

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 5<sup>th</sup> January 2016 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Hull, Cllr Douglass, Cllr Catherall  
 Parish Councillors - Cllr McNulty, Cllr Sams, Cllr Oakley, Cllr Freeman  
 Members of Public –3

**01. APOLOGIES FOR ABSENCE**

No apologies had been received.

**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 1<sup>st</sup> December 2015, 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 Renewal of Tenancy

The Clerk confirmed that the tenancy agreement had been signed for a one year term. The agreement would expire at the end of January 2017.

6.2 Review of Letting Agent

It was noted that as the tenancy agreement had just been renewed the existing Letting Agent would need to be retained. Concern had been expressed at a previous meeting over the additional 10% added to contractors quotations which were arranged through the Agent. This was because the Agent took the 10% as commission. After discussion it was agreed that the Clerk would contact the Letting Agent, bring these concerns to his attention, and state that the Parish Council would like to see a more equitable arrangement. The Clerk would also arrange for this item to be put on the agenda for the August 2016 meeting which would give enough time to contact other Agents and ensure that the existing arrangement at that time was satisfactory.

-Clerk

6.3 December 2015 Property Inspection

The inspection report had been circulated to members. In addition to a leak, which Councillors were aware of, the report highlighted that the second bedroom needed to be decorated and also that the work in the bathroom which was being carried out by the tenants had not been completed. A discussion took place on the responsibilities of the Parish Council and tenants. The Clerk to circulate a copy of the tenancy agreement. All members agreed that other work the tenants had carried out in The Lodge was to a good standard.

-Clerk

6.3.1 Urgent work to stop cock and toilet cistern

Due to the approach of the Christmas break the Letting Agent had been asked to arrange for the urgent work to be undertaken. As discussed at previous meetings any further work required would be arranged through the Parish Council.

6.3.2 Damage to kitchen flooring due to water leak

The source of the water leak had been addressed. The tenants had advised that the flooring had been damaged as a result. As this was not considered urgent before Christmas the Clerk had asked the Letting Agent to supply details of the damage so that the committee could consider replacing.

6.4 Utilities Insurance Proposal

Cllr Webb had suggested that this be investigated. As he was not in attendance at this meeting the item would be carried forward to the next meeting.

**07. OTHER CEMETERY BUSINESS**7.1 Approval of Memorials

There were no memorials for approval.

7.2 Renting of Chapel

Cllr Catherall had offered to rent the west chapel for storage. Heating and lighting were not needed. The Clerk stated that if this arrangement went ahead it may attract business rates and agreed to find out from South Cambridgeshire District Council. There was also a concern that as the chapel was consecrated permission from the Diocese might be needed. This would be investigated.

*-Clerk*

7.3 Cemetery Gates

The Letting Agent had advised that a gate post had been hit by taxi whilst turning in the gateway. The Agent had spoken to the taxi company who were aware. A quotation for the repair, arranged through the Letting Agent, would be forwarded.

*-Clerk*

The Chairman suggested that the Parish Council obtain another quote for the repair which the Clerk was asked to arrange. It was noted that the gate post was cast iron so the work would not be easy.

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

There were no other issues raised.

**09. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 2<sup>nd</sup> February 2016

The Chairman closed the meeting at 7.30 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 2<sup>nd</sup> February 2016 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Hallett (Chairman), Cllr Douglass, Cllr Webb  
 Parish Councillors - Cllr McNulty, Cllr Freeman, Cllr Hirtzel  
 District Cllr McCraith  
 Members of Public –0

**In the absence of the Chairman, Cllr Robinson, the meeting was chaired by Cllr Hallett**

**01. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Robinson 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 5<sup>th</sup> January 2016, 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**

Correspondence received was discussed under agenda items.

**06. CEMETERY LODGE**

6.1 Damage to kitchen flooring due to water leak

The Letting Agent had been advised that the tenant had managed to save the flooring.

6.2 Utilities Insurance Proposal

Cllr Webb advised that he had an insurance policy which enabled him to access emergency help straight away when needed. He suggested that contact details could be left in The Lodge and then in case of emergency the tenants would be able to access someone immediately instead of having to wait for the Letting Agent to arrange. Cllr Douglass stated that this might be worthwhile as The Lodge was an older property and having this insurance would stop expensive call out charges. It was agreed that Cllr Webb would forward the details of his insurance company to the Clerk who would investigate the costs for discussion at the next meeting.

*-Cllr Webb  
& Clerk*

**07. OTHER CEMETERY BUSINESS**

7.1 Approval of Memorials

7.1.1 Memorial PATEMAN -Approved

7.2 Renting of Chapel

The Clerk reported that she had spoken with the South Cambridgeshire District Council Business Rates officer who advised that if the Chapel was rented out, even just for storage, it would attract business rates as the building would be considered fit for a purpose. This applied to the owner of the building as well as a tenant. If this was a Church building, or associated with the Church, there would be different criteria. The officer suggested that if the Parish Council wanted to progress the storage request the Valuation officer should be contacted to get an idea of the rateable value of the Chapel. She warned that once business rates were introduced it might be difficult to get them removed once the tenant moved on.

The Clerk had also contacted the Diocese of Ely regarding the use of the Chapel and was awaiting a response.

It was agreed to discuss again at the next meeting when the full complement of committee members were present.

7.3 Damage to Cemetery Gatepost

The Clerk confirmed that the repair to the gatepost, which had been authorised by the Chairman as the post was dangerous, had now been carried out. Meltax, the taxi company responsible for the damage, had forwarded a cheque.

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

There were no other issues raised.

**09. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 1<sup>st</sup> March 2016

The Chairman closed the meeting at 7.45 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 1<sup>st</sup> March 2016 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Hallett (Chairman), Cllr Douglass, Cllr Webb, Cllr Hull  
 Parish Councillors - Cllr McNulty, Cllr Freeman, Cllr Oakley  
 Members of Public –50

**In the absence of the Chairman, Cllr Robinson, the meeting was chaired by Cllr Hallett**

**01. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Robinson.

**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 2<sup>nd</sup> February 2016, 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 Utilities Insurance Proposal

Cllr Webb to forward the details of his insurance company to the Clerk who would investigate the costs for discussion at the next meeting.

*-Cllr Webb  
& Clerk*

**07. OTHER CEMETERY BUSINESS**

7.1 Approval of Memorials

7.1.1 Memorial SPACKSMAN -Approved

7.2 Renting of Chapel

The Clerk reported that the Ely Diocese had advised that the use of the Chapel for storage by a private individual would not in any way be contrary to the character of the land being 'consecrated' and so there was no problem in principle for this use to take place, as the Chapel was not owned by any ecclesiastical authority. She also reported that the resident who had made the enquiry about storage was no longer interested as alternative premises had been found.

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

There were no other issues raised.

**09. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 5<sup>th</sup> April 2016

The Chairman closed the meeting at 7.25 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 5<sup>th</sup> April 2016 at**  
**The Limes, High Street 7.15pm**

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

**01. APOLOGIES FOR ABSENCE**

Apologies were received from 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 1<sup>st</sup> March 2016, 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 Utilities Insurance Proposal

Cllr Webb provided details of the 'Homeserve' service which was designed to cover a home emergency. It was suggested that this service would be helpful for the Lodge. The premium would be around £100 per year. It was agreed that the Clerk arrange cover.

- Clerk

6.2 Latest Inspection Report

This had been circulated to Councillors. It was noted that further work had taken place in the bathroom with a new suite installed. Cllr Douglass expressed concern over the work taking place without prior consultation with the Parish Council. It was agreed that the Clerk would contact the Letting Agent and reiterate previous requests for the Parish Council to be consulted on any improvements. She would also remind the Agent that any improvements remain with the property when the tenancy ceased.

-Clerk

**07. OTHER CEMETERY BUSINESS**

7.1 Approval of Memorials

7.1.1 Memorial MERTON -Approved

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

8.1 Trees

Cllr Hallett reported that the replacement apple tree had been planted with help from Mr and Mrs Bond. The other tree, agreed for Elbourn Way, had also been planted by them. It was agreed that the Clerk would send a letter of thanks.

