

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
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9th November 2023

Members of the Cemetery Management Committee: Councillor J Hyde (Chairman), Mrs. T Bhasin, S Buck, Mrs. M Cooper, S Dhaliwal, S Hayes, J Headington.

You are hereby summoned to attend the Cemetery Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 15th November 2023 at 7.00pm** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

Members of the public:

You are now able to observe our meetings by joining via **MS Teams**. Join on your computer or mobile app [Click here to Join Meeting](#). Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may participate at the 'public section' 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 (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

1. Apologies for absence

To receive and accept apologies for absence.

2. Disclosures of Members Interests and Dispensations

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

a) Members to declare interests in respect of any item on the agenda

b) Proper Officer to consider written requests from members for dispensations

Members 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 section (max. 15 minutes)

Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

4. Minutes of previous meeting

Members are asked to resolve that the minutes of the Cemetery Management Committee meeting held on 18th October 2023 are a correct record.

5. Clerk's Report, correspondence received and matters arising for information

To receive an update on the following items:

- Removal of Box Hedges – work booked with Steve Dear for early January 2024
- Skip Area – hard stand being laid on 14th November.

6. REPORTS TO COMMITTEE

6.1 Budget 2024-25

- a) To receive this Committee's budget and recommend it to Establishment Committee
- b) To review fees and charges

6.2. Planting at Walled Garden of Rest

To receive a report on planting at the Walled Garden of Rest

6.3. Wild Flower Areas at Garden of Rest

To consider the previous proposal for wild flower areas at the Garden of Rest.

6.4 Spraying of Box Plants

To receive a report on the prevention of box blight in the cemetery

6.5. Cemetery Gate security

To discuss security at the Cemetery including the issuing of keys.

6.6. Diana Rose Arch

To discuss replacements for the Rose Arch

6.7 Work Programme

To receive the Work Programme for this Committee

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

8. Date of Next Meeting

17 January 2024

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON WEDNESDAY 18th OCTOBER 2023 AT 7.30PM, IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Committee Members present:

Councillors S Buck, Mrs M Cooper, S Hayes, J Hyde (Chairman)

Also present:

E. Payne, Town Clerk, Ms C Jenkins, Assistant Clerk.

36/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bhasin and Dhaliwal.

37/23 DISCLOSURE OF MEMBERS INTERESTS & REQUESTS FOR DISPENSATION

There were no disclosures of interest or requests for dispensation. Members were 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.

38/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

39/23 MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Cemetery Management Committee meeting held on 20th September 2023 are confirmed as a correct record.

40/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Members noted that the skip has now been removed from the cemetery and re-sited. There are now bins for recycling and general waste. We are also looking to provide a bin for green waste.

A stone mason has been approached to provide a quotation to amend lettering on the War Memorial. Once this has been received and agreed, the work can proceed.

Box hedges – many of the box bushes are due to be removed early next year, as they have been damaged by box blight. Hedges in the Baby section and Garden of Rest could be saved by spraying. This item will be discussed again at the next committee meeting.

Planting in the Walled Garden of Rest – it was noted that dwarf Lavender plants will be planted later this year in the Garden of Rest.

41/23 CEMETERY FEES

Members were asked to consider charging for exhumations at the cemetery. It was noted that the only chargeable aspects are associated with the Gravediggers labour, Admin fees and staff time at the cemetery.

Further information will be gathered, and this will be discussed again at the next committee meeting.

42/23 CEMETERY VISIT

Following the inspection taken this month at the cemetery, the following items were raised:

- Car Park needs to be swept.
- Noted that roses in the cemetery are looking good.
- Prices to be gathered for a new Rose arch for the Diana Garden.

43/23 FRIENDS OF STOTFOLD CEMETERY

Members received further information on the possibility of forming a “Friends of Stotfold Cemetery” group. This would involve volunteers litter picking, tending plants, raking leaves etc. All work would be voluntary.

