

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Wednesday 11th January 2012 at
The Chapel Room, South End 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Robinson, Mrs Pidgeon
Mrs Vigus, Mrs Cooper, Mrs Mead-Blandford (Parish Councillors)
Members of Public –6

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 1st November 2011, copies previously distributed, were agreed a true record and signed by the Chairman. The meeting scheduled for the 6th December 2011 did not take place as there was not a quorum.
Risk Assessment –There was no further update.
Non Conforming Graves –There was no further update.
War Graves Fence –The fence painting was still outstanding.

04. OPEN FORUM
There were no points raised.

05. CEMETERY LODGE

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

Carpentry Work –A quotation for the work had been given to Mr Bunton. The contractor to be asked for a copy to be given to the Chairman or Clerk so that the repair could be progressed.

-Clerk

Warners Letting Agency –The November 2011 inspection report highlighted the need for attention to the exterior woodwork where the paint was flaking. It was stated that the Lodge had been painted a couple of years ago. The Clerk was asked to contact the contractor from that time and get his view on the condition of the paintwork.

-Clerk

A letter had also been received from the tenants of the Lodge, through Warners Letting Agency, stating that there had recently been a fault reported with the cold water supply to the bath which had been investigated. The tenants were assuming that work to rectify the problem would be funded by the Parish Council and therefore asked if a power shower could be installed at the same time. The tenants estimated the cost to be around £90.00. Mr Robinson advised that a power shower could not be installed for that price and that it would cost a lot more to install. The Parish Council had not been made aware of a problem with the water supply and so the Clerk was asked to find out more from Warners. Councillors also agreed that if the tenants wanted a power shower they should pay the additional cost themselves.

-Clerk

06. OTHER CEMETERY BUSINESS

Approval of Memorials –Replacement Memorials –Alice Jane Ayres & Arthur Ayres – Approved

Additional Inscription –Slater –Approved

Additional Inscription-Harwood -Approved

Reuse of Graves –The Clerk advised that Mr Dewar, CPALC, had forwarded on the query to the NALC legal department for advice.

*-Mr Hallett
&Clerk*

Grave Request –A request had been made by Mrs P Peck for a plot in the cemetery to inter her husband's ashes. She had lived in Bassingbourn for 25 years but had recently moved away. It was agreed that a plot would be allocated. Chairman and Clerk to mark one.

07. OTHER

There was no other business.

8. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 7th February 2012 at 7.15pm.

The Chairman closed the meeting at 7.35 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 7th February 2012 at
The Limes, High Street 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Robinson, Mr Bunton
 Mrs Vigus, Mrs Mead-Blandford (Parish Councillors)
 Members of Public –5

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 Wednesday 11th January 2012, copies previously distributed, were agreed a true record and signed by the Chairman.

Risk Assessment –There was no further update.

Non Conforming Graves –There was no further update.

War Graves Fence –Mr Bunton confirmed that the painting would be dealt with soon. He would liaise with Mr Robinson.

-Mr
 Bunton &
 Mr
 Robinson

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

Meter Reading –This was in hand.

Carpentry Work –The repair to the stair had been carried out.

Warners Letting Agency –A letter had been received from Warners Letting Agency advising that they would be merging with Intercounty with effect from 5th December 2011.

The Clerk advised that following the last meeting she had contacted the agency and asked about the water problem. They were not aware of a problem and agreed to investigate. The Clerk had then received a telephone call from the Mrs Beukes, the Cemetery Lodge tenant, relating to an advertising board, and while speaking to Mrs Beukes she had asked about the water. Mrs Beukes confirmed that since the bath taps were changed a few months ago, the water pressure for the bath had been very poor and they were unable to use the shower. The request for the installation of a power shower, as discussed at the last meeting, then followed whereby Mrs Beukes offered to contribute to the cost. The Clerk had suggested that information and costings regarding the installation of a power shower be gathered and presented to the Parish Council cemetery committee, to discuss further, which she agreed to do.

Mr Robinson then advised that there had been a problem with the outside tap which would not turn off. The Chairman was aware of this and the problem had been resolved. It was advised that there was a stopcock for the metered supply outside. There might be some higher water bills.

