

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON WEDNESDAY 19TH NOVEMBER 2008 AT 7.30PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD

Committee Members present: Mrs J Hyde (Chairman)

B Collier	A Cooper
Mrs M Cooper	D Savill
Mrs L Wilding	L Stoter
Mrs C Turner	

Also present: The Assistant Clerk

2092. APOLOGIES

No Apologies were received.

2093. DISCLOSURE OF MEMBERS INTERESTS

There were no disclosures of Members interests.

CORRESPONDANCE

2094. DAMAGES MADE TO TREE MEMORIAL PLAQUES AT THE CEMETARY

A letter has been received from a resident pointing out that her mother's Memorial Plaque which is situated under a memorial tree within the Cemetery has been damaged and that the other plaques in the vicinity were also damaged. The resident has requested that we investigate the situation and that the 'Culprit' should be made to replace the damaged plaques. Members commented that this could have been damage by the Lawn Mower as it has been noted in the past that the plaques are partly made of plastic and do become brittle in the sun and crack extremely easily. A letter is to be sent to Mr Farquason the manufacture suggesting that he makes future plaques from metal as the plastic is breaking easily. A letter is also to be sent to the resident apologising for the damage and to point out that our grounds men try their upmost not to damage anything when mowing and to also state that the ongoing maintenance and up keep of plaques is not our responsibility. Suggest that the plaque is taken back to the manufacturer for repair.

MATTERS ARISING

2095. TO DISCUSS THE OVERGROWN HEDGE BETWEEN THE BURNING AREA AND THE ORANGE MAST AT THE BACK OF THE CEMETERY (SEE MINUTE 2077)

The Northern family have advised that according to EC regulations they are only permitted to cut hedges twice in five years and only at certain times of the year. As the field is planted with oilseed rape this year they had to plant the crop before the permitted time for hedge trimming. They advise that if we can get a derogation from Defra they are prepared to cut next summer after the crop is harvested. As the field is already planted they would not want to allow our contractor access, unless it was on foot. The matter of the derogation from Defra is currently being investigated. The Clerk will acknowledge the response from the Northern Family and continue to chase Defra for their advice on the matter.

2096. TO CONSIDER A MAXIMUM HEIGHT AND WIDTH FOR HEADSTONES IN THE BABY SECTION (SEE MINUTE 2074)

It has been confirmed that the usual maximum headstone height for a baby burial is 2ft3 (700mm) which will be added to our regulations.

2097. TO RECEIVE AN UPDATED PLAN OF THE BEACON SECTION OF THE CEMETERY (SEE MINUTE 2075)

The architect who designed Wilbury Hills Cemetery has been asked to give a presentation to the Committee on the choices available for design of a Garden of Rest, however he has indicated that there will be a charge for the work involved and presentation. He also needs to know what the budget available would be for the new Garden of Rest and exactly what it is that we require from them and when, also any ideas that we currently have for the area so they don't design something that is completely way off what we had in mind. As members were happy with Councillor Cooper to draft some suggestions for the Cemetery he will continue with his current plans and prices will be obtained from a Landscape Civil Engineer at a later date.

2098. TO CONSIDER PURCHASING A BOOK OF REMEMBRANCE. BOUND BLACK LEATHER WITH GOLD BLOCK INSCRIPTION 'IN MEMORIAM' AND GOLD LINE BORDER – 100 LEAF BLANK PAGES OR RULED £75, 50 LEAF BLANK PAGES OR RULED £65. PRICES INCLUDE DELIVERY, BUT EXCLUDE VAT. CONSIDERATION WILL ALSO BE GIVEN TO DISPLAYING THE BOOK SHOULD IT BE PURCHASED

Members agreed that there would not be a suitable place to display a book if one was purchased and that as St Mary's Church already has a book of Remembrance at the Church it was felt that members of the public could use that one if they wanted to.

Resolved that A book of remembrance is not purchased at this time and that a letter is sent to St Mary's Church to ensure they are happy that if the Town Council is approached by members of the public wishing to enter a name into a book of remembrance that we can direct people to use the book held at the church.

2099. TO CONSIDER PURCHASING A NOTICE BOARD FOR THE CEMETERY

Members discussed the suggestion for erecting a notice board at the Cemetery to display items such as contact numbers, price lists, Cemetery Regulations and a plan of the Cemetery. It was agreed that this was a good idea and prices should be obtained. Members also discussed where the notice board should be sited and suggested that attaching it to the Chapel of rest wall would be suitable to prevent any damage.

Resolved that prices for a notice board large enough to display the necessary information be sought from different suppliers and also to approach Ray Kilby and ask if he would be willing to construct one for us.

3000. TO CONSIDER CONSTRUCTING CONCRETE STRIPS FOR USE WITH HEADSTONES IN THE LAWN SECTION

Having taken advice and after discussion, members agreed that we should not use concrete strips in the 'headstone only' Section.

