

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 2nd January 2018 at
The Limes, High Street 7.15pm

PRESENT: Cllr Robinson (Chairman), Cllr Douglass, Cllr Hallett, Cllr Sams, Cllr Oakley
 Parish Councillors - Cllr McNulty, Cllr Catherall, Cllr Rincon, Cllr Woodhouse
 Members of Public –0

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Dixon, Cllr Freeman and Cllr Hull.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 5th December 2017, copies previously distributed, were agreed a true record and signed by the Chairman.
 There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

Correspondence received was discussed under agenda items.

06. CEMETERY LODGE

6.1 Tenancy Dilapidations

Following the last meeting the Clerk had advised the Letting Agent that the Parish Council would not pay for the repair work before it had been carried out. The Letting Agent confirmed that this was their policy and therefore the work would not go ahead.

The Clerk stated that the only keys to the Lodge were with the Letting Agent and so access to the property could not take place. She suggested that due to the cold weather some heating should be on to stop pipes from freezing. It was agreed that the keys be collected from the Letting Agent.

A discussion then took place on the dilapidations and the quotation provided to the Letting Agent. The Clerk was asked to contact the contractor directly to see if he would carry out the work.

-Clerk

6.2 Update on other issues

The tenants had agreed that the remainder of their deposit, £1080,00 be refunded to the Parish Council. The correct address of the tenants was still to be confirmed. The Clerk would speak to the Letting Agent again so that the rent arrears could be pursued.

-Clerk

A discussion took place on the terms of business for the existing Letting Agent. Cllr Hallett stated that there were a number of different agents operating in the area and suggested that they be approached for details of their Terms of Business for the future. This was agreed. Clerk to action.

-Clerk

07. OTHER CEMETERY BUSINESS

There were no other items of Cemetery Business for discussion.

08. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no issues raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 6th February 2018

The Chairman closed the meeting at 7.21 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 6th February 2018 at
The Limes, High Street 7.15pm

PRESENT: Cllr Robinson (Chairman), Cllr Douglass, Cllr Hallett, Cllr Sams, Cllr Oakley, Cllr Freeman, Cllr Dixon, Cllr Hull
 Parish Councillors - Cllr McNulty, Cllr Catherall, Cllr Woodhouse, Cllr Geraghty
 District Cllr Cathcart, District Cllr McCraith, County Cllr van de Ven
 Members of Public –7

01. APOLOGIES FOR ABSENCE

All committee members were in attendance.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 2nd January 2018, copies previously distributed, were agreed a true record and signed by the Chairman.
 There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

5.1 Memorial Vandalism

A complaint had been received about a memorial vase with roses being vandalised. The heads of the roses had been cut off. This had happened twice was very upsetting for the family.
 The Clerk advised that as far as she was aware there had not been any other reports of vandalism recently. She had spoken to the family member and advised of the Lodge being vacant over the past few months. As the Lodge was about to have residents again this would hopefully be a deterrent for any vandals visiting the grounds.

06. CEMETERY LODGE

6.1 Tenancy Update

As discussed and agreed at recent Parish Council meetings, the Chairman would take up residency on the 9th February 2018. All paperwork relating to this had been completed through the letting Agent, Intercounty,

6.2 Update on other issues

6.2.1 Recovery of outstanding Rent

The Clerk advised that she had downloaded the Claim Form for the County Court and was working her way through the guidance notes. Intercounty Letting had forwarded the last known address of the tenant which was not local. Committee members agreed to help with the completion of the forms.

-Cllrs

The Chairman advised that as part of the vetting process for letting the tenant should have provided details of a guarantor. The Clerk agreed to check with Intercounty but stated that the process had changed since the last Tenancy Agreement for the Lodge.