06. OTHER CEMETERY BUSINESS

Approval of Memorials –Additional Inscription –Winifred May Christine Matthews –Approved

Reuse of Graves –The Clerk had been made aware, through a colleague, that the issue had been brought to the attention of the trainers at a recent SLCC training session on Cemeteries. They were aware of the representative from ABA who had given the Parish Council the guidance to re-use. It was believed that at the time that legislation would be approved but it never was. The only place in the country where re-use was practiced was in London. Mr Bunton suggested that the Parish Council should start to investigate whether there was any more land in the village available to extend the cemetery. Mr Hallett stated that the current position, as to how many plots were available, should be assessed. Also time lapsed plots would be investigated. He added that at some stage the legislation would come back before Parliament. The Clerk to urge a response from NALC.

Mr Clarke asked whether plots purchased for 40 years could be renewed. It was confirmed that they could. The Clerk advised that the 40 year term came into effect at the same time that the Parish Council agreed that plots could not be purchased prior to use, so the majority of plots purchased for 40 years had been used.

-Clerk

07. OTHER

There was no other business.

8. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 6th March 2012 at 7.15pm.

The Chairman closed the meeting at 7.35 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 6th March 2012 at
The Limes, High Street 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Robinson, Mr Bunton,
Mrs Mead-Blandford, Mrs Cooper (Parish Councillors)
Members of Public –0

01. APOLOGIES FOR ABSENCE

No apologies 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 7th February 2012, copies previously distributed, were agreed a true record and signed by the Chairman.

Risk Assessment –There was no further update. The Chairman advised of an item on the CPALC website about new guidelines on Safety in Burial Grounds from the Health and Safety Executive.

Non Conforming Graves –There was no further update. The Chairman reminded the meeting that the Parish Council did not have any power to insist that the owners of the graves conform. The Clerk and Chairman would look at which graves were still a problem.

War Graves Fence –Mr Bunton confirmed that the painting would be dealt with soon. He would liaise with Mr Robinson.

*-Mr Hallett
& Clerk
-Mr
Bunton &
Mr
Robinson*

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

Meter Reading –This was in hand.

Intercounty Letting Agency –The monthly report on The Lodge presented no problems identified.

*-Mr
Robinson*

06. OTHER CEMETERY BUSINESS

Approval of Memorials –New Memorial –Arthur Peck –Approved

Reuse of Graves –The Clerk confirmed that she had urged CPALC to chase some advice from NALC, following the last meeting. She agreed to look through the burial register and identify the current vacant plots.

Water Tap –The Chairman reported that the water tap required repair or replacement following frost damage. Mr Bunton agreed to investigate.

Badgers –Mr Clarke reported badgers in the cemetery that were digging large holes. As badgers were protected, action could not be taken to destroy them. It was suggested that the holes be filled in, making sure that the badgers were not inside.

-Clerk

*-Mr
Bunton*

-Mr Clarke

07. OTHER

There was no other business.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 3rd April 2012 at 7.15pm.

The Chairman closed the meeting at 7.35 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Wednesday 25th April 2012 at
The Limes, High Street 7.15pm

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

01. APOLOGIES FOR ABSENCE

No apologies 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 6th March 2012, copies previously distributed, were agreed a true record and signed by the Chairman. A meeting was not held on the 3rd April 2012.

Risk Assessment –The Chairman advised that the guidelines reported on at the last meeting were not new they had just changed format.

Non Conforming Graves –There was no further update.

War Graves Fence –Mr Bunton and Mr Robinson confirmed that the painting would be dealt with as soon as the weather improved. Mr Clarke again registered his concern over the delay.

*-Mr
Bunton &
Mr
Robinson*

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

Meter Reading –Mr Robinson confirmed that he had called at The Lodge but there was nobody in. He would pursue.

Exterior Decoration –The Clerk read the specification from the last time the Lodge was painted. It was agreed that this be used and forwarded to contractors for quotations. Mr Robinson agreed to let the Clerk have contact details of local painters.

*-Mr
Robinson*

*-Mr
Robinson*

06. OTHER CEMETERY BUSINESS

Approval of Memorials –There were no memorials for approval.

Reuse of Graves –There was no further update.

Water Tap –Mr Bunton advised that the water tap had been voluntarily repaired by Mr Mead-Blandford.

Badgers –There was no update on the badgers.

Approval of Interment –The Clerk had been approached by Mr Worboys requesting that he be allowed to arrange the interment of his Aunt's ashes with her parents in the cemetery. She was a resident of Bassingbourn before she moved to a care home. This was agreed. Details of fees and cemetery regulations would be sent to Mr Worboys.

