07. OTHER

Fence behind War Graves –Mr Clarke suggested that the fence be given a coat of paint as it was starting to look shabby. Once the weather improved, a working party would paint the fence with some woodstain in a colour similar to the original and Mr Robinson offered to co-ordinate.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 5th April 2011 at 7.15pm.

The Chairman closed the meeting at 7.30 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 5th April 2011 at
The Chapel Room, South End 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Bunton, Mr Robinson, Mr Nicholls
 Mr Pidgeon (Parish Councillor)
 County Cllr Mrs Oliver
 Members of Public –3

01. APOLOGIES FOR ABSENCE

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 1st March 2011, copies previously distributed, were agreed a true record and signed by the Chairman.

Risk Assessment –The Clerk confirmed that she had received details of around a third of the next of kin, regarding the unstable memorials, from a local funeral director. She was seeking information on the others. *-Clerk*

Non Conforming Graves –All but four next of kin were now known and letters had been prepared. These would now be sent. It was agreed that a note asking relatives to contact the Parish Council would be left on the graves where a contact was unknown. *-Clerk*

04. OPEN FORUM

There were no items raised.

05. CEMETERY LODGE

Meter Reading –Mr Robinson advised that this was in hand. *-Mr*

Boiler Service –Mr Robinson confirmed that the service had taken place with no problems identified. *Robinson*

06. OTHER CEMETERY BUSINESS

Approval of Memorials

BROOKER replacement memorial Approved.
 HUTCHINGS additional inscription Approved.
 MILLS memorial Approved.
 Clerk to advise stonemasons.

-Clerk

07. OTHER

Grave Reuse –The Chairman reported that it had been suggested in recent local press reports that the reuse of graves was not allowed. Councillors were reminded that reuse was practiced in Bassingbourn Cemetery. He had since found a statement from the House of Commons Library, compiled in 2010, stating that the reuse of graves was accepted in principle but the matter was being kept under review. The Clerk advised that the Parish Council had gone through a long process, guided by the Association of Burial Authorities, in the 1990's which resulted in the reuse. There was also an ABA briefing paper from 1996 stating that reuse in churchyards was not illegal.

The committee agreed that the Chairman would get clarification of the position. The Clerk advised that a request for a second interment in one of the reuse graves had been made. The committee agreed that to avoid distress to the family this could go ahead. There would not be any further reuse graves released until the position was known.

Cemetery Grounds –Mr Clarke stated that the grounds were looking very good. He had received praise on their upkeep from a visitor to the cemetery.

08. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 27th April 2011 at 7.15pm.

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Wednesday 27th 2011 at
The Chapel Room, South End 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Bunton, Mr Robinson, Mrs Pidgeon
 Mrs Vigus (Parish Councillor)
 County Cllr Mrs Oliver
 Members of Public –1

01. APOLOGIES FOR ABSENCE

None were received.

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 April 2011, copies previously distributed, were agreed a true record and signed by the Chairman.

Risk Assessment –The Clerk confirmed that she had received details of around a third of the next of kin, regarding the unstable memorials, from a local funeral director. She was seeking information on the others. *-Clerk*

Non Conforming Graves –Letters had now been sent out to the next of kin.

04. OPEN FORUM

There were no items raised.

05. CEMETERY LODGE

Meter Reading –Mr Robinson advised that this was in hand.

Bath Taps –A letter had been received from Warners Letting Agency with a quotation for the supply and fitting of new bath deck mixer with shower head and hose kit, for a cost of £175.00. It was agreed that the Clerk ask Warners to arrange the repair. *-Clerk*

06. OTHER CEMETERY BUSINESS

Approval of Memorials –There were none for approval.

Reuse of Graves –The Chairman advised that he had looked at the file held by the Clerk on the reuse. There was an information sheet relating to reburial in a Churchyard, issued by the Association of Burial Authorities (ABA), but not to cemeteries. The Clerk advised that she had spoken to two ex Parish Councillors who had agreed to look and see whether they held any paperwork from that time. She added that, in the late 1990's, there was a Channel 4 documentary on reburial and Bassingbourn Cemetery was featured. After further discussion it was agreed that if no further information came to light, ABA would have to be approached. The membership fee would be around £130 which was agreed by Councillors.

07. OTHER

War Graves Fence –As discussed at a previous meeting, Mr Robinson and Mr Bunton advised that the painting was in hand.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 7th June 2011 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 June 7th 2011 at
The Chapel Room, South End 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Bunton, Mr Robinson, Mrs Pidgeon
 Mr Pidgeon (Parish Councillor)
 Members of Public –2

01. ELECTION OF CHAIRMAN

Mr Hallett opened the meeting and asked for nominations for Chairman. Mr Robinson proposed Mr Hallett which was seconded by Mrs Pidgeon. There were no other nominations. Mr Hallett accepted the position.

02. APOLOGIES FOR ABSENCE

Mr Nicholls

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 Wednesday 27th April 2011, copies previously distributed, were agreed a true record and signed by the Chairman.

Risk Assessment –The Clerk had no further information. She suggested letters be sent out to the families, with unstable memorials, that she was aware of. The Chairman asked for the list to be forwarded to him to check their current condition.

-Clerk

Non Conforming Graves –The Clerk advised that she had received three representations about the letters sent out to the next of kin. One of these parishioners, Mr Gravett, was present and the Chairman invited him to discuss his concerns. Mr Gravett stated that there were a number of other memorials in the cemetery which were in breach of the regulations. Another concern was the mound of earth in the west corner of the cemetery which he was told, when the plot was allocated, would be removed. The Clerk circulated photographs to Councillors of those graves identified as being in breach over the past ten years. The Chairman then explained why the committee were trying to deal sensitively with the formalisation of the graves over a period of time. It was then agreed that a site meeting with Mr Gravett would take place to discuss further. The Clerk to arrange a suitable date with Mr Gravett, the Chairman and Mr Clarke.

-Clerk

05. OPEN FORUM

There were no items raised.

06. CEMETERY LODGE

Meter Reading –Mr Robinson advised that this was in hand.

Vermin prevention – The monthly inspection report had been received from Warners Letting Agency. They advised that vermin netting put in place to keep squirrels and birds out of the loft had come down and needed either to be repaired or replaced. Mr Robinson and Mr Clarke agreed to deal. The Clerk to advise Warners.

*-Mr
Robinson,
Mr Clarke
&Clerk*

07. OTHER CEMETERY BUSINESS

Approval of Memorials –WOOD additional inscription. Approved.

Reuse of Graves –The Clerk advised that she had not received any further information. She would now proceed with contacting ABA (Association of Burial Authorities), as agreed at the last meeting.

-Clerk

Excess Soil –Mr Clarke expressed concern over the amount of soil left on graves and their width. He suggested some of the soil should be removed. The Chairman stated that this could be looked at during the site meeting agreed earlier. He added that a skip would be needed at some stage to dispose of the soil at the back of the cemetery.

War Graves Fence –As discussed at a previous meeting, Mr Robinson and Mr Bunton advised that the painting was in hand.

08. AGREE COMMITTEE TERMS OF REFERENCE

These had been circulated to members. It was agreed that no amendments were needed.

09. OTHER

There were no items raised.

10. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 5th July 2011 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 July 5th 2011 at
The Chapel Room, South End 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Bunton, Mr Robinson, Mrs Pidgeon
 Mr Pidgeon (Parish Councillor)
 Members of Public –2

01. APOLOGIES FOR ABSENCE

Mr Nicholls

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 7th June 2011, copies previously distributed, were agreed a true record and signed by the Chairman.

-Clerk

Risk Assessment –The Clerk had no further information. The memorials listed would be inspected during on the 12th July, following a meeting with Mr Gravett.

-Mr

Non Conforming Graves –Mr Clarke advised that he would not be available to meet with Mr Gravett on the 12th July. The Chairman and Clerk would go ahead with the meeting.

*Hallett
& Clerk*

05. OPEN FORUM

There were no items raised.

