

**MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE  
HELD ON WEDNESDAY 18<sup>TH</sup> MAY 2022 AT 7.00PM AT STOTFOLD CEMETERY,  
MILL LANE, STOTFOLD**

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Committee Members present:

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

Also present:

Town Clerk – Mrs K Elliott-Turner

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**26/22 APOLOGIES FOR ABSENCE**

There were no apologies for absence, as all committee members were present.

**27/22 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.

**28/22 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**29/22 ELECTION OF VICE-CHAIRMAN**

**RESOLVED** that Councillor Mrs J Hyde is elected Vice-Chairman of the Cemetery Management Committee for the 2022/2023 year.

**30/22 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

**31/22 CAR PARK HEIGHT BARRIER**

Members considered a proposal to erect a height barrier at the entrance to the car park. This follows recent incidences of overnight 'camping' in vans and campervans within the cemetery car park, and also prevents diverted overnight parking/camping following installation of height barrier at Riverside Playing Field.

**RESOLVED** that the proposal to erect a height barrier at the entrance to the car park is not pursued.

**32/22 CAR PARK BOUNDARY**

Members considered a proposal to clear the excess vegetation along the car park boundary with the adjacent field and subsequent assessment of existing bow-top fencing. A discussion ensued regarding the possibility of extending the bow top fencing to the two sections of front boundary of the car park, in place of the row of existing low wooden posts which are repeatedly hit when vehicles enter the car park.

**RESOLVED** that the field boundary fence is left as it is with the excess vegetation remaining. X4 new hardwood posts are to be purchased and installed to replace the

existing old posts, with two kerbside protectors to be installed either side of the vehicle entrance – quotes for these to be presented to next meeting for consideration.

### 33/22 RESCIND PREVIOUS DECISION – MEMORIAL BENCH INSTALLATION FEE

The decision made under minute 20/22 was based on incorrect information, in that the Handyman and Landscape Contractors in fact each charge £50 to install memorial benches at the cemetery, bringing the total installation charge to those requesting a bench to £150 which includes £50 for materials, rather than the incorrect information previously considered that both charge £100 each – to be met by those requesting the memorial bench.

Under Standing Order 9a, this committee makes a recommendation to council to amend the previous decision, as follows:

**RECOMMENDED** that previous decision contained within minute 20/22 is rescinded, with a new resolution to charge those requesting a memorial bench the sum of £150 installation fee (plus purchase of bench), which covers a £50 charge for each contractor, plus £50 materials.

### 34/22 BURNING AREA CLEARANCE

Members considered a quote to clear excess debris from the burning area.

**RESOLVED** that the quote from G. Moore Haulage Ltd for £495 plus vat for an 8-wheel grab load is accepted. Funds from Maintenance & Repairs budget (404/41).

### 35/22 MEMORIALS POLICY – FLOWERS AND VASES

Members considered a report from the Clerk with the office's understanding as to how to deal with faded artificial flowers or those which have been blown around the cemetery, and empty vases/plant pots.

**RESOLVED** that the office's understanding as to how to deal with faded/broken artificial flowers, empty vases/plant pots and artificial flowers which have been blown around the cemetery is agreed by committee as correct.

### 36/22 WALKABOUT INSPECTION OF CEMETERY

**RESOLVED** that the following works are carried out:

#### Handyman

- Reinforce/secure side posts of the Diana Memorial Garden rose arch
- Sweep out toilets

#### Others

- BT Openreach to repair/reinstate tar surfacing following recent cabling works at the vehicle entrance to the cemetery – side nearest car park, sealant strip is coming loose, and tarmac is breaking up

#### Landscape Contractor

- Sycamore tree in car park – raise crown
- Remove self-set Elder and Hawthorn on corner of car park

- Trim back Hornbeam by skip
- Cut overhanging branches of Cedar by skip
- Remove ivy and self-set trees under canopy of Cedar by skip
- Lower Garden of Rest – box hedge needs trimming back as it has become too narrow, and there are caterpillars
- Remove briars and Elder coming out of the Ivy covered stump near the toilets
- Remove epicormic growth from Knott family memorial tree (roadside in Beacon Section)
- Lop of Lower Lawn Section – Cedar on right heading up hill, remove Bryonia Cretica creeper weed

**37/22 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Next meeting to consider cemetery related grass cutting and landscape contract items.

There being no further business, the meeting was closed at 8.06pm.

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**