07. OTHER

There was no other business.

08. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 6th June 2012 at 7.15pm.

The Chairman closed the meeting at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Wednesday 6th June 2012 at
The Limes, High Street 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Robinson, Mr Bunton, Mrs Pidgeon, Ms Pemberton-Ford

Mrs Mead-Blandford, Mrs Cooper (Parish Councillors)

Members of Public –0

01. ELECTION OF CHAIRMAN

Mrs Mead-Blandford proposed Mr Clarke who declined. Mr Clarke then proposed Mr Hallett which was seconded by Mrs Pidgeon. There were no other nominations. Mr Hallett accepted the position of Chairman.

02. APOLOGIES FOR ABSENCE

Mr Pidgeon

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 25th April 2012, copies previously distributed, were agreed a true record and signed by the Chairman.

4.1 Risk Assessment –The Chairman suggested that the memorials were re-checked. Mrs Mead-Blandford and Mrs Cooper agreed to test for instability, with the help of the Chairman.

4.2 Non Conforming Graves –There was no further update.

4.3 War Graves Fence –Mrs Pidgeon offered to help paint the fence if needed. Mr Robinson advised that he was trying to find a weekend without rain to carry out the work. Mrs Pidgeon agreed to liaise with Mr Robinson.

*-Mrs
Mead-
Blandford
& Mrs
Cooper
-Mrs
Pidgeon &
Mr
Robinson*

05. OPEN FORUM

There were no points raised.

06. CEMETERY LODGE

6.1 Meter Reading –Mr Robinson confirmed that this was in hand.

6.2 Exterior Decoration –Mr Robinson to provide contact details of local painters so that the specification could be sent out for quotations.

6.3 Lodge Inspection Report –An inspection report had been received from the Letting Agents, Intercounty. It stated

- that the front door to the porch was very stiff and did not shut
- the window to the loft was broken
- the carpets were dirty stained and marked (Intercounty would be requesting that they are cleaned before the next inspection)
- one of the slates to the blind on the landing window was broken
- the bath was badly marked and stained
- the glass front to the fire in the dining room appeared to have some slates missing

The tenant was not present when the inspection took place.

The Chairman advised that he was aware of the problem with the front door but the tenants were not concerned. Councillors agreed that the window to the loft should be repaired and approved expenditure up to £100. Mrs Cooper agreed to obtain a quotation. It was also agreed that Intercounty should follow up the other points with the tenants.

*-Mr
Robinson
-Mr
Robinson*

*-Mrs
Cooper*

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

- JEAN KINKADE –Approved
- CYNTHIA RAINBOW -Approved

7.2 Reuse of Graves –There was no further update.

The Clerk advised that the Internal Auditor had carried out a check on the cemetery records. There were a few points brought to the Parish Council's attention and the Clerk suggested that she should attend a training course to address the current legislation. This was agreed. The Clerk to investigate a suitable training session.

-Clerk

08. AGREEMENT OF TERMS OF REFERENCE

These had been circulated to Councillors. They were agreed with the addition of 'sustainability and conservation' under the Cemetery Maintenance heading. The Chairman advised that they would now need to be ratified at the full Parish Council meeting on the 24th July 2012.

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

9.1 Dead Trees –Mr Clarke reported that there were some dead trees in the cemetery which needed to be cut back. He suggested a meeting with the contractors. The Chairman stated that the trees should try to be kept, providing they were not dangerous, as a conservation issue. The Clerk was asked to obtain the advice of the District Council Tree Officer.

-Clerk

10. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 3rd July 2012 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 3rd July 2012 at
The Limes, High Street 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Robinson, Mrs Pidgeon, Mr Pidgeon
Mrs Mead-Blandford, Mrs Cooper, Mrs Vigus (Parish Councillors)
Members of Public –10

01. APOLOGIES FOR ABSENCE

Ms Pemberton-Ford

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 Wednesday 6th June 2012, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment –The Chairman, Mrs Mead-Blandford and Mrs Cooper to carry out an up to date assessment.

3.2 Non Conforming Graves –There was no further update.

3.3 War Graves Fence –Mrs Pidgeon was going to see how much paint was needed.

3.5 Dead Trees –The District Council Tree Officers had agreed to look at the trees when they were in the area.

*-Mrs
Mead-
Blandford
& Mrs
Cooper
-Mrs
Pidgeon*

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Meter Reading –Mrs Cooper had arranged to meet a representative from the Letting Agency.

5.2 Repair to Loft Window –A quotation was being sought.

5.3 Exterior Decoration –Mr Robinson to provide contact details of local painters so that the specification could be sent out for quotations.

5.4 Lodge Inspection Report –The Clerk had received a letter from the Letting Agency updating the Parish Council on the progress of items listed on the update from the last meeting. The tenant had advised that the carpets had been cleaned and they would be sorting out the front flower beds in due course. The tenants had taken responsibility for the broken glass to the fire and would be replacing this at their own cost. The tenants had also stated that the bath was very hard to clean as the enamel had worn away. Mrs Cooper agreed to look at the bath, during her meeting with the Letting Agency representative, before a decision was made on what to do.

*-Mrs
Cooper
-Mr
Robinson*

*-Mrs
Cooper*

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials

- MURIEL KEFFORD –Additional Inscription Approved

6.2 Reuse of Graves –There was no further update. It was agreed that this item would be removed from the agenda until there was further developments.

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

7.1 War Graves –It had been reported at the Recreation Ground committee meeting that the Service Graves had not been cut. The War Graves Commission, now that they had taken over the maintenance contract, had only cut the War Graves. Mr Hallett advised that it looked as if they had now been cut. This would be monitored.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 7th August 2012 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 7th August 2012 at
The Limes, High Street 7.15pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mrs Mead-Blandford, Mrs Cooper
 Mr Freeman (Parish Councillor)
 Members of Public –0

01. APOLOGIES FOR ABSENCE

Ms Pemberton-Ford, Mrs Pidgeon, Mr Pidgeon, Mr Robinson

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Mrs Mead-Blandford declared an interest under Item 5.2 and 5.4.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 3rd July 2012, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment –The Chairman, Mrs Mead-Blandford and Mrs Cooper to carry out an up to date assessment. Mr Clarke advised that he regularly checked the cemetery grounds for hazards.

*-Mr
Hallett,
Mrs Mead-
Blandford,
Mrs
Cooper*

3.2 Non Conforming Graves – A discussion took place on how best to advise families of the deceased on the regulations. After discussion it was agreed that a copy of the cemetery regulations would be sent to the next of kin when an application was made for a memorial.

3.3 War Graves Fence –Mrs Pidgeon had arranged for the area behind the memorial to be trimmed. She would now arrange for the painting.

*-Mrs
Pidgeon*

3.4 Dead Trees –The District Council Tree Officers had agreed to look at the trees when they were in the area. The Clerk had urged the visit.

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Meter Reading –Mrs Cooper had obtained a meter reading of 0086742. The Clerk advised that the last time the meter was read in February 2010 it was 530. As the difference in the reading was excessive, and there was only one light and a dehumidifier in the chapel, this would be re-checked. Mrs Cooper advised that she had another meeting with the letting agency at the Lodge so would investigate then.

*-Mrs
Cooper*

5.2 Repair to Loft Window –One quotation had been received with another requested through the letting agency. Mrs Cooper had asked both contractors to quote for the repair to the front door which was difficult to close.

5.3 Exterior Decoration –Mr Robinson to provide contact details of local painters so that the specification could be sent out for quotations. Mrs Mead-Blandford also agreed to see if she could obtain some details of local contractors.

*-Mr
Robinson,
Mrs Mead-
Blandford*

5.4 Lodge Inspection Report –Mrs Cooper advised that she had asked the letting agency for a quotation to replace the bath. The tenant had agreed to repair the fireplace and to have the carpets professionally cleaned. The blinds were the tenants own.

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials

- HERBERT –New Memorial –Approved. As discussed under item 3.2 the Clerk would forward a copy of the regulations to the family.

-Clerk

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

7.1 Cemetery Graves –Mr Clarke expressed concern over the soil on some of the graves which had spread out. He stated that there was a lot of work to be done to tidy them.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 4th September 2012 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 4th September 2012 at
The Limes, High Street 7.15pm

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

Mr Freeman, Mrs Vigus (Parish Councillor)

Members of Public –1

01. APOLOGIES FOR ABSENCE

Ms Pemberton-Ford, Mr Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Mrs Mead-Blandford declared an interest under Item 5.2 and 5.3.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 7th August 2012, copies previously distributed, were agreed a true record and signed by the Chairman.