06. CEMETERY LODGE

Meter Reading –Mr Robinson advised that this was in hand.

Vermin prevention – Mr Clarke and Mr Robinson agreed to deal at the June meeting. This was in hand.

*-Mr
Robinson
& Mr
Clarke*

07. OTHER CEMETERY BUSINESS

Approval of Memorials –There were no memorials for approval.

Reuse of Graves –The Clerk had contacted the Association of Burial Authorities (ABA) who had acknowledged and advised that they would investigate the position.

-Clerk

Excess Soil –This would be looked at during the site meeting on the 12th July.

War Graves Fence –As discussed at a previous meeting, Mr Robinson and Mr Bunton advised that the painting was in hand.

09. OTHER

There were no items raised.

10. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 2nd August 2011 at 7.15pm.

The Chairman closed the meeting at 7.20 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday August 2nd 2011 at
The Chapel Room, South End 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Robinson, Mrs Pidgeon, Mr Nicholls
Mrs Mead-Blandford, Mrs Cooper (Parish Councillors)
Members of Public –2

01. APOLOGIES FOR ABSENCE

Mr Bunton

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 July 2011, copies previously distributed, were agreed a true record and signed by the Chairman.

Risk Assessment –The Chairman confirmed that he was in the process of preparing a further list of unstable memorials.

Non Conforming Graves –A meeting had been held with Mr Gravett on the 12th July 2011. There was no longer any kerbing visible on his wife's grave. Any that had been installed had sunk to below the grass line. There was one ornament which Mr Gravett volunteered to move closer to the headstone. It was agreed that the Clerk would write to Mr Gravett to confirm that the grave was acceptable. The Clerk then advised that she had met with Mrs Loveridge who was tending her grave. She was upset at the thought of changing the grave but said she would be willing to replace with a marble slab. There had been one other response and due to a second interment that grave was no longer in breach of the regulations. There had been no other responses. A discussion took place on enforcement of the regulations which Councillors agreed would be difficult. Mrs Pidgeon suggested that where the graves were regularly maintained, they should be left until such time they became untidy. It was then agreed that a further review would take place once some more photographs had been taken.

-Clerk

05. OPEN FORUM

There were no items raised.

06. CEMETERY LODGE

Meter Reading –Mr Robinson advised that this was in hand.

Vermin prevention – Mr Clarke and Mr Robinson agreed to deal at the June meeting. This was in hand.

*-Mr
Robinson
& Mr
Clarke*

07. OTHER CEMETERY BUSINESS

Approval of Memorials –Additional Inscription WOOD –Approved.

Reuse of Graves –The Clerk would urge a response from the Association of Burial Authorities (ABA) who agreed to investigate the position.

-Clerk

Excess Soil –The Chairman had spread some of the soil which had accumulated at the back of the cemetery. He suggested that the gravediggers could be approached to see if they would remove some more. He added that it would be difficult to get a skip into the grounds. He would continue trying to tidy the area.

War Graves Fence –As discussed at a previous meeting, Mr Robinson and Mr Bunton advised that the painting was in hand.

09. OTHER

There were no items raised.

10. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 6th September 2011 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 6th September 2011 at
The Chapel Room, South End 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Bunton,
Mrs Mead-Blandford, Mrs Cooper, Mrs Vigus (Parish Councillors)
County Cllr Mrs Oliver
Members of Public –7

01. APOLOGIES FOR ABSENCE

Mrs Pidgeon, Mr Robinson

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 August 2011, copies previously distributed, were agreed a true record and signed by the Chairman.

Risk Assessment –The Chairman had prepared an up to date list of memorials causing concern which was distributed to members. There were eight that were particularly cause for concern. The Clerk was asked to try the local Funeral Directors again to see if they could supply contact details of families concerned. If no further information came forward by the 20th September, the Chairman would arrange for an appeal to go in the Village Voice.

-Clerk

Non Conforming Graves –The Chairman confirmed that he had taken some more photographs of the graves concerned which would be available for the next meeting. Some of the relatives had acted on the letter sent out but there were further graves that had to be added to the list.

War Graves Fence –Mr Clarke expressed concern over the delay in painting the fence and suggested that a contractor should now be asked. Mr Bunton confirmed, that as the holiday period was now over, he would carry out the painting with Mr Robinson as agreed at a previous meeting.

Excess Soil –The Chairman confirmed that he had spread some of the excess but this was ongoing.

04. OPEN FORUM

There were no items raised.

05. CEMETERY LODGE

Meter Reading –Mr Robinson had advised at the last meeting that this was in hand.

Vermin prevention – Mr Clarke and Mr Robinson agreed to deal at the June meeting. This was in hand.

*-Mr
Robinson
& Mr
Clarke*

Lodge Inspection –A recent inspection had highlighted a report by the tenant that one of the steps on the stairs gave way when walked on. Warners had looked and found that the underside of the stair was cracking and needed immediate attention. The Chairman agreed to look.

-Mr Hallett

06. OTHER CEMETERY BUSINESS

Approval of Memorials –There were none for approval.

The Clerk reported that the stonemason, Ivett & Reed, had advised that they had been asked by the family of Frank Oswald Stamford to clean and refix the memorial on a new foundation slab. They asked to be contacted if there were any queries.

Reuse of Graves –The Clerk advised that she had tried a number of times, by e-mail and telephone, to contact the Association of Burial Authorities with no success. She would now try sending a letter.

-Clerk

Seats –The Chairman had identified two benches belonging to the Parish Council that were in a poor state of repair. One was in the memorial garden and the other at the back of the Cemetery. He added that a replacement would cost around £350. It was suggested that a local carpenter be approached to see if he was willing to make a bench. Mr Clarke agreed to speak to the person concerned and if he was willing get a price.

-Mr Clarke

07. OTHER

Rabbits –It was reported that there was a lot of damage being caused by rabbits in the burial

*-Mr
Bunton*

ground. Mr Bunton agreed to see if he could arrange some pest control.

Garden of Remembrance –The Chairman had been approached by a local Funeral Director who advised that some relatives would like to put memorials on the grassed area. There were some already there although this was not covered in the Cemetery Rules and Regulations. Members agreed that this should be discussed and so it would be an agenda item for the October meeting.

8. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 4th October 2011 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 4th October 2011 at
The Chapel Room, South End 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Pidgeon, Mrs Pidgeon, Mr Robinson
Mrs Cooper, Mrs Vigus (Parish Councillors)
Members of Public –3

01. APOLOGIES FOR ABSENCE

Mr Bunton

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 6th September 2011, copies previously distributed, were agreed a true record and signed by the Chairman.

Risk Assessment –The Clerk confirmed that she had sent a list of the unstable memorials to the local funeral directors for any information they could provide regarding contact for the next of kin. The Chairman had also put a request to families in the Village Voice.

Non Conforming Graves –The Chairman had prepared a new list which would be circulated to the committee members. Five of the original graves originally identified had been changed but a further two were now causing concern. There were currently 13 on the list. It was suggested at a previous meeting that these graves be left until they became untidy but the Chairman felt that this might encourage more people to breach the conditions resulting in a long term problem. It was agreed that the untidy graves should be pursued first. A follow up letter would be discussed at the next meeting.

War Graves Fence –Mr Robinson advised that he had received another offer of help to paint the fence. Mr Clarke suggested using light oak paint which Mr Robinson agreed to purchase and reclaim the cost from the Parish Council.

Rabbits –Mr Bunton was dealing.

*-Mr
Robinson*

04. OPEN FORUM

There were no items raised.

05. CEMETERY LODGE

Meter Reading –Mr Robinson had advised at the last meeting that this was in hand.

Vermin prevention – Mr Clarke confirmed that the netting had been dealt with.

Lodge Inspection –Following the comments made by Warners Letting Agency the Chairman had carried out an inspection and confirmed that there was a problem with the step on the winder section which required attention. The wood on the windows also needed to be replaced. Whilst at the Lodge the Chairman was advised that there was a problem with the front door and there was a slight problem with the bath coating. These last two issues were not urgent. Work on the step and windows needed to be carried out as soon as possible. Mr Clarke agreed to obtain a price from a carpenter. The Chairman to forward the specification.

