

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON WEDNESDAY 15th SEPTEMBER 2021 AT 7.00PM AT THE STOTFOLD CEMETERY, MILL LANE.

Committee Members present:

Councillors T Bhasin, B Collier (Chairman), A Cooper, Mrs M Cooper, S Dhaliwal, Mrs J Hyde,

Also present:

Assistant Clerk – Ms Caroline Jenkins

28/21 APOLOGIES FOR ABSENCE

Apologies were received from Councillor B Saunders.

29/21 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

Nothing to declare. 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.

30/21 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

31/21 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Members were notified of a letter of thanks from a resident regarding the recent work carried out on the Walled Garden of Rest.

32/21 GARDEN OF REST – NEW NAME DESIGNATIONS

Members confirmed the new names for the three Garden of Rest areas within Stotfold Cemetery.

RESOLVED new names are as follows:

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)

33/21 GARDEN OF REST – PLANTING

Members were asked 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.

RESOLVED to plant a new low-level hedge in the new flat Beacon Garden of Rest, to the far side of the knee high fencing. Our Landscape contractor will be asked for advice on what species of plant to use.

To plant up the new beds of the Walled Garden of Rest. Our Landscape contractor will be asked for advice on this, as any plants with larger roots could

grow into ashes plots, making them unusable.

34/21 WALLED GARDEN OF REST – WALKWAY WORKS

Members were asked to consider a quote to lay resin bound gravel on the walkways around the Walled Garden of Rest. The surface is currently in a poor condition, with the previous gravel layer now diminished.

Members were keen to get this final part of the project completed as soon as possible.

RESOLVED that the quote from Hertfordshire Driveways Ltd to install Resin surfacing and paving at the Walled Garden of Rest for £15,600+VAT be accepted to complete the project. Councillors requested that the old paving slabs in situ are used again if possible.

35/21 GROUND INVESTIGATION REPORT – CDS

Members were asked 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.

RESOLVED that the Ground Investigation Report from CDS has been noted and the ground conditions in the area will be monitored.

36/21 EXECUTIVE ACTION - CHARGING STRUCTURE – ‘PANDEMIC’ RATES

Members were asked 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.

RESOLVED that executive action taken by the Clerk to revert back to our charging structure of ‘pre-pandemic’ rates, i.e. triple rates for non-parishioners, as from 1st September 2021.

37/21 TREE SURVEY

Members were asked 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.

RESOLVED that the tree survey report is to be checked by the Landscape Contractor before obtaining quotes for the “red” urgent work.

38/21 ASHES SCATTERING POLICY

Members were asked to consider the content for an Ashes Scattering policy for drafting. Scattering is already permitted around the lime trees behind the Chapel. Members felt that scattering should be permitted on graves and around memorial trees, if owned by the family.

RESOLVED to amend the Ashes Scattering policy to permit scattering on appropriate graves and memorial trees, as well as the lime trees at the rear of the Chapel.

39/21 REGULATIONS – INTERMENTS & MEMORIALS

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

RESOLVED to adopt the draft revised regulations with amendments to grave space sizes.

40/21 CEMETERY HANDBOOK

Members noted the updated Cemetery Handbook. This document is available on the council's website, is distributed to families, funeral directors and monumental masons.

41/21 CEMETERY INSPECTION

Members identified the following points of note and works to be carried out following the inspection of the Cemetery:

- gents toilet – paving surface very uneven, with trip hazard.
- remove moss from area adjacent to the gents toilets.
- remove ivy from wall next to ladies toilet.
- repair loose fence next to ladies toilet.
- Memorial tree to be removed from the top of the Lawn Section, family to be notified. New replacement tree to be sited elsewhere.
- Rose Arch in the Diana Garden is loose and worn.
- 4 grave owners in the Beacon section to be contacted regarding removal of large shrubs from their graves.
- Plastic water bottles to be removed from behind the Beacon.
- Southern boundary hedge in the New Section to be trimmed back away from grave plots.
- Maple tree saplings behind the cemetery skip to be trimmed back.
- Soil on the pavement outside the Lower Garden of Rest, by the War Memorial to be cleared.

34/21 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Handyman to be reminded to turn off the water in the cemetery in November.

There being no further business, the meeting was closed at 8.05pm

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN: