

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 3rd January 2017 at
The Limes, High Street 7.15pm

PRESENT: Cllr Robinson(Chairman), Cllr Douglass, Cllr Hull, Cllr Oakley, Cllr Hallett
 Parish Councillors - Cllr McNulty, Cllr Sams, Cllr Freeman, Cllr Geraghty
 Members of Public –1

01. APOLOGIES FOR ABSENCE

There were no apologies received from Committee Members.

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 29th 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

5.1 Request for Memorial Plaque

A request to waive the fee for a plaque had been considered at the meeting held on the 1st November where members agreed that if allowed this would set a precedent. Since then the Clerk had received communication from the family, asking for further information on the process, with the latest communication asking for details on the profit, over and above material costs and labour, made by the Parish Council on the transaction.

Members agreed that time should not be wasted on trying to make this calculation. The family should be advised of the cost and that the Parish Council would have the plaque engraved so that it would be uniform in design to the other plaques already there. The family should also be advised of the costs of running the Cemetery which were already available in the public domain.

-Clerk

5.2 Request for Burial Plots

The Clerk was in the process of arranging a funeral for a family who asked if an additional three plots could be purchased for other members of the family. Due to the shortage of space in the Cemetery the policy was to only release a plot when it was needed. Members agreed that allowing the purchase would set a precedent and other families would come forward to do the same. Cllr Hallett suggested that the current grave space allocation could be a double depth plot which would allow for another family member when the time came. The Clerk to advise the family of this suggestion.

-Clerk

06. CEMETERY LODGE

6.1 Late Payment of Rent

The Clerk had been advised by the Letting Agent, before the Christmas break, that the tenant would be getting back into full time work in the new year following poor health. The rent would then be sorted out. As far as was aware the rent was currently one month in arrears following a payment received at the end of November 2016.

6.2 Renewal of Tenancy January 2017

The Letting Agent had confirmed that the tenancy would continue from the 31st January 2017 as a statutory periodic tenancy. The increase in rent to £900 per month would also take effect from the end of February 2017.

6.3 Repair to Oven

The Clerk reported that she had been notified by the Letting Agent, a couple of days before Christmas, that the oven was not heating up. The Letting Agent had agreed to investigate. She had not heard anything further and assumed that the oven was now working satisfactory.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

There were no memorials for approval.

7.2 Request to install a bench

The Clerk had met the lady, who had made the request, at the Cemetery to discuss options. The Clerk suggested that the best place she could see for a bench was in front of a large tree which had grown out over a few grave spaces last used around 70 years ago. It did not appear that the families owning these spaces tended the graves.

-Clerk

Councillors agreed that the family could purchase a bench, in the same design as the other benches in the Cemetery, for positioning in front of the tree. If there were any objections from family members the bench could be moved. Clerk to advise.

7.3 Future Burial Space

There was no further update at this meeting.

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

There were no issues raised.

9. DATE OF NEXT MEETING

Tuesday 7th February 2017

The Chairman closed the meeting at 7.36 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 7th March 2017 at
The Limes, High Street 7.15pm

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

Parish Councillors - Cllr Rincón, Cllr Spenceley, Cllr Geraghty, Cllr Catherall

Members of Public –1

01. CO-OPTION OF COUNCILLORS

The last scheduled meeting had to be cancelled due to the lack of a quorum of committee members even though there were other Parish Councillors in attendance who offered to stand in. The Chairman asked if any non committee members in attendance would like to be co-opted. Cllr Sams and Cllr Freeman indicated that they would. This was agreed by the existing committee. The decision would be ratified at the Parish Council meeting on the 21st March 2017.

02. APOLOGIES FOR ABSENCE

All committee members were in attendance.

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 3rd January 2017, copies previously distributed, were agreed a true record and signed by the Chairman. There were no Matters Arising.

05. OPEN FORUM

There were no issues raised.

06. CORRESPONDENCE

Correspondence received was discussed under agenda items.

07. CEMETERY LODGE

7.1 Late Payment of Rent

The Letting Agent had reported that the tenants were still one month in arrears. He was chasing the payment.

7.2 Renewal of Tenancy January 2017

The Letting Agent had confirmed that the tenancy would continue from the 31st January 2017 as a statutory periodic tenancy. This was now in place.

7.3 Inspection Report December 2016

A copy of the report had been circulated during January 2017.

7.3.1 Repair to Oven

The main issue raised from the Inspection Report, and by the tenants, was the condition of the oven. This had been repaired just before Christmas. Cllr Douglass wondered why this had not been mentioned before. The Chairman agreed to call in to the tenants and have a look.

