

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 6<sup>th</sup> January 2015 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Douglass, Cllr Webb, Cllr Hull

Parish Councillors Cllr Sappol, Cllr Cooper, Cllr Freeman, Cllr McNulty, Cllr Spenceley, Cllr Johnson  
 District Cllr McCraith, District Cllr Cathcart, County Cllr Dent

Members of Public –0

**01. APOLOGIES FOR ABSENCE**

All members of the committee 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 2<sup>nd</sup> December 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

**3.1 Chapel Roof Repair** –The Chairman reminded the committee that the contract had been awarded to Apex Roofing and Scaffolding Ltd. They had started to erect scaffolding inside the Chapel. The Clerk confirmed that following the last meeting she had asked for a quotation for the additional tie installation in the west chapel. She had not yet had a reply.

**04. OPEN FORUM**

There were no members of the public in attendance.

**05. CORRESPONDENCE**

Correspondence received related to agenda items.

**06. CEMETERY LODGE**

**6.1 Quotation for Master Bedroom replacement window** –The Clerk still only had the one quotation as she had difficulty over the festive period getting another contractor to quote. It was agreed that she should try again.

-Clerk

The Intercounty Letting Agent, Charles Wittich, had advised that the tenants had requested consent to replace the bathroom window at their own expense. They were waiting for Parish Council to agree the replacement of the bedroom window so that the installation could take place at the same time.

Cllr Douglass expressed her concern over this offer stating that the Parish Council were in danger of the tenant owning more of the fabric of the building than the Council. She added that the Lodge was a Parish Council asset and any work should be carried out by them. Other Councillors were concerned that the window needed to be replaced as it had not been highlighted in the Inspection Reports. It was agreed that the Chairman would take a look at the window and report back.

-Clerk

**6.2 Renewal of Tenancy January 2015** – The tenants had asked the committee to reconsider renewing the agreement for a new fixed term of 12 months instead of six. They felt that they were established tenants and it was annoying that they had to pay a tenancy renewal fee every six months as did the Parish Council. The tenants also stated that they felt it unfair in the light of the works they had undertaken at the property at their own expense. Mr Wittich suggested that the council reconsider keeping the current rental level, and review at the end of 2015, subject to the Council agreeing to renew for 12 months.

It was stated that the rental was already kept below the recommended market rate in recognition of the tenants being long term. The committee agreed that they would rather the tenants pay the proper rental amount than carry out works themselves. It was noted that not all works carried out had the prior agreement of the Parish Council. A discussion took place on the latest communication. It was then agreed that the Clerk should reply to Mr Wittich, confirm that the committee had reconsidered the decision made at the December 2014 meeting, and that the six

month tenancy and a rent of £820, stood. Mr Wittich should also be advised that the rent of £820 would be fixed for one year to take into account that they were long term tenants. This reduced rent should also help with the cost of the tenancy renewal fee.

The Clerk advised that Intercounty Letting had advised that there would be a coffee morning on the 14<sup>th</sup> January 2015 for Landlords to discuss any issues. Cllr Douglass offered to attend. The Clerk to forward the details.

**07. OTHER CEMETERY BUSINESS**

There was no other business raised.

**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 3<sup>rd</sup> February 2015

The Chairman closed the meeting at 7.35 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 3<sup>rd</sup> February 2015 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Hallett (Chairman), Cllr Robinson, Cllr Douglass, Cllr Webb, Cllr Hull  
 Parish Councillors Cllr Cooper, Cllr Freeman, Cllr McNulty, Cllr Spenceley, Cllr Johnson  
 District Cllr McCraith, District Cllr Cathcart  
 Members of Public –0

**01. APOLOGIES FOR ABSENCE**

Cllr Mead-Blandford had resigned from the Parish Council as she had moved away from the village. All members of the committee 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 6<sup>th</sup> January 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**3.1 Chapel Roof Repair** –The Chairman reported that the re-tiling had taken place including the lead soakers. The building should now be watertight. The ties for the inside of the Chapel had been delayed due to the contractors suppliers. The contractors had been trying to gain access to the west Chapel so that they could provide a quotation for the additional ties.

**04. OPEN FORUM**

There were no members of the public in attendance.

**05. CORRESPONDENCE**

Correspondence received related to