-Clerk

3.1 Risk Assessment –The Chairman thanked Mrs Cooper for carrying out the assessment on the cemetery memorials. This now needed to be followed up with a formalised document and the Clerk would try and trace the relatives through the stonemasons.

3.2 Non Conforming Graves – It was agreed that, now a copy of the Cemetery Regulations would be given to the next of kin when a memorial application was made, this item would be removed from the agenda.

3.3 War Graves Fence –Mrs Pidgeon was hoping to paint the fence within the next couple of weeks.

-Mrs Pidgeon

3.4 Dead Trees –The District Council Tree Officers had agreed to look at the trees when they were in the area. The Clerk had urged the visit.

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Meter Reading –Mrs Cooper had revisited the meter reading and confirmed that it was 867. A cheque based on 367 units, the number since the last reading, would be issued to the tenants.

5.2 Repair to Loft Window –Mrs Cooper advised that the Letting Agent was unable to find a contractor for a second quote. The Chairman advised that the quotation received from the first contractor was reasonable at £120.00 for both the repair to the window and the front door. It was then proposed by Mr Robinson, seconded by Mrs Cooper that the quotation provided by Whitmead Services be accepted. All members in agreement. Clerk to advise the contractor.

-Clerk

5.3 Exterior Decoration –The Clerk had received one quotation from a local contractor. It was suggested that, as the painting work would not now be carried out until the Spring, further quotations would be sought. Names of contractors to approach were suggested. Clerk to contact them.

-Clerk

5.4 Lodge Inspection Report –Two quotations from the same contractor had been received to replace the bath. The Clerk to contact contractors Tom Marriage and Bretts for further quotations.

-Clerk

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

7.1 Cemetery Graves –Mrs Cooper advised that there was a lot of lying grass left between the graves which she noticed during a recent visit to the cemetery. It was thought that this could be as a result of the recent wet weather. The Clerk advised that she was aware that the weather was causing the contractors difficulty in carrying out regular cuts.

08. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 2nd October 2012 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 2nd October 2012 at
The Limes, High Street 7.15pm

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

01. APOLOGIES FOR ABSENCE

Ms Pemberton-Ford, Mr Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Mrs Mead-Blandford declared an interest under Item 5.2 and 5.3.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

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

3.1 Risk Assessment –The Clerk confirmed that she was in the process of compiling a formalised document which could be sent out to stonemasons to see if they could provide information on the next of kin.

-Clerk

3.2 War Graves Fence –Mrs Pidgeon advised that this was in hand.

-Mrs Pidgeon

3.4 Dead Trees –The District Council Tree Officers had suggested that the trees could be left unless they became significantly unsafe. Councillors were reminded that as they were in a public area the advice of a Tree Surgeon could be sought. Mr Robinson advised that the tree next to the fence, which was bent over, should be monitored.

04. OPEN FORUM

There were no points raised.

05. CEMETERY LODGE

5.1 Repair to Loft Window –The Clerk advised that the contractor went to repair the window and found that the work had already been carried out. This had been arranged through the letting agency. The Clerk had since spoken to them to find out what had happened but was unable to speak to the person who arranged the repair as he was away. She had stated that in future the Parish Council must be consulted before any works were carried out. The Parish Council contractor had been asked to carry out the second task agreed, the repair to the door, which had not been done. The contractor had advised that materials had been purchased for the window. It was agreed that the contractor would be paid the agreed £120.00. The Clerk confirmed that the latest statement from the Letting Agency had not included a deduction for the work that they arranged.

5.2 Exterior Decoration –The pursuit of further quotations was in hand.

-Clerk

5.3 Replacement Bath – The Clerk to contact contractors.

-Clerk

5.4 Lodge Inspection Report September 2012 - The latest report received from the Letting Agency did not highlight any more issues other than those known about.

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 6th November 2012 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 November 2012 at
The Limes, High Street 7.15pm

PRESENT: Mr Hallett (Chairman), Mrs Mead-Blandford, Mrs Cooper, Mr Robinson, Mr Clarke
Mrs Vigus, Mr Freeman (Parish Councillors)

Members of Public –2

01. APOLOGIES FOR ABSENCE

Ms Pemberton-Ford, Mr Pidgeon, Mrs 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 2nd October 2012, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment –The Clerk confirmed that she had sent a letter to the local stonemasons, with a list of the memorials needing attention, to see if they could help identify a contact.

3.2 War Graves Fence –There was no update available from Mrs Pidgeon.

*-Mrs
Pidgeon*

04. OPEN FORUM

4.1 Request for Kerbstones –The committee were asked for permission to install kerbstones around two graves. The Chairman explained the history of why kerbstones were not allowed in the cemetery and how the rule made grasscutting easier. He asked for comments from the committee. Mr Robinson suggested that the time had come to consider changing the rules. He added that there were people that had installed kerbstones ignoring the regulations. It would be very unfair not to allow a personal application. It was agreed that a review of the Cemetery Rules and Regulations would be an agenda item for discussion at the next meeting. The application for kerbstones would then be considered following a decision.

05. CEMETERY LODGE

5.1 Repair to Loft Window –The work had been completed.

5.2 Exterior Decoration –The Clerk confirmed that the specification had been sent out to local contractors with a view to the work being carried out in the Spring.

5.3 Replacement Bath –Three quotations, two from the same company, had now been received. A further quotation had been requested from another contractor. Mrs Cooper stated that the bath needed to be replaced as soon as possible as it was unusable. After further discussion it was agreed that Bretts Plumbing and Heating be awarded the contract to replace the bath at a cost of £560 plus VAT. This was the cheapest quotation. Clerk to ask for the replacement to be carried out as soon as possible.

-Clerk

06. OTHER CEMETERY BUSINESS

6.1 Approval of Memorials

6.1.1 New Memorial –Chamberlain –Approved.

6.1.2 New Memorial –Reading –The memorial height exceeded the regulation height by six inches. The committee agreed that the memorial be approved subject to the height being reduced to three feet.

-Clerk

6.2 Additional Grave Space –The Chairman advised that additional grave space needed to be identified. There were aisles in both directions on each side of the cemetery, which were easy to see. The Chairman had measured and checked the space in the aisles in the south east corner and, if this new area was used for graves, could provide around 40 spaces. After discussion it was agreed that the new area identified could be used when a grave space was next needed.

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 4th December 2012 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 December 2012 at
The Limes, High Street 7.15pm

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

Mrs Vigus, Mr Freeman (Parish Councillors)

Members of Public –0

01. APOLOGIES FOR ABSENCE

Mrs Cooper

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 6th November 2012, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment –The Clerk had received a response from stonemasons Hibbitt & Son and Cecil Newling who both advised that they had no record of the contact details for the memorials listed.

3.2 War Graves Fence –Mrs Pidgeon reiterated her intention to paint the fence when the conditions were suitable.

-Mrs Pidgeon

04. OPEN FORUM

There were no members of the public present.

05. CEMETERY LODGE

5.1 Exterior Decoration –The Clerk advised that she had now received a second quotation. As the work would not be carried out until the Spring she would pursue a third quotation.

-Clerk

5.2 Replacement Bath –The contractors had been given the go-ahead to replace the bath as discussed at the November 2012 meeting.

5.3 Intercounty Lettings –The Clerk advised that the latest invoice showed a deduction for the work to the attic mesh which the Letting Agent had not been asked to arrange. The Clerk had spoken to their office about this but suggested a letter now be sent to ensure that the Parish Council were asked before they arranged any work in future. This was agreed.

-Clerk

06. REVIEW OF CEMETERY RULES AND REGULATIONS

It had been agreed at the last meeting that the review should take place. It was agreed that so many of the graves had kerbs that the Parish Council were fighting a losing battle. Mrs Mead-Blandford stated that it was important that the grass was kept tidy and recognised that if kerbs were allowed more strimming would be required which could potentially cost more. A vote was then taken on allowing kerbstones. Four Councillors were in favour. The Chairman then advised that the Regulations needed to be amended to accommodate this. He had prepared a draft where 'Grave Space Reuse' had also been removed. These were agreed. The Cemetery Fees were also amended to include a £50 memorial fee, as with those graves with a ledger/slab. A review of all the fees would take place in 2013.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 New Memorial with kerbstones –Stacey –Approved.

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 Wednesday 9th January 2013 at 7.15pm.

The Chairman closed the meeting at 7.30 pm