*-Cllr
Robinson*

08. OTHER CEMETERY BUSINESS

8.1 Approval of Memorials

8.1.1 Memorial Plaque-Robinson –AGREED

This had been approved by the Finance and General Purposes committee meeting at their February meeting due to there not being a Cemetery committee meeting held that month. The Clerk was in the process of arranging the engraving and once finalised the Chairman would add the plaque to the memorial board on the Chapel.

*-Cllr
Robinson
& Clerk*

There had been correspondence from the family of Mr Robinson concerned over the lack of communication with them. The Chairman would respond to the latest e-mail.

*-Cllr
Robinson*

8.1.2 Memorial –Scripps -AGREED

8.2 Future Burial Space

There was no further update.

8.3 Review of Cemetery Fees

The current fees, which were last increased in 2015, were circulated to members. Cllr Hallett proposed that the fees remain the same at this stage and reviewed in 2018 with a view to a 10% increase. As the fees would not have increased for three years it would justify the additional amount. All members in agreement.

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

9.2 Meeting with Grounds Maintenance Contractor

Cllr Freeman reported that he had a meeting planned with Mr Buchan and asked if there were any Cemetery concerns he needed to raise. Cllr Hallett asked that Mr Buchan be urged to fill the potholes on the drive. The order had been placed during the Autumn and it was felt that the work should have been done by now.

10. DATE OF NEXT MEETING

Tuesday 4th April 2017

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 4th April 2017 at
The Limes, High Street 7.15pm

PRESENT: Cllr Robinson(Chairman), Cllr Douglass, Cllr Hull, Cllr Hallett, , Cllr Sams, Cllr Freeman
 Parish Councillors - Cllr Rincón, Cllr McNulty, Cllr Catherall, Cllr Dixon,
 District Cllr Cathcart, District Cllr McCraith
 Members of Public –25

01. APOLOGIES FOR ABSENCE

Apologies were received from 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 7th March 2017, 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 reported that the tenants were still one month in arrears. He was chasing the payment. The Chairman suggested that a payment plan might be an option with the arrears paid over a period of time. The Clerk would discuss this with the Letting Agent.

-Clerk

6.2 Repair to Oven

The Chairman to inspect the oven.

*-Cllr
Robinson*

08. OTHER CEMETERY BUSINESS

8.1 Approval of Memorials

There were no memorials for approval.

8.2 Future Burial Space

There was no further update.

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

There were no issues raised.

10. DATE OF NEXT MEETING

Tuesday 2nd May 2017

The Chairman closed the meeting at 7.20 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 2nd May 2017 at
The Limes, High Street 7.15pm

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

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hull and Cllr Sams.

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 4th April 2017, 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 Chairman reported that he had been in contact with the tenant who was having some health issues. He had stated that the arrears would be cleared in the near future. The Clerk advised that the Letting Agent had tried to contact the tenant on a number of occasions with no response and this had led to the suggestion to serve notice. After further discussion it was agreed to set a deadline for the arrears to be paid by the end of July 2017. It was also agreed that the committee would retain the right to trigger a Section 21 notice if the situation continued after the deadline. The Chairman would report back to the tenant and urge him to communicate through the Letting Agent. The Clerk to update the Letting Agent.

*-Cllr
Robinson
& Clerk*

6.2 Repair to Oven

The Chairman advised that the tenant had not mentioned any problem with the oven when they met. There was another property inspection due soon so the committee would wait and see if the oven problem was raised again.

08. OTHER CEMETERY BUSINESS

8.1 Approval of Memorials

Memorial –Additional inscription TASSELL Approved.

8.2 Future Burial Space

There was no further update.

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

There were no issues raised.

10. DATE OF NEXT MEETING

Tuesday 6th June 2017

The Chairman closed the meeting at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 20th June 2017 at
The Limes, High Street 7.15pm

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

Parish Councillors - Cllr McNulty, Cllr Catherall

Members of Public –2

01. ELECTION OF CHAIRMAN

Cllr Robinson, the Parish Council Chairman, opened the meeting and asked for nominations for Chairman. Cllr Douglass proposed that Cllr Robinson continue which was seconded by Cllr Dixon. 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 2nd May 2017, 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. AGREEMENT OF TERMS OF REFERENCE

Councillors agreed that the Committee Terms of Reference should remain the same as in the previous year.

08. CEMETERY LODGE

8.1 Late Payment of Rent

The Clerk advised that the Letting Agent had not heard anything further from the Tenant and no money had been received. The Chairman reported that he had called at the Lodge on a couple of occasions to speak to the Tenants but was unable to do so. A discussion took place on the decision made at the last meeting and the deadline given for payment as the 31st July 2017. If this deadline was not met then the Letting Agent would be asked to issue a Section 21 notice.