-Clerk

Cllr Hallett stated that the tree next to the Chapel, included on the specification for the priority 'B' tree works, had still not been cut back. The Clerk to urge with the contractor.

-Clerk

**09. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 3<sup>rd</sup> May 2016

The Chairman closed the meeting at 7.27 pm

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

**Minutes of Meeting held on Tuesday 3<sup>rd</sup> May 2016 at  
The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Douglass, Cllr Hull, Cllr Hallett  
Parish Councillors - Cllr McNulty, Cllr Oakley, Cllr Sams  
Members of Public –5

**01. APOLOGIES FOR ABSENCE**

The Clerk reported that Cllr Webb, who was a committee member, had resigned from the Parish Council.

**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 5<sup>th</sup> April 2016, 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 Utilities Insurance Proposal

Details had been circulated to members prior to the meeting. The Clerk advised that the premium for a Landlord Emergency Cover policy would be £90 or £60 with a £50 excess. There was also the opportunity to have an additional policy for plumbing and drainage. After discussion it was agreed that the Landlord Emergency Cover would suffice at this time and the premium of £90 was approved. The Clerk was asked to advise the Letting Agent, so that he could make the tenants aware of the service, once confirmation had been received that the policy was in place. Clerk to arrange.

*-Clerk*

**07. OTHER CEMETERY BUSINESS**

7.1 Approval of Memorials

7.1.1 Request in principle for a ruby red granite stone memorial

The Funeral Director, Newlings of Royston, had forwarded information on the memorial and asked if the colour would be acceptable. The Clerk advised that there were other memorials of a similar colour in the Cemetery. Councillors agreed, providing the memorial was within the regulation measurements, it would be allowed. Clerk to advise the Funeral Director.

*-Clerk*

**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 7<sup>th</sup> June 2016

The Chairman closed the meeting at 7.20 pm

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

**Minutes of Meeting held on Tuesday 7<sup>th</sup> June 2016 at  
The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Douglass, Cllr Hull, Cllr Hallett  
Parish Councillors - Cllr McNulty, Cllr Freeman, Cllr Sams  
Members of Public –3

**01. ELECTION OF CHAIRMAN**

Cllr Robinson, the Parish Council Chairman, opened the meeting and asked for nominations for Chairman. Cllr Hallett proposed that Cllr Robinson continue which was seconded by Cllr Douglass. There were no other nominations. Cllr Robinson agreed to continue as Chairman.

**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 3<sup>rd</sup> May 2016, copies previously distributed, were agreed a true record and signed by the Chairman. There were no matters arising from the minutes.

**05. AGREEMENT OF TERMS OF REFERENCE**

Councillors agreed that the Expenditure be amended to read ‘Authorisation of routine expenditure on cemetery, lodge and chapels not exceeding £1000 per **business** item’. They were then adopted by the committee.

**06. OPEN FORUM**

There were no issues raised.

**07. CORRESPONDENCE**

Correspondence received was discussed under agenda items.

**08. CEMETERY LODGE**

8.1 Underpayment of Rent

The Clerk had been advised by the Letting Agent that the tenants owed £864.40 on rent arrears for the current month. She was awaiting an update from the Agent with the current position. It was noted that the previous monthly rent had been banked. The Clerk was asked to monitor the situation.

*-Clerk*

**09. OTHER CEMETERY BUSINESS**

9.1 Approval of Memorials

9.1.1 Memorial –SAKER approved.

9.1.2 Memorial -WATSON Approved

9.1.3 Memorial –GIBNEY Approved

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

10.1 Cemetery Tree

Cllr Hallett advised that the tree by the Chapel still needed to be cut back. Clerk asked to urge with the contractors again.

*-Clerk*

10.2 War Graves Commission

The Clerk advised that there was to be a service at the war graves which would be attended by a member of the royal family. The Commission had asked that the Parish Council contractors be asked to keep their machinery off the grass around the war graves as they were working on the grounds in preparation for the visit. The contractors had been advised.