*-Mr Hallett
& Mr
Clarke*

06. OTHER CEMETERY BUSINESS

Approval of Memorials –There were two for approval.

Mr Blackie –Approved.

Mrs Leggett –Approved.

Reuse of Graves –The Clerk confirmed that she had sent a letter to ABA following the lack of response to e-mails and telephone calls. There had been no reply. She suggested that she make one more attempt to contact them with a 'signed for' letter. This was agreed. She then advised that the SLCC were holding a Cemetery Management training day on the 16th November 2011 where the current position regarding reburial was to be included. The cost of the session was £95.00. It was agreed that, if no further information was forthcoming from ABA, the Clerk would attend the training session.

-Clerk

Seats –Mr Clarke had obtained details of a bench from a resident of the village, cost being

£55.00. This was circulated to members. Concerns were raised about the quality of the wood and Councillors agreed that they would prefer a hardwood bench, of commercial quality, even though it would cost a lot more. The Chairman advised that another bench, which was agreed two years ago, was now installed making a total of four. He questioned whether a replacement for the Garden of Remembrance bench was really needed. After further discussion it was agreed that the faulty bench would be removed and would not be replaced at this time.

Garden of Remembrance –The Chairman advised that a local funeral director had received a request to put a memorial on the grass. There were already some unapproved memorials there. A discussion took place on the Cemetery Regulations which state that Parish Council approval is required for memorials and, if allowed, would have to be changed to accommodate this. Councillors were reminded that there was a facility for brass memorial plaques to be put on the chapel wall. After further discussion it was agreed that the Cemetery Regulations should remain as they were and permission would not be given for memorials on the grass.

07. OTHER

There was no other business.

8. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 1st November 2011 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 1st November 2011 at
The Chapel Room, South End 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Robinson, Mr Bunton
Mrs Cooper, Mrs Mead-Blandford (Parish Councillors)
Members of Public –1

- 01. APOLOGIES FOR ABSENCE**
No apologies received.
- 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 October 2011, copies previously distributed, were agreed a true record and signed by the Chairman.
Risk Assessment –Some relatives had been identified from the list published in the latest Village Voice. This was a gradual process.
Non Conforming Graves –There was no further update.
War Graves Fence –Mr Robinson and Mr Bunton confirmed that they would paint the fence before Remembrance Day.
- 04. OPEN FORUM**
The meeting was closed between 7.40 and 7.42.
Risk Assessment –It was confirmed that the memorial to the late A E Robinson had been secured. It was believed that the memorial became unstable when clunch from a neighbouring grave was thrown against it.
- 05. CEMETERY LODGE**
Meter Reading –Mr Robinson had advised at the last meeting that this was in hand.
Carpentry Work –Mr Clarke advised that the contractor he had approached for a quotation was too busy at this time. Mr Bunton added that he was aware of a local handyman who might be able to help. It was agreed that Mr Bunton would forward a specification to him for a quotation. -Mr
Bunton
- 06. OTHER CEMETERY BUSINESS**
Approval of Memorials –There were non for approval.
Reuse of Graves –There had still been no response from the Association of Burial Authorities. The Clerk had sent an e-mail to Ian Dewar, CPALC, advising him of the situation and asking for any guidance. The Chairman recapped on the re-use process advised back in the late 1990's.
- 07. OTHER**
There was no other business.
- 8. DATE OF NEXT MEETING**
The next meeting would be held on Tuesday 6th December 2011 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 6th December 2011 at
The Chapel Room, South End 7.15pm**

PRESENT: Mr Hallett (Chairman), Mr Clarke,
Mrs Vigus (Parish Councillor)
Members of Public –1

01. APOLOGIES FOR ABSENCE

Mr Bunton, Mrs Pidgeon, Mr Pidgeon.

As there was not a quorum the meeting could not be held.

02. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 11th January 2012 at 7.15pm.

The Chairman closed the meeting at 7.30 pm