

**MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON WEDNESDAY 27<sup>TH</sup> FEBRUARY 2019 AT 8.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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Committee Members present: B Collier (Chairman)

A Cooper  
S Dhaliwal  
B Saunders

Mrs M Cooper  
H Pickering

Also present: the Town Clerk – Mrs Kate Elliott-Turner

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**1/19 APOLOGIES FOR ABSENCE**

There were none.

**2/19 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA**

Councillor Cooper declared an interest in agenda item 9 relating to the request for an additional inscription on the war memorial, as he is a distant relative. 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.

**3/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**4/19 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

**5/19 RELOCATION OF WATER TAP**

To enable refurbishment works on the garden of rest (top of hill), a water tap needs to be relocated. Members considered two quotes to re-sit the tap:  
Raf Contessa (Driveway Rejuvenation Ltd) £1,400 plus vat  
Dyno Plumbing £1,523.75 plus vat

Even if the works on the garden of rest do not go ahead for some time, it is suggested that the water tap is relocated as soon as possible. This will enable work on the garden of rest to be undertaken at any time, without the need to wait to obtain quotes and work to be carried out to relocate the tap.

**RESOLVED** that the quote from Dyno Plumbing at £1,523.75 plus vat is accepted.

**6/19 GARDEN OF REST**

We have had great difficulty in finding a company willing to provide a quote to carry out requested repairs to the new garden of rest (specification provided by Councillor Collier). To date we have only received one quote (not detailed). This quote is above our Financial Regulations contract figure which means that if we consider the project value to be above that rate, we must follow tender requirements. A further issue is that our Financial Regulations are currently being reviewed, and legislation has significantly reduced that figure.

Members considered whether to put a maximum value on the project in order that we can determine whether tender requirements should be followed, and also discussed amendments to the specification.

**RESOLVED** that the Clerk is given permission to employ Levitt Partnership, Biggleswade, to follow Councillor Collier’s specification to replace the existing wooden sleeper surround with a brick wall construction, and to produce a professional drawing and specification, ensuring correct wall loading, and a reduced height wall (to approx. 1/2m above garden of rest surface level). They are to be asked to provide a guide for likely construction costs, to enable the Clerk to determine whether tender processes should be followed. This is to be done as a matter of urgency.

Thanks were given to Councillor Collier for his hard work in producing drawings and specification for work required.

**7/19 RE-SITING OF YEW HEDGING**

Members considered a quote from our Landscape Contractor, Rik Golder, to remove the yew hedging around the new garden of rest, and reset around the burning area, after removing a section of the old existing hedge to allow access, digging out a trench around two sides of the burning area and back fill with fresh top soil (to be provided by the Council). £1,750 plus vat.

To provide 15 tonnes of top soil:  
Thomas Bros. £220 per load

Even if the works on the garden of rest do not go ahead for some time, it is suggested that the yew hedging is relocated as soon as possible. We are nearing the end of suitable period to re-plant and their removal now will enable work on the garden of rest to be undertaken at any time.

**RESOLVED** that the quote from Rik Golder to re-site the yew hedging as per his quote of £1,750 plus vat is accepted, and the quote to provide 15 tonnes of top soil by Thomas Bros. at £220 per load is also accepted. Work to be carried out as soon as possible.

**8/19 TREE WORKS**

Members considered quotes for tree work identified following a walkabout by our Landscape Contractor, Rik Golder, Committee Chairman and Vice-Chairman, using the last Cemetery tree inspection report 2015. Members considered the specification which outlined the work to be carried out by a tree surgeon and separate work to be carried out by our Landscape Contractor, together with copies of quotes received.

Tree surgeon spec

Steve Dear Trees	£1,680 plus vat
with option to stump grind	£ 280 plus vat
4Seasons Specialist Tree Surgeons	£2,110 plus vat

STC Contractor spec

Rik Golder Ltd	£ 535 plus vat
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**RESOLVED** that the quote from Steve Dear Trees, including the stump grind option, totalling £1,980 is accepted, together with the quote from Rik Golder Ltd at £535 plus vat.

Work is very likely to take place during the nesting season, and so contractors will be requested to inspect trees/shrubs for nesting birds before carrying out any work. Should any be found, they must not commence work or cease if found during work.

#### **9/19 ADDITIONAL INSCRIPTION TO WAR MEMORIAL**

Members considered a report (on file) to add an inscription in memory of WEJ Coleman to the War Memorial (WW1 section). Councillor Cooper has investigated a claim by the family that Mr Coleman's name should be included on the memorial, and feels that there is reasonable justification for the name of WEJ Coleman, who was on active duty during the First World War, to be added to the war memorial.

Quotes to add the lettering to the war memorial (hand cut, flush lead and gild letters) were considered:

James Pepper Monumental Mason	£150 plus vat
Offley Memorials	£165 plus vat

**RESOLVED** that this Committee agrees with the reasonings given in Councillor Cooper's report and approves the addition of WEJ Coleman to the Stotfold war memorial (WW1 section). The quote from James Pepper Monumental Mason at £150 plus vat is accepted.

#### **10/19 CEMETERY INSPECTION**

Councillor Collier recently inspected the Cemetery and noted the following:

- A litter pick is required along the left (A1 side) and top boundaries
- There are fallen twigs following recent high winds in the area inside the pedestrian gate entrance
- When leaving the Cemetery a member of the public commented that the 'Cemetery is looking great' – this is to be passed on the contractors

#### **11/19 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Members noted that the tap boxes around the cemetery are looking quite shabby. The Academy of Central Bedfordshire has asked for suggestions on things they could do within the community, and replacement of the tap boxes is to be put to them as an idea.

There being no further business, the meeting closed at 8.42pm

**CHAIRMAN**

**DATED**