**11. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 5<sup>th</sup> July 2016

The Chairman closed the meeting at 7.25 pm

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

**Minutes of Meeting held on Tuesday 5<sup>th</sup> July 2016 at  
The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Douglass, Cllr Hallett, Cllr Oakley  
Parish Councillors - Cllr McNulty, Cllr Sams, Cllr Sappol  
Members of Public –3

**01. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Hull and the Clerk (Mrs Walmesley)

**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 7<sup>th</sup> June 2016, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Cemetery Tree

The tree still needed to be cut back from the Cemetery Chapels.

*-Clerk to  
urge*

**04. OPEN FORUM**

There were no issues raised.

**05. CORRESPONDENCE**

Correspondence received was discussed under agenda items.

**06. CEMETERY LODGE**

6.1 Underpayment of Rent

Intercounty had confirmed that the underpayment of rent had been received and payments were now up to date.

**07. OTHER CEMETERY BUSINESS**

7.1 Approval of Memorials

There were no memorials for approval.

7.2 Safety Inspection

Members were reminded that a safety inspection of the cemetery ground and memorials would be needed in the near future.

7.3 Cemetery Path Potholes

These would be an agenda item for the next meeting.

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

There were no issues raised.

**9. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 2<sup>nd</sup> August 2016

The Chairman closed the meeting at 7.22 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 2<sup>nd</sup> August 2016 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Douglass, Cllr Hallett, Cllr Oakley, Cllr Hull  
 Parish Councillors - Cllr McNulty, Cllr Sams, Cllr Sappol, Cllr Freeman, Cllr Spenceley, Cllr Woodhouse,  
 Cllr Geraghty  
 Members of Public –2

**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 5<sup>th</sup> July 2016, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Cemetery Tree

Cllr Hallett advised that the tree still needed to be cut back from the Cemetery Chapels. The Clerk confirmed that she had urged this work, which had been paid for, a number of times. The Chairman suggested that the contractors be advised that the Parish Council may have to hold some of the regular payment for grounds maintenance back if the work wasn't completed. -Clerk

**04. OPEN FORUM**

There were no issues raised.

**05. CORRESPONDENCE**

Correspondence received was discussed under agenda items.

**06. CEMETERY LODGE**

There were no issues raised.

**07. OTHER CEMETERY BUSINESS**

7.1 Approval of Memorials

There were no memorials for approval.

7.2 Cemetery Risk Assessment

The Chairman agreed to inspect the memorials and trees to make sure that they were all in a safe condition. -Cllr Robinson

7.3 Cemetery Path Potholes

Cllr Hallett advised that the temporary filling of the potholes with road planings had lasted well but now other potholes had appeared in the Cemetery driveway. The Clerk was asked to obtain a quotation for the filling of the new potholes with road planings. -Clerk

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

There were no issues raised.

**9. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 4<sup>th</sup> October 2016. There would not be a meeting during September.

The Chairman closed the meeting at 7.25 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 4<sup>th</sup> October 2016 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Hallett(Chairman), Cllr Douglass, Cllr Oakley  
 Parish Councillors - Cllr McNulty, Cllr Sams, Cllr Geraghty  
 Members of Public –3

**In the absence of Cllr Robinson the meeting was chaired by Cllr Hallett**

**01. APOLOGIES FOR ABSENCE**

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 2<sup>nd</sup> August 2016, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Cemetery Tree

Cllr Hallett confirmed that the tree had now been cut back to a satisfactory distance from the Chapel.

**04. OPEN FORUM**

4.1 Fallen Memorial

Councillors were asked what they were going to do with a fallen memorial which had been moved off the grave belonging to the Jenner family. The Chairman advised that the memorial was the responsibility of the ‘Wedd’ family who the Clerk had tried to contact without success.

**05. CORRESPONDENCE**

Correspondence received was discussed under agenda items.

**06. CEMETERY LODGE**

6.1 Latest Inspection Report

The report had been circulated to Councillors. There were no concerns raised.

6.2 Late Payment of Rent

The Letting Agent had advised that there was outstanding rent due from the tenants. He had been in contact with them and, due to illness, the payment had not been arranged. The Agent would continue to keep the Clerk updated on the situation. Cllr Douglass suggested that this could be something to keep in mind when the tenancy agreement was reviewed. The situation would be monitored.

**07. OTHER CEMETERY BUSINESS**

7.1 Approval of Memorials

There were no memorials for approval.

7.2 Cemetery Risk Assessment

Cllr Robinson had agreed to carry out a check on the memorials.

*-Cllr  
Robinson*

7.3 Cemetery Path Potholes

A quote had been received from Buchans Landscapes for the filling of the potholes with road planings at a cost of £213.00 plus VAT. Councillors agreed that the contractors be asked to proceed.

*-Clerk*

7.4 Request to install a bench

A request had been received for a bench either by the front hedge or close to the current burial plots. Councillors agreed that the siting of a bench by the hedge would not be practical for access reasons. The other proposed location could be feasible but as this was in an area of graves the Clerk was asked to find out the ownership and age of the graves in that location.

*-Clerk*

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

8.1 Chapel Cleaning –working party

The Clerk asked for help with the cleaning of the Chapel where some paperwork was stored. A working party to be formed.

**9. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 1<sup>st</sup> November 2016.

The Chairman closed the meeting at 7.26 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 1<sup>st</sup> November 2016 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Douglass, Cllr Hull, Cllr Hallett  
 Parish Councillors - Cllr McNulty, Cllr Sams, Cllr Woodhouse, Cllr Dixon,  
 Members of Public –4

**01. APOLOGIES FOR ABSENCE**

Cllr Oakley

**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 4<sup>th</sup> October 2016, copies previously distributed, were agreed a true record and signed by the Chairman.

**04. OPEN FORUM**

There were no issues raised.

**05. CORRESPONDENCE**

5.1 Request for information/permissions regarding existing burial plots

A request had been made by Peter Clark to change an existing grave for his Grandfather, Frank Oswald Stamford, to a memorial set on a lawn style foundation slab. The area was currently covered by chippings on a concrete foundation and the committee were asked whether it was the applicants responsibility to seed or lay turf. A request was also made to replace the current kerbed memorial for his Great Grandparents, Frederick William and Mary Ann Stamford, with a simple headstone similar to the previous request. The final request was for the unmarked grave of Great Great Grandfather, William Stamford, to be marked in some way. This grave was located near the Chapel so it was queried whether a memorial could be placed there or whether a brass plaque would be a better option.

Members discussed the correspondence and agreed that permission be granted for the first two requests to change the style of the graves. The family would be responsible for reinstating the grass. The request to mark the grave of William Stamford would be investigated to see if the location was suitable. The Clerk to advise Mr Clark.

*-Clerk*

5.2 Request to waive fee for brass plaque

A request had been made by the family of ex parishioner, Bill Robinson, for a plaque on the board located on the Cemetery Chapel arch. The family had asked for the fee of £65 to be waived as Mr Robinson had made a big contribution to the village during his lifetime.

Members discussed the request but agreed that if the fee was waived it would set a precedent for all the people that had contributed to the village. The fee also went towards the cost of the production of the plaque. The Clerk to advise the family.

*-Clerk*

5.3 Missing Plaque

An e-mail had been received from Ms Silvain advising that the grave of her Father had been cleared along with a plaque placed there in remembrance of her Grandmother. The committee was asked for the plaque to be returned.

The Clerk advised that she had spoken to the Cemetery grasscutting contractors who confirmed that they would never remove, or tidy graves, to aid their grasscutting. If the grave had been cleared it had been done by the family or friends. The Clerk to advise Ms Silvain.

*-Clerk*

5.4 Request for burial plot for 3

The Clerk had been approached by a Care Home asking for a plot to be purchased for three ashes urns. The request was made by an ex resident of South End who was in the last days of his life. He wanted reassurance that his ashes would be buried with his wife and daughter. After discussion it was agreed that the Clerk advise the Care Home that a burial plot would be available.

*-Clerk*

**06. CEMETERY LODGE**6.1 Late Payment of Rent

The Letting Agent, Charles Witch, had advised that the tenants still owed on months rent. Despite several attempts to make contact with the tenants he had not succeeded. He would continue to pursue.

6.2 Renewal of Tenancy January 2017

Mr Wittch suggested that in the light of the current rent arrears the tenancy should continue as a statutory periodic tenancy (rolling month by month) when the tenancy expired at the end of January 2017. This option would give the Parish Council the flexibility should notice need to be served on the tenants. Mr Wittch also advised that the Royston office advised that it would support an increase in rent to £900 for the current tenants and £950 if the property was being remarketed.

The communication was discussed with the option of a monthly tenancy favoured. The Clerk would advise Mr Wittch that the committee would make a decision on how to proceed with the tenancy, and suggested rental increase, at the next Cemetery committee meeting.

*-Clerk***07. OTHER CEMETERY BUSINESS**7.1 Approval of Memorials

There were no memorials for approval.

7.2 Cemetery Risk Assessment

Cllr Robinson had carried out an inspection and confirmed that there was nothing causing concern at this time.

7.3 Request to install a bench

The Clerk advised that the requested position for a bench, as discussed at the last meeting, was over burials from the late 1940s. Councillors agreed that placing the bench there could be seen as disrespectful. It was agreed that the Clerk would arrange to meet the relative on site to explain this.

*-Clerk*7.4 Approval of expenditure to purchase a Register of Purchased Graves

It was agreed that the Register be purchased at a cost of £160 plus VAT. Clerk to order.

*-Clerk***8. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**

There were no issues raised.

**9. DATE OF NEXT MEETING**

Due to the unavailability of the Clerk the next meeting would be held on Tuesday 29th November 2016.

The Chairman closed the meeting at 7.30 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 29<sup>th</sup> November 2016 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Hallett(Chairman), Cllr Douglass, Cllr Hull, Cllr Oakley  
 Parish Councillors - Cllr McNulty, Cllr Sams, Cllr Freeman  
 Members of Public –2

**In the absence of Cllr Robinson the meeting was chaired by Cllr Hallett.**

**01. APOLOGIES FOR ABSENCE**

Cllr Robinson

**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 1s November 2016, copies previously distributed, were agreed a true record and signed by the Chairman.  
 There were no Matters Arising.

**04. OPEN FORUM**

There were no issues raised.

**05. CORRESPONDENCE**

Correspondence received was discussed under agenda items.

**06. CEMETERY LODGE**

6.1 Late Payment of Rent

The Letting Agent had advised that the rent was currently one month in arrears. It had been two months but £850 had been paid on the 28<sup>th</sup> November 2016.

6.2 Renewal of Tenancy January 2017

The current tenancy agreement was due to expire at the end of January 2017. Councillors agreed that they would be happy to renew the tenancy on a rolling month by month basis with an increase in rent to £900 as suggested previously by the Letting Agent. The Clerk was asked to advise the Agent.

*-Clerk*

**07. OTHER CEMETERY BUSINESS**

7.1 Approval of Memorials

7.1.1 Memorial Jeray –Approved.

7.2 Request to install a bench

The Clerk still to arrange a meeting with the parishioner.

7.3 Future Burial Space

The Chairman opened the meeting by stating that under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media should be excluded as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

On a proposal by Cllr Douglass, seconded by Cllr Oakley, it was agreed that the meeting was closed to the public. The parishioners in attendance left the room.

The Chairman reminded Councillors that due to the lack of space the central path between the plots was currently being used for interments. Using this area there was probably enough spaces for around 10 years. Re-use of graves may be allowed in future but when this was last discussed in Parliament it was dismissed. The Chairman proposed that investigations be started into finding further land for future interments which was agreed.

*-Clerk*

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

**Fallen Leaves** –Cllr McNulty reported that there was a build up of leaves which had been blown against the cemetery hedge. It was advised that the clearing of the leaves was not within the remit of the grounds maintenance contractors.



**9. DATE OF NEXT MEETING**

Tuesday 3<sup>rd</sup> January 2017

The Chairman closed the meeting at 7.30 pm