



STOTFOLD TOWN COUNCIL

Councillors:

You are hereby summoned to attend the Cemetery Management Committee meeting to be held at **Stotfold Cemetery**, Mill Lane, Stotfold on **Wednesday 15th September 2021 at 7.00pm**, for the purpose of transacting business detailed in the agenda.

Members of the public:

Members of the public are invited to observe the meeting and may participate at the 'public participation' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting; max 3 people with 3 minutes to speak each (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

AGENDA

This meeting will convene in the Cemetery car park and will involve a 'walkabout' of the cemetery during the meeting, with points of note or works identified confirmed at the conclusion of the meeting.

1. [Apologies for absence](#)
2. [Disclosures of Members Interests and Dispensations](#)
 - a) Members to declare interests in respect of any item on the agenda
 - b) Proper Officer to consider written requests from members for dispensationsMembers are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. [Public participation – questions, comments and responses](#)

Up to 3 members of the public are given 3 minutes each to speak on any item relating to this Committee, subject to having previously notified the Clerk of their wish to do so. Order of speakers will be in order of notification.
4. [Clerk's Report, correspondence received and matters arising for information](#)

Correspondence has been received to thank the committee for the work to repair the now named 'Walled Garden of Rest' – attached for members information.
5. [Garden of Rest – new name designations](#)

For clarity, **to confirm** the names of the three Garden of Rest areas within Stotfold Cemetery as:
Lower Garden of Rest (being the existing one on Mill Lane boundary)
Walled Garden of Rest (being the one at the top of the Cemetery, subject to recent repair works to create a new boundary wall)
Beacon Garden of Rest (being the new flat slab one recently completed)

6. **Garden of Rest – planting**

To consider the following:

- i) To plant up the new beds of the Walled Garden of Rest
- ii) To plant low-level hedging in the new flat Beacon Garden of Rest, as per agreed plan, along the new knee-high fencing.

7. **Walled Garden of Rest – walkway works**

To consider a quote to lay resin bound gravel on the walkways around the Walled Garden of Rest – surface is currently in a poor condition, with the previous gravel layer now diminished. Quote attached for members (note, obtaining additional quotes, as per Standing Orders, has proved unsuccessful).

8. **Ground Investigation Report – CDS**

To consider the Ground Investigation Report from CDS, following intrusive investigation to access the ground conditions within two areas of the cemetery, where potential issues with shallow groundwater has been encountered over winter months.

9. **Executive Action - Charging structure – ‘pandemic’ rates**

To approve executive action taken by the Clerk, in consultation with the Chairman, in reverting our charging structure to ‘pre-pandemic’ rates, i.e. triple rates for non-parishioners, as from 1st September 2021.

10. **Tree survey**

To consider the Cemetery tree survey report, following a recent inspection, and appropriate actions to take – suggested that the works identified as ‘red’ (i.e. urgent) in the Excel report and further detailed in the written report as x2 Beech, x1 Ash, the avenue of Lime trees and the suggested removal/relocation of a bench situated under a tree, are carried out this autumn.

11. **Ashes scattering policy**

To consider content for an Ashes Scattering policy for drafting – locations where scattering of ashes may be permitted, whether placing of flowers or other memorials items is permitted, if so, location. Note, council does have a Scattering of Ashes form (attached for members’ information), however this does not indicate the areas where scattering may take place and is rarely used.

12. **Regulations – Interments & Memorials**

To consider the draft revised Regulations regarding Interments & Memorials, with updates on the new Garden of Rest area.

13. **Cemetery Handbook**

To note the updated Cemetery Handbook. This document is available on the council’s website, is distributed to families, funeral directors and monumental masons.

14. Cemetery inspection

To identify points of note and works to be carried out following inspection of the Cemetery.

15. Items for information purposes, relevant to this Committee only

KA Elliott-Turner

**Mrs KA Elliott-Turner
Town Clerk**

10th September 2021

Members of the Cemetery Management Committee: Councillors Mrs T Bhasin, B Collier (Chairman), A Cooper, Mrs M Cooper, S Dhaliwal, Mrs J Hyde, B Saunders. Other Councillors for information only.