8.2 Property Inspection Report

The inspection report had been circulated to members following the last meeting. There were no issues raised.

09. OTHER CEMETERY BUSINESS

9.1 Approval of Memorials

There were no memorials for approval.

9.2 Request for Burial Plot

A request had been made by a parishioner who had been advised to put arrangements in order. The Clerk had replied that the committee did not release burial plots ahead of need but she would put the request to the committee. Members agreed that the Clerk should confirm to the parishioner that there will be a plot available when it was needed.

9.3 Future Burial Space

It was agreed that this item be removed from the agenda for the time being as the land the Parish Council were interested in would not be made available. Cllr Hallett stated that it was debatable how many plots were left so some time in the future further land would be needed.

9.4 Query over Burial Space Number

-Clerk

The Clerk advised that she was in the process of arranging a burial plot, for a burial of ashes, and the chosen plot did not tie up with the Register of Burial information. The Chairman agreed to investigate the situation with the Clerk.

*-Cllr
Robinson
& Clerk*

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

10.1 Trees

The Clerk advised that the trees at the back of the Cemetery were very overgrown. The Chairman agreed to look.

*-Cllr
Robinson*

11. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 4th July 2017

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 4th July 2017 at
The Limes, High Street 7.15pm

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

- 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 20th June 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 Late Payment of Rent
 The Clerk reported that the Letting Agent had heard nothing further from the tenant and there had been no further rent receipts. As agreed at previous meetings if nothing was heard by the end of July the Agent would be asked to issue a Section 21 Notice.
- 07. OTHER CEMETERY BUSINESS**
7.1 Approval of Memorials
 7.1.1 Memorials BALDWIN Approved.
 7.1.2 Memorial FORD Approved subject to the dimensions being in keeping with the Cemetery regulations.
- 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 1st August 2017

The Chairman closed the meeting at 7.20 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 1st August 2017 at
The Limes, High Street 7.15pm

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

Parish Councillors - Cllr McNulty, Cllr Catherall, District Cllr McCraith
 Members of Public –2

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sams

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 4th July 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

The Clerk reported that the Letting Agent had confirmed that £950 had been paid to them and the tenant had promised the balance of the outstanding rent would be paid soon.

The Chairman stated that the tenant was now a liability and the Parish Council had given every opportunity to solve this. It was noted that the tenant was now in contact with the Letting Agent but Councillors agreed that as the outstanding rent had not been paid, as requested by the end of July 2017, a Section 21 notice should be actioned. Clerk to advise the Letting Agent.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

There were no memorials for approval.

7.2 Request for ashes interment

A request had been made by a resident of California for an ashes plot for her parents in Bassingbourn Cemetery. The Grandparents were buried in the cemetery and her mother had grown up in the village and moved to the USA shortly after World War Two.

A discussion took place on the shortage of space in the cemetery. It was agreed that the request for a new burial plot be declined, due the expanding village and very small cemetery, but the Clerk was asked to suggest that the ashes be interred in the burial plot with the parents.

-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 29th August 2017

The Chairman closed the meeting at 7.20 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 29th August 2017 at
The Limes, High Street 7.15pm

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

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 1st August 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

The Clerk reported that the Section 21 Notice had been served on the tenants with a deadline for vacating the property as the 4th October 2017. The Letting Agent had advised that a further £1000 had been received from the tenant towards the rent arrears.

It was agreed that as the next Cemetery Committee meeting was not until the beginning of October there would be an agenda item on the Parish Council meeting agenda for the 19th September for an update.

6.2 August Property Inspection Report

The report had been circulated to members. There were no issues identified for attention.

Cllr Hallett reported that he had noticed the woodwork around the windows appeared to be rotting and the paint was peeling off the fascia board. He suggested that this was now getting to the point where work was needed. He had been looking at old e-mails where the South Cambridgeshire District Council planners had advised that UPVC windows were not allowed as the Lodge was in the curtilage of a listed building. The District Council personnel had now changed and he suggested the question be asked again. He added that if the Lodge was to become vacant it would be a good opportunity to carry out the work before it was let again.

It was agreed that the Clerk would contact the Planners and find out whether UPVC windows would now be allowed.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Memorial JOHNSON additional inscription –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 3rd October 2017

The Chairman closed the meeting at 7.22 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 3rd October 2017 at
The Limes, High Street 7.15pm

PRESENT: Cllr Robinson (Chairman), Cllr Douglass, Cllr Hallett, Cllr Oakley, Cllr Dixon, Cllr Freeman
 Parish Councillors - Cllr McNulty, Cllr Catherall, Cllr Spenceley
 District Cllr Cathcart
 Members of Public –3

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sams 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 29th August 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

The Letting Agent had advised that the Tenants had handed the keys back two days prior to vacating in line with the Section 21 Notice. The current rental arrears were for £4189.75 and the tenant had advised that they had every intention of paying this back. They had not given any idea of a time frame.

There was a checkout booked for the 5th October which would cost £120 and this was usually deducted from the tenant's deposit. The Letting Agent suggested that due to the current rental arrears it may not be beneficial to go ahead with this.

A discussion took place on the notification from the Letting Agent. It was noted that there was a pile of rubbish dumped at the rear of the property which would need to be removed and charged to the Tenant.

Cllr Douglass suggested that it would be useful to have the checkout document even if the Parish Council had to pay for it. The internal condition of The Lodge would need to be taken into account when the Parish Council decided how to deal with the outstanding rental payment.

After further discussion it was agreed that the Clerk would ask for the inspection to go ahead on the 5th October. She would also ask for their representative to take a note of the Chapel electricity meter which was in the garage to the property.

-Clerk

6.2 Decoration

The Clerk reported that she had sought advice on the installation of UPVC windows from the Planning Department but been advised that she needed to make an appointment with the Duty Planning Officer. She would progress the question raised at the last meeting of whether UPVC replacement windows could be used on The Lodge as it was within the cartilage of a listed building.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Memorial CAROLAN additional inscription –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 7TH November 2017

The Chairman closed the meeting at 7.23 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 7th November 2017 at
The Limes, High Street 7.15pm

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

Parish Councillors - Cllr McNulty, Cllr Catherall, Cllr Hirtzel, Cllr Geraghty

District Cllr Cathcart

Members of Public –2

01. APOLOGIES FOR ABSENCE

Apologies were received from 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 3rd October 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

Intercounty Letting had been given a list of dilapidations following inspection by the Chairman, Cllr Hallett, Cllr Douglass and the Clerk and had asked their contractor to provide a quotation to address these. Committee members also agreed that a second quotation should be sought and the Clerk was asked to arrange this.

-Clerk

The Chairman advised that at the time the property inspection was carried out a builder reported that he had been commissioned by the tenants to replace the bathroom and tiles. He had carried out the work but had not been paid the £2,500 owed to him. The Chairman told the contractor that the Parish Council had not been approached about the work, by the tenants, so were unaware that any work had taken place. The outstanding money was the responsibility of the tenants.

Since the property became vacant the Clerk had received an invoice for the council tax and also an estimated electricity bill. She had compared the readings of the bill with the meter reading taken at the time of the tenants departure and there was a big difference. She was asked to advise the electricity provider of the correct reading for an updated bill.

-Clerk

6.2 Decoration

The Clerk was still to speak to the Planning Officer regarding the replacement windows. The Chairman advised that the tenants had improved the interior of the Lodge immensely. It was suggested during the inspection of the Lodge that a redesigned kitchen be installed. There was also some improvement work to the wardrobes in the main bedroom needed.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Memorial STANGER additional inscription –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 5th December 2017

The Chairman closed the meeting at 7.26 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 5th December 2017 at
The Limes, High Street 7.15pm

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

Parish Councillors - Cllr McNulty, Cllr Catherall, District Cllr Cathcart

Members of Public –2

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 7th November 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

The Letting Agent, James Walker, had advised that the funds to pay for the contractor quotation for the dilapidations needed to be paid into the Intercounty account before the go-ahead was given for the work to take place. Councillors agreed that this was not acceptable and the payment would be made on receipt of invoice once the work had been completed. Clerk to advise Mr Walker.

-Clerk

Cllr Hallett suggested that the Parish Council should define their Terms of Business and asked for this to be an agenda item for discussion and agreement at the January 2018 Finance and General Purposes Committee meeting.

6.2 Update on other issues

Mr Walker had also forwarded details from Landlord Action who could pursue the claim for unpaid rent, for a charge, if the Parish Council wished. Councillors declined the offer. It was acknowledged that the main issue would be to obtain the correct current address for the tenants.

Another issue raised by Mr Walker was the Deposit. He had not heard from the Deposit Protection provider, My Deposits, that the tenants had raised an official dispute regarding the retention of their deposit. The tenants had 90 days to do this which would expire on the 2nd January 2018. Mr Walker suggested that once the 90 days were up he would contact the tenants one last time and if there was no response within a week would forward the deposit to the Parish Council. Councillors agreed with this suggestion.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Memorial HILL–Approved.

7.1.2 Memorial BROOM –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 2nd January 2018

The Chairman closed the meeting at 7.25 pm