

**MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON WEDNESDAY 17<sup>TH</sup> JULY 2019 AT 7.00PM AT STOTFOLD CEMETERY, MILL LANE, STOTFOLD**

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Committee Members present: B Collier (Chairman)

A Cooper  
H Pickering

Mrs M Cooper  
B Saunders

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

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**19/19 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors S Dhaliwal and Mrs J Hyde.

**20/19 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA**

There were none. 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.

**21/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**22/19 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

**23/19 CORPORATE STRATEGIC PLAN – FORWARD PLAN PRIORITIES AND TIMESCALES**

Members considered the proposed items in the Forward Plan (as part of the draft Corporate Strategic Plan) relative to this committee – to identify their priorities and timescales in which this committee aims to achieve them. Although some items may be ongoing and longer than the four year plan period, the end date should not exceed March 2023, however a note may be added to the description to indicate it will be longer. Priorities are Low, Medium or High.

The following will be submitted to the Town Strategy Committee for inclusion in the draft Corporate Strategic Plan:

Description	Timescale	Priority
Continue to save funds to extend the cemetery, providing a range of interment and other options	July 2019 to March 2023	Low
Increase space for interment of ashes within the current cemetery layout	April 2022 to March 2023	Low
Produce a cemetery handbook, outlining history, charges, plans of sites	July 2019 to December 2019	High
Refurbish Beacon Garden of Rest	April 2020 to March 2021	High

## 24/19 HEADSTONE TESTS

The Clerk confirmed that the next round of headstone inspections and tests will take place during August. Members will be allocated an area to inspect, together with guidance notes and an appropriate form to be completed and returned to the Clerk. Instruction on carrying out visual and hand-tests of memorials was given to those present – those not present at the meeting will be given instruction at another time. This will be recorded in the Council's training log, as required by our insurers.

## 25/19 GARDEN OF REST

Members considered two quotes to produce Garden of Rest technical drawings to refurbish this area of the cemetery. Both were provided with a specification of works required.

### Andrew Firebrace Partnership Ltd

For drawing up the sketches in AutoCAD  
£300 plus vat

### Scott White & Hookins

1. Undertake a site visit to discuss proposals with yourselves
  2. Undertake a site survey sufficient to allow us to produce drawings
  3. Provide a design for walls and associated foundations (or other agreed edge treatment)
  4. Provide a drawing to allow a contractor to price
- £1,450 plus vat

**RESOLVED** that the quote from Scott White & Hookins at £1,450 plus vat is accepted.

## 26/19 WALKABOUT INSPECTION OF CEMETERY

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

### Tree surgeon

- Quote to remove x2 holly bushes in the upper area of New Section boundary with Old Section
- Quote to remove large Elder growing in lower area of New Section, Mill boundary
- Quote to remove bow of conifer overhanging walkway in Old Section, boundary with Lawn Section
- Quote to raise crown of conifer in Old Section, right hand side, to match conifer on opposite side of same section

### Landscape Contractor - Mr Golder

- Cut back conifers between Beacon Section and New Section, to open up the walkway through
- Cut back conifers hanging over graves in the New Section, Mill boundary
- Spray Nightshade growing in lower Garden of Rest, near road boundary
- Tidy path from lower Garden of Rest to the Chapel – needs edging
- Remove ferns from Chapel down-pipe guttering

- Remove Yew from B Mays (1937) Old Section – after office has written to family to advise
- In September, clear central path in the Old Section of twigs, seed pods and other loose debris
- Trim lower branches and epicormic growth of weeping trees by pedestrian access to car park
- Remove evergreen growing amongst plots in Old Section – Garrya elliptica (no. 50 on tree plan)

Handyman Contractor - Mr Saggars

- Remove the wooden path edging where it has broken up – New Section adjacent to plot – J Cooper (1950)
- Clean dog sign by pedestrian access to car park

Committee

- Future meeting – consider removal and replacement of memorial tree. Coniferous Calocedrus decurrans auerovariegata (no. 236 on tree plan) in name of Herbert Wood. It is being overgrown by adjacent, larger specimen tree

**27/19 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

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

**CHAIRMAN**

**DATED**