Resolved that blocks or small slabs inset into the grass be used to mark out the rows. Councillor Alan Cooper will assist in obtaining an estimated costing.

3001 TO REVIEW THE LEASE PAYMENTS FOR THE CHAPEL OF REST (LEASE PERIOD ENDS AUG 2009). THIS WILL BE AN INCREASE AS PER THE RETAIL PRICE INDEX (RPI).

Due to the lease expiring in Aug 2009 it is necessary to put the lease out to tender. The lease will be re-advertised and placed on the March Agenda for this Committee which gives approximately 6 months notice. The lease fee was also discussed and will be increased next financial year as per the Retail Price Index figures.

Resolved that when the current lease expires we open it up and advertise it to others with the lease payments being increased as per the Retail Price Index.

3002. TO RECEIVE QUOTATIONS FROM STEVE DEAR TREE SERVICES FOR VARIOUS TREE WORKS AT THE CEMETERY AND A QUOTATION FROM RIK GOLDER FOR TREE WORKS.

The following quotations from Rik Golder and Steve Dear for various tree works at the Cemetery were considered by members:

Steve Dear Tree Services quotation:

- | | |
|--|---------------|
| 1) Fell Sycamore to ground level and stump grind root | £150 plus vat |
| 2) Fell two Holly plus top and tidy Beech hedge | £ 60 plus vat |
| 3) Fell 1/h stem of Holly & Elder, lift Holly | £ 60 plus vat |
| 4) Lift single Holly | £ 20 plus vat |
| 5) Lift three Cedars and fell small Yew | £ 80 plus vat |
| 6) Fell Lime to ground level and stump grind root | £150 plus vat |
| 7) Lift small Lime trees to 6ft and prune back from path | £100 plus vat |
| 8) Remove overgrown Shrubs/Brambles/Wild Rose and remove low branches from trees obstructing graves. Lift Beech trees, remove all Elders and poison, remove small Ash and Hawthorn | £470 plus vat |
| 9) Fell Laburnum and top Beech to tidy | £ 80 plus vat |
- (total should we wish to do all the work £1,170 plus vat)*

Rik Golder Ltd quotation:

To cut back bush behind Chapel, to cut back broken hedge in garden of rest side hedge and put in temporary fence and remove beech sapling from hedge

£ 80 plus vat

Resolved that the quotations be accepted with the work being carried out in this financial year, funds to come from the Cemetery Tree Surgery Budget.

3003. TO RECEIVE AN UPDATE ON THE CURRENT SITUATION REGARDING THE FUTURE OF THE CEMETERY AND TO CONSIDER LAYOUT PLANS AND DESIGNS FOR SECTIONS IN THE CURRENT CEMETERY.

No response has yet been received from MBDC with regards to assistance with obtaining land for the Cemetery, as the land owner has indicated that he may sell it we will require a value for the 4 acres of land in question.

It is therefore:

Recommended that we instruct Gary Bradbury from the valuation office to carry out an evaluation of the 4 acres of land adjacent to the Cemetery. The cost of this to be taken from our reserve fund.

3004. TO CONSIDER THE ESTIMATES FOR THE FINANCIAL YEAR 2009/2010

Members were previously provided with a copy of the figures for the first six months of the current financial year and undertook an appraisal before the estimates of the general running costs for the Committee were considered.

There are several items which will require expenditure next year, such as Wobble Test, Notice Board for the Cemetery, Concrete Slabs for the Lawn Section and possibly purchasing the Cemetery Computer package

The budget figures for 2009/2010 were then set:

Estimated running costs:	£ 33950
09/10 Capital Purchases:	£ 8200
Less estimated income:	<u>£ 10150</u>
	£ 32000

Reserve/Capital expenditure figures were then considered:

Members were advised that there is £37,198 currently in the Reserves fund.

Recommended that:

- i) The sum of £32000 being the budget for the Cemetery be submitted for running costs to the Establishment Committee.

3005. TO CONFIRM THE UPDATED TERMS OF REFERENCE SHEET, AS PER SEPTEMBER'S MEETING OF THIS COMMITTEE, TO BE RECOMMENDED TO THE ESTABLISHMENT COMMITTEE FOR APPROVAL

Members were previously circulated the updated Terms of Reference sheet for approval and it was:

Recommended that the amended final Terms of Reference Sheet, for this Committee be forwarded to the Establishment Committee for approval.

3006. ANY OTHER ITEMS FOR INFORMATION PURPOSES ONLY.

A letter of thanks is to be sent to Rik Golder and Ian Summerfield for their work in presenting the Cemetery in good condition for Remembrance Sunday held on 9th November 2008.

There being no further relevant business the meeting was declared closed at 9.25pm

CHAIRMAN

DATED