-Clerk

6.2.2 Energy Performance Certificates

Cllr Hallett reported that he had investigated a law from 2015, which was due to come into force from April 2018, whereby all property owners letting out their properties were required to have an EPC rated 'E' or above. The Clerk was asked to contact Intercounty and arrange for the certification process to take place.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Memorial McKAY –Approved

7.1.2 Memorial and Inscription –STANGER –Approved

7.1.3 Memorial additional Inscription –WORBOYS -Approved

08. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no issues raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 6th March 2018

The Chairman closed the meeting at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 6th March 2018 at
The Limes, High Street 7.15pm

PRESENT: Cllr Robinson (Chairman), Cllr Douglass, Cllr Hallett, Cllr Sams, Cllr Oakley, Cllr Freeman, Cllr Hull

Parish Councillors - Cllr McNulty, Cllr Catherall, Cllr Woodhouse, Cllr Spenceley

District Cllr Cathcart, District Cllr McCraith

Members of Public –0

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Dixon.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 6th February 2018, copies previously distributed, were agreed a true record and signed by the Chairman.

There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

Correspondence received was discussed under agenda items.

06. CEMETERY LODGE

6.1 Recovery of outstanding Rent

The Chairman, who was currently renting the Lodge, stated that the property had been improved substantially by the previous tenants at no cost to the Parish Council. Both the Clerk and Chairman had not been able to find out where the tenant was now. The Clerk had an address in Essex provided by the Letting Agency who had also confirmed that they did not have any details of a guarantor.

A discussion took place on the application to progress the rent arrears through the courts. The committee agreed that as this was parish money the application should be progressed even if there was a small chance of locating the tenant. The Clerk and Chairman to complete the application with as much detail as possible.

6.2 Energy Performance Certificates

It was noted that the EPC carried out in July 2008 gave an energy efficiency rating of F. Cllr Hallett stated that if another inspection was to be arranged, and the result was the same, the Parish Council would not be able to let the property again unless the property could be registered as exempt.

A discussion took place on actions that could be taken to improve the property which included loft insulation, double glazed windows and energy efficient lighting. The Clerk reminded members that she had an action to check with the District Council Planners to see if UPVC replacement windows could be installed. She had been asked to make a chargeable appointment with the Planners to discuss.

After further discussion it was agreed that the loft insulation and lighting would be investigated before arranging a further EPC. The Clerk to arrange an appointment to discuss loft insulation.

6.3 Latest Inspection Report

The report, which itemised the Lodge at the beginning of the latest tenancy, had been circulated to Councillors. The Chairman advised that he would be addressing most of the dispensations whilst he rented the property.

*-Cllr
Robinson
& Clerk*

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Memorial Carte –Approved

08. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

8.1 Electricity Meter reading

The Clerk had received an estimated electricity bill for the period that the Lodge was vacant. She had since sent an accurate meter reading for an amended bill.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 3rd April 2018

The Chairman closed the meeting at 7.20 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 3rd April 2018 at
The Limes, High Street 7.15pm

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Sams, Cllr Hull
 Parish Councillors - Cllr Catherall, Cllr Geraghty
 District Cllr Cathcart, District Cllr McCraith
 Members of Public –0

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Dixon, Cllr Douglass, Cllr Freeman.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 6th March 2018, copies previously distributed, were agreed a true record and signed by the Chairman. There were no matters arising from the minutes.

04. OPEN FORUM

There were no members of the public in attendance.

05. CORRESPONDENCE

5.1 Encroachment of Burial Plot

An e-mail had been received expressing concern over a recently installed memorial and kerbstones which were encroaching the neighbouring plot. This resulted in the reduction to the plot size and the lack of space for a memorial. The family involved were very distressed. The Clerk had circulated the e-mail to the committee. The Chairman and Cllr Hallett had both looked at the situation and agreed that encroachment had taken place. They believed that when the burial took place the grave was not dug in line with other existing graves. The adjacent plot contained ashes. The Clerk confirmed that when she was asked to mark a new plot, or identify existing, she marked with a stake in the centre of the head of the plot.

*-Cllr
Robinson*

Councillors agreed that this was very sensitive and they sympathised with both families involved. The Chairman offered to speak to the families, explain the position, and see if there was a way this could be resolved.

5.2 Vandalism

A further two acts of vandalism had been reported relating to the same memorial discussed at the February meeting. The Chairman had responded to the concerned relative advising that he would be monitoring the activity in the cemetery.

It was suggested that a security camera be installed or/and a sign. A discussion took place on intrusion and it was agreed not to pursue the suggestion at this time.

06. CEMETERY LODGE

6.1 Recovery of outstanding Rent

The Chairman, and Clerk were still to complete the application as discussed at the last meeting.

6.2 Energy Performance Certificates

Intercounty had advised that they would be able to arrange an inspection when needed.

6.2.1 Loft Insulation

The Clerk had spoken to the representative from Interglow who agreed to look at the loft to see what was needed. She was told that there could be funding towards energy saving measures. The Chairman would arrange an appointment.

*-Cllr
Robinson*

6.2.2 Energy Saving Lightbulbs

The Chairman confirmed that all the lightbulbs in the Lodge could be replaced.

6.3 Replacement Oven

The Letting Agent, Intercounty, had reported that there were issues with the oven which was not heating up. The Chairman had carried out a temporary repair. Cllr Hallett advised that it was suggested at the time the previous tenant had vacated the Lodge that the oven and hob be replaced as it was showing signs of age. After further discussion it was agreed that Cllr Robinson would

*-Cllr
Robinson*

obtain some quotations, for the replacement of both, for discussion at the next meeting.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

There were no Memorial requests.

08. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

8.1 Cemetery Fees

Cllr Hallett reminded Councillors that there had been no increase in fees since 2015. It had been suggested at the last review in 2017 that an increase of around 10% would be made in 2018. It was agreed that the review would be an agenda item for the next meeting. Cllr Hallett then advised that the Government had recently agreed to abolish fees for the interment of under 18s. Many council did not charge. It was agreed that this would also be an agenda item.

8.2 Heating Thermostat

The Chairman advised that the thermostat did not work. A replacement part would cost approximately £80 and offered to replace it. This was agreed.

*-Cllr
Robinson*

8.3 Surface Holes

The Chairman also offered to fill some deep holes outside the property with bags of cold tarmac which would cost around £64.00 for the tarmac. The expenditure was agreed. Cllr Hallett suggested that enough bags be purchased to fill the holes in the parking area and the area by the front door.

*-Cllr
Robinson*

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 1st May 2018

The Chairman closed the meeting at 7.41 pm

**Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE**

**Minutes of Meeting held on Tuesday 1st May 2018 at
The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Sams, Cllr Douglass, Cllr Freeman
Parish Councillors - Cllr Catherall, Cllr McNulty
District Cllr Cathcart, District Cllr McCraith
Members of Public –1

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Dixon and Cllr Hull.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 3rd April 2018, copies previously distributed, were agreed a true record and signed by the Chairman. There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

Correspondence received was discussed under agenda items.

06. CEMETERY LODGE

6.1 Recovery of outstanding Rent (Previous Tenant)

The form still had very little information included. The Chairman agreed to look and see how a case could be made.

*-Cllr
Robinson*

6.2 Energy Performance Certificates

Intercountry had advised that they would be able to arrange an inspection when needed. It was noted that an improved rating would be needed before the next tenant could take occupancy or a Certificate of Exemption.

6.2.1 Loft Insulation-meeting with Interglow

The Chairman was to arrange a meeting with the insulation company. He added that the Lodge was very warm and there may already be insulation in the loft.

*-Cllr
Robinson*

6.2.2 Energy Saving Lightbulbs

The Chairman confirmed that all the lightbulbs in the Lodge could be replaced.

6.2.3 Bathroom Window

The Chairman advised that he had been speaking to a double glazing company who had been commissioned by the previous tenant to make a replacement UPVC window. The window had been made but never installed due to payment difficulties. The window had now been found, and was to be disposed of, so the Chairman suggested that he should see if the Parish Council could have the window to replace the existing wooden one. This was agreed.

*-Cllr
Robinson*

6.3 Replacement Oven

The Chairman advised that a suitable oven and hob could be purchased for around £200.00. He did not have the exact figure to hand. It was agreed that expenditure be agreed up to a maximum of £200.00.

*-Cllr
Robinson*

6.4 Replacement Heating Thermostat

The thermostat had been replaced. The invoice for £75.00 to be forwarded to the Clerk for reimbursement.

6.5 Tenancy Agreement

The Letting Agent, Intercountry, had confirmed that the current tenancy would continue as a periodic agreement from the 25th April 2018. The same terms and conditions as set out in the original Assured Tenancy Agreement, dated 25th January 2018, remained in force.

07. OTHER CEMETERY BUSINESS7.1 Approval of Memorials7.1.1 Memorial WRIGHT –Approved7.1.2 Memorial additional inscription PETT–Approved7.2 Memorial Encroachment

The Chairman had spoken to the family and stone mason to explain the situation which was discussed at the last meeting. The memorial and kerb stones had now been moved slightly to accommodate a memorial on the adjoining burial plot.

7.3 Review of Cemetery Fees

Cllr Hallett reported that the last increase to the fees had been in 2015 and so a 10% increase for the three years was reflected in the proposed draft. He added that the fees were set in line with Cemetery fees elsewhere. The new fees were agreed from the 1st May 2018. Clerk to advise the local Funeral Directors.

*-Clerk*7.3.1 Cemetery Fees for Under 18s

Due to the traumatic circumstances, relating to the death of a under 18 year old, some Local Authorities had abolished their fees. Cllr Hallett advised that the Government had put in place a grant scheme but parents would still have to make an application which might be means tested. Cllr Hallett proposed that to avoid this distress the Parish Council should make the Cemetery fees free for deceased parishioners under 18 years old. The proposal was seconded by Cllr Hirtzel with all Councillors in agreement.

08. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no issues raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 5th June 2018

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 5th June 2018 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Sams, Cllr Douglass, Cllr McNulty, Cllr Spenceley, Cllr Dixon
 Parish Councillors - Cllr Catherall, Cllr Leith, Cllr Catherall
 Members of Public –6

01. ELECTION OF CHAIRMAN

The Parish Council Chairperson, Cllr Douglass, opened the meeting. There had only been four Councillors elected onto this committee at the AGM and one, Cllr Oakley, was absent. She asked if any other Councillors in attendance would like to be co-opted. Cllr McNulty, Cllr Sams and Cllr Dixon expressed their interest and were co-opted. The co-option would be ratified at the next Parish Council meeting. In the meantime the co-opted members would be allowed to take part in the meeting but not vote.

Cllr Douglass then asked for nominations for Chairman. There were none. She asked Cllr Hallett to Chair this meeting with a view to electing a Chairman at the July meeting. Cllr Hallett stated that he was prepared to Chair this meeting only.

02. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Oakley.

03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

04. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 1st May 2018, copies previously distributed, were agreed a true record and signed by the Chairman. There were no matters arising from the minutes.

05. OPEN FORUM

There were no issues raised.

06. CORRESPONDENCE

Correspondence received was discussed under agenda items.

07. AGREE COMMITTEE TERMS OF REFERENCE

The previously adopted Terms of Reference had been circulated to Councillors. Cllr Spenceley asked for the addition of 'Review Processes and Risk Management' which was agreed. The Terms of Reference were then agreed.

08. CEMETERY LODGE

8.1 Recovery of outstanding Rent (Previous Tenant)

Cllr Spenceley queried the progress. The Clerk reminded the meeting that there was very little information to put on the form even with historic information from the Letting Agent, Intercounty. Cllr Robinson had agreed at the last meeting to review the form.

Cllr Spenceley asked how the situation of unpaid rent would be addressed if it happened again with future occupants. The Chairman advised that the Parish Council would need to work with the Letting Agent. The Clerk added that in this case the Letting Agent had advised the Parish Council as soon as the rent went into arrears but it was the choice of the Cemetery Committee to give the tenant the benefit of the doubt and not pursue at that time.

Cllr Catherall stated that there must be more information available to trace the ex-tenant and agreed to investigate.

*-Cllr
Catherall*

8.2 Energy Performance Certificates

Intercounty were urging the completion of loft insulation so that an updated EPC could be arranged. They had advised that if it could be demonstrated that all the work possible had been carried out, and still could not improve the rating, then an application could be made for exemption.

8.2.1 Loft Insulation-meeting with Interglow

This action was with the tenant, Cllr Robinson.

8.2.2 Energy Saving Lightbulbs

This action was with the tenant, Cllr Robinson.

8.3 Replacement Oven

The purchase and installation of a replacement oven and hob had been agreed at the May meeting.

The action was with Cllr Robinson.

09. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Memorial TOLFREE –Approved

7.1.2 Memorial WORBOYS–Approved

10. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no issues raised.

11. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 3rd July 2018

The Chairman closed the meeting at 7.30 pm

**Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE**

**Minutes of Meeting held on Tuesday 3rd July 2018 at
The Limes, High Street 7.15pm**

PRESENT: Cllr Douglass (Chairperson), Cllr Sams, Cllr Hallett, Cllr McInulty, Cllr Spenceley, Cllr Dixon, Cllr Oakley

Parish Councillors - Cllr Leith, Cllr Geraghty, Cllr Prentice

District Cllr Cathcart

Members of Public –8

01. ELECTION OF CHAIRMAN

The Parish Council Chairperson, Cllr Douglass, opened the meeting and asked for nominations for Chairman. There were none made. Cllr Douglass agreed to Chair the meetings.

02. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Freeman.

03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Cllr McInulty declared a pecuniary interest under Item 8.1.2 as the applicant.

04. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 5th June 2018, copies previously distributed, were agreed a true record and signed by the Chairman. There were no matters arising from the minutes.

05. OPEN FORUM

There were no issues raised.

06. CORRESPONDENCE

Correspondence received was discussed under agenda items.

07. CEMETERY LODGE

7.1 Cemetery Lodge Report

This had been circulated to Councillors. None of the outstanding dilapidations appeared to have been carried out.

7.2 Recovery of outstanding Rent (Previous Tenant)

Further investigations had taken place to try and identify the whereabouts of the previous tenant without success. It had been suggested that the tenant be traced as advised by Intercounty through Landlord Action. It was agreed that this route now be pursued. Clerk to arrange.

-Clerk

7.3 Energy Performance Certificates

7.3.1 Loft Insulation-meeting with Interglow

This action was with the tenant, Cllr Robinson.

7.3.2 Energy Saving Lightbulbs

This action was with the tenant, Cllr Robinson.

7.4 Replacement Oven

The purchase and installation of a replacement oven and hob had been agreed at the May meeting. The action was with Cllr Robinson.

A discussion on the need to get the work on the Lodge, relating to the EPC, done as soon as possible so that the property could be let again following expiry of the current tenancy lease. Cllr Geraghty offered to speak to the tenant and find out the position. If the tenant was not in a position to carry out the work then it was agreed that the Clerk would contact the contractor who had previously provided a quotation, and ask that he carries out the work, as agreed at a previous meeting.

*-Cllr
Geraghty*

7.5 Electricity Plan

The Clerk reported that there had been a query with the electricity supplier who had not been notified of the change of tenant in January 2018. This had now been resolved and the tenant was being billed directly.

08. OTHER CEMETERY BUSINESS

8.1 Approval of Memorials

8.1.1 Memorial (updated) TOLFREE –Approved

8.1.2 Memorial Plaque MCINULTY–Approved

8.1.3 Replacement Memorial plus kerbstones –MARTIN –Approved

09. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no issues raised.

10. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 7th August 2018

The Chairman closed the meeting at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 7th August 2018 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairperson), Cllr Sams, Cllr McInulty, Cllr Spenceley, Cllr Dixon, Cllr Oakley, Cllr Freeman, Cllr Catherall
 Parish Councillors - Cllr Prentice, Cllr Ridsdale, Cllr Woodhouse
 District Cllr Cathcart
 Members of Public –5

In the absence of Cllr Douglass the meeting was chaired by Cllr Hallett

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Douglass.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 3rd July 2018, copies previously distributed, were agreed a true record and signed by the Chairman following amendment to references under Item 6 being amended from Cllr Robinson to Mr Robinson. There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

Correspondence received was discussed under agenda items.

06. CEMETERY LODGE

6.1 Recovery of outstanding Rent (Previous Tenant)

6.1.1 Trace

The Clerk reported that she had downloaded the form recommended by Intercounty but could not see how the information requested would be sufficient. She would forward to the Committee for their input.

-Clerk

6.2 Energy Performance Certificates –Application for Exemption

The Letting Agent continued to urge the Parish Council to register the Lodge for Exemption in relation to the EPC. It was felt that even once the loft had been insulated and the light bulbs replaced the certificate would still be below the required level.

Cllr Spenceley referred to the installation of internal glazing. It was stated that a decision on this would be down to the listed buildings officer. It was agreed that the Clerk would forward a link to the guidelines for Exemption to the committee.

-Clerk

6.2.1 Loft Insulation-meeting with Interglow

The Clerk had spoken to the tenant, Mr Robinson, about the dilapidations noted when the previous tenant left the property. These were still outstanding. Mr Robinson confirmed that he would not now carry out the repairs as previously stated. He advised that there were some further issues identified, which would not have been obvious without living in the property, and he would let the Clerk have a list of these on his vacation of the property. These could then be added to the list for a contractor to carry out the work.

The committee agreed that when the Lodge was vacated a thorough review would take place on jobs which needed to be carried out before the property was let again.

6.2.2 Energy Saving Lightbulbs

Replacement of light bulbs to be carried out on vacation of the property.

6.3 Replacement Oven

Would be pursued on vacation of the property.

08. OTHER CEMETERY BUSINESS

8.1 Approval of Memorials

8.1.1 Memorial additional inscription SKILLEN –Approved

8.1.2 Memorial HOLDER–Approved

09. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

9.1 Storage of Documents

Cllr Spenceley referred to the storage of Parish Council documents in the Cemetery West Chapel. He stated that a list of documents in storage there, and elsewhere, should be compiled. This was agreed. It was noted that there was a dehumidifier in the building which needed regular emptying by the Clerk.

*-Cllrs &
Clerk*

10. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 4th September 2018

The Chairman closed the meeting at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 4th September 2018 at
The Limes, High Street 7.15pm

PRESENT: Cllr Douglass (Chairperson), Cllr Sams, Cllr McNulty, Cllr Hallett, Cllr Dixon, Cllr Oakley, Cllr Freeman,
 Parish Councillors - Cllr Ridsdale, Cllr Leith
 Members of Public –1

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Catherall and Cllr Spenceley.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 7th August 2018, copies previously distributed, were agreed a true record and signed by the Chairman.
 There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

5.1 Request to purchase burial plot

The letter stated the wish to be buried in the cemetery as a close relative had been interred there in 1953 following an air crash at RAF Bassingbourn. The gentleman had also served in the RAF for a number of years. The Clerk read the letter to the meeting.

It was agreed that, as in some previous cases, the gentleman be advised that the Parish Council could not sell a burial plot ahead of need but when the time came, and space allowed, there would be a plot made available. The Clerk would respond to the Gentleman, by letter, and suggest that he keep the letter with his last Will and Testament.

-Clerk

06. CEMETERY LODGE

6.1 Recovery of outstanding Rent (Previous Tenant)

6.1.1 Update on Tenancy Trace

Following the last meeting the Clerk had prepared the tenancy trace forms and with the agreement of the Chairperson submitted a form, with a fee of £132.00, to trace one of the joint tenants, to Landlord Action. Expenditure had previously been approved for £205.00 at the beginning of the process when it was agreed to bypass the trace route and go straight to the small claims court.

Landlord Action had come back with notification of an address and suggested that the debt collection process could now commence.

A discussion took place on the next step. It was agreed that as only one of the tenants had been located a trace be carried out on the second person at a further cost of £132.00. This was agreed by the committee. The Clerk to arrange.

-Clerk

6.2 Energy Performance Certificates –Application for Exemption

6.2.1 Loft Insulation

6.2.2 Energy Saving Lightbulbs

6.3 Replacement Oven

It had been agreed at the last meeting that an inspection of The Lodge would take place on vacation of the tenant. The repairs/modification would then be carried out before an EPC inspection was arranged and exemption applied for if needed.

The Clerk advised that the current tenant had given notice to vacate the property on the 24th October 2018.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Replacement Memorial NIXON –Approved

7.1.2 Memorial LESTER–Approved

7.1.3 Memorial –Additional inscription SKILLEN -Approved

08. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no issues raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 26th September 2018

The Chairman closed the meeting at 7.24 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Wednesday 26th September 2018 at
The Limes, High Street 7.15pm

PRESENT: Cllr Douglass (Chairperson), Cllr Sams, Cllr McNulty, Cllr Hallett, Cllr Dixon, Cllr Freeman,
 Parish Councillors - Cllr Geraghty, Cllr Prentice
 Members of Public –0

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Catherall and Cllr Oakley.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 4th September 2018, copies previously distributed, were agreed a true record and signed by the Chairman.
 There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

Correspondence received was discussed under agenda items.

06. CEMETERY LODGE

6.1 Recovery of outstanding Rent (Previous Tenant)

6.1.1 Update on Tenancy Trace

The second trace had been applied for following the last committee meeting. There had been no feedback to date. It was agreed to wait until the next meeting to decide how to progress to the next stage.

6.2 Energy Performance Certificates –Application for Exemption

6.2.1 Loft Insulation

6.2.2 Energy Saving Lightbulbs

6.3 Replacement Oven

As reported at the last meeting the current tenant was to vacate the Lodge on the 24th October. A meeting would then be arranged at the Lodge to look at what needed to be done before arranging the EPC. The Chairperson would circulate dates so that the inspection could take place before the next committee meeting.

*-Cllr
Douglass*

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

There were no memorials for approval.

08. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

8.1 Rabbits

Cllr Hallett advised that the Cemetery Lodge tenant had advised that there was a lot of rabbits in the Cemetery believed to have come across from the adjacent field where building works were taking place. The committee needed to be aware in case action was required.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 6th November 2018

The Chairman closed the meeting at 7.20 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Thursday 8th November 2018 at
The Chapel Schoolroom, South End 7.15pm

PRESENT: Cllr Douglass (Chairperson), Cllr Sams, Cllr Hallett, Cllr Dixon, Cllr Freeman, Cllr Oakley
 Parish Councillors - Cllr Catherall, Cllr Prentice, Cllr Leith, Cllr Hirtzel
 Members of Public –1

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr McNulty, Cllr Spenceley.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 26th September 2018, copies previously distributed, were agreed a true record and signed by the Chairman.
 There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

Correspondence received was discussed under agenda items.

06. CEMETERY LODGE

6.1 Recovery of outstanding Rent (Previous Tenant)

6.1.1 Update on Tenancy Trace

The Clerk reported that the address of the second tenant had been identified. The Parish Council was now in a position to pursue the rent arrears. The suggested actions, and fees, from Landlord Action had been circulated to Councillors. It was suggested that the Small Claims Court should be a straight forward process which could be carried out with less cost than using an agent. The Clerk advised that the Parish Council had originally investigated the Small Claims Court, which would cost £205, but due to lack of information arranged the trace process through Landlord Action. After further discussion it was agreed that the Clerk start the process again with the Small Claims Court.

-Clerk

6.2 Lodge Checkout Report

The report had been circulated to the committee. The Chairperson, Cllr Hallett and the Clerk had also carried out a visual inspection of the property. They all agreed that the Lodge was in a much better condition than at their inspection before the latest tenant. The property had been kept spotless.

The dilapidations, as listed by the Letting Agent previously, were still outstanding. The Clerk had made a comprehensive list of all work that needed to be carried out on The Lodge to bring it up to an acceptable standard. The list was discussed by Councillors. It was agreed that while the property was empty it was an opportunity for necessary internal and external work to be carried out.

A discussion took place on how to progress the dilapidations. It was agreed that the Clerk revise the list and this could then be sent out to local contractors for quotations on the work.

-Clerk

6.3 Energy Performance Certificates –Application for Exemption

6.3.1 Loft Insulation

This would now be pursued. Cllr Freeman suggested that it might be worthwhile obtaining the electrical certificate first in case work needed to be carried out in the loft.

6.3.2 Energy Saving Lightbulbs

These would be part of the specification. The two living rooms currently had picture lights but it would be more practical to change these to wall lights. Replacement lightbulbs should be possible for the kitchen ceiling fitment.

6.4 Replacement Oven

The committee had already agreed that the oven and hob be replaced.

Councillors also agreed that investigations be made into other local letting agents so that the

information was available when the property was ready to be let out again.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Memorial Additional Inscription CIPULLO

The additional inscription was agreed.

7.1.2 Memorial Additional Inscription HILL

The additional inscription was agreed.

7.2 Grounds Maintenance

The Chairperson reported that she had been contacted by some residents concerned over the overgrown ivy/brambles on some graves. She was aware that the upkeep of the graves was the responsibility of the families but felt sad that some were left to deteriorate. The Chairperson suggested that a community working party, which could end with a social event, should be formed in the new year.

Cllr Dixon advised that the grounds maintenance contractors were keen to discuss the specification for the Cemetery and other grasscutting specifications in the village. The Clerk added that they had offered to help prepare revised specifications to encompass all the work they did. There was one more year to run on the current contracts so the Recreation Ground committee would need to start looking at this towards the end of 2019.

08. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

8.1 Tree Cuttings

Cllr Hallett advised that he had put some of the tree cuttings in the green bin as suggested at the Recreation Ground Committee meeting.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 4th December 2018

The Chairman closed the meeting at 7.45 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 4th December 2018 at
The Limes, High Street 7.15pm

PRESENT: Cllr Douglass (Chairperson), Cllr Spenceley, Cllr Hallett, Cllr Dixon, Cllr Freeman, Cllr Oakley, Cllr McNulty
 Parish Councillors - Cllr Catherall, Cllr Leith
 Members of Public –3

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sams.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Thursday 8th November 2018, copies previously distributed, were agreed a true record and signed by the Chairman.
 There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

Correspondence received was discussed under agenda items.

06. CEMETERY LODGE

6.1 Update on Recovery of Rent

The Clerk reported that, as agreed at the last meeting, she had forwarded the paperwork regarding the unpaid rent to the small Claims Court.

6.2 Cemetery Lodge

6.2.1 Agreement of List and Timetable of refurbishment tasks

Following the last meeting the Clerk had prepared and circulated a list of tasks in a suggested order. The first action was to engage an electrician to carry out an electrical inspection of The Lodge, replace the oven and hob, replace the picture lights with wall lights and replace the light bulbs (or light fitting if this was not possible) in the kitchen ceiling light. -Clerk

When the electrical work had been completed, the loft insulation would be investigated and once this was done the general refurbishment of the property could be carried out.

It was agreed that three quotations be obtained from electricians for the first stage. A budget of £300 was agreed for the replacement oven and hob with the electrician being asked to investigate Belling products.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

There were no memorials for approval.

08. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no issues raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 9th January 2019

The Chairman closed the meeting at 7.25 pm