There would be further investigations into this, speaking to councils who have already set up a friends group and what would be necessary. Information will be returned to the next committee meeting.

44/23 BIN STORAGE AREA

Members were asked to consider 2 quotations for a hardstand to be created for the new bin area.

Contractor A £6197.04+vat

Contractor B £4750.00+vat

RESOLVED: that the quotation from Driveway Rejuvenation Ltd for £4750.00+vat be agreed.

45/23 STRUCTURAL SURVEYS OF CEMETERY CHAPEL

Members were asked to consider 2 quotations for structural surveys to be carried out on the Cemetery Chapel and toilets.

Contractor A £750.00+vat

Contractor B £1350.00+vat (including use of drone)

RESOLVED: that the quotation from Ashridge Surveyors for £1350.00+vat be agreed.

46/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

It was noted to arrange cemetery visitors reports during the winter months. (November 2023, January 2024, and March 2024). The next meeting held on site would be in May 2024.

It was also noted that the current chapel lease with Austins had now expired. The Town Council will access the chapel for the structural survey to be completed.

47/23 DATE OF NEXT MEETING

Wednesday 15 November 2023

There being no further business, the meeting was closed at 8.04pm.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

STOTFOLD TOWN COUNCIL

COMMITTEE: Cemetery Committee

DATE: 15 November 2023

OFFICER RESPONSIBLE: Caroline Jenkins

SUBJECT: Planting at Walled Garden of Rest

1. SUMMARY

Replanting areas at Walled Garden of Rest.

2. RECOMMENDATION

To purchase Dwarf Lavender Plants for planting in Walled Garden of Rest, Approx 30- 40 plants.

3. BACKGROUND

Walled garden of rest planting beds are now empty, need to be replanted for the winter and tended.

4. FINANCIAL

2Litre Dwarf Lavender Plants are £4.00+ VAT each, funds from Cemetery EMR

STOTFOLD TOWN COUNCIL

COMMITTEE: Cemetery Committee

DATE: 15 November 2023

OFFICER RESPONSIBLE: Caroline Jenkins

SUBJECT: Areas to left and Right of Walled Garden of Rest

1. SUMMARY

Original idea was to use areas as wild flower meadow with benches. After consultation with the chairman of the committee, it is felt these areas are inappropriate for wild flowers and could be best utilized for burial plots.

2. RECOMMENDATION

To use these areas for additional coffin space when needed.

3. BACKGROUND

Walled GOR and Beacon GOR now completed. Space for coffin burials has been lost due to installation of the Beacon Garden of Rest. Concerns over spaces left for the future.

4. FINANCIAL

Extra spaces to sell burial rights for coffin burials

CEMETERY COMMITTEE WORK PROGRAMME 2023-24

Meeting Date	Agenda Item	Description	Necessity
15/11/2023	Planting in Walled GOR	costs for planting of lavender at walled GOR	Action from previous meeting
	GOR Wild Flower Area	originally planned wild flower areas, now felt inappropriate	New Action
	Budget 2024-25	To receive this Committee's budget and recommend it to Establishment Committee	Internal Control
	Fees and Charges	To review fees and charges in comparison with other burial authorities	Internal Control
	Cemetery Gates/Keys	To consider security for this site.	Risk Management
17/01/2024	Cemetery Chapel Survey	To receive the report on the condition survey of the cemetery chapel and toilets	Action from previous meeting
	Cemetery Handbook & Regulations	To review this document and recommend any amendments	Policy Review
	Memorial Inspections	To consider undertaking Memorial Safety Inspections at the Cemetery	Risk Management
	Memorial Inspection Software	To consider investing in Memorial Inspection Software	Risk Management
	Diana Memorial Arch	To receive quotations for the replacement arch	Action from previous meeting
	Friends of Stotfold Cemetery	To consider setting up a Friends of the cemetery group to help with keeping the area tidy	Action from previous meeting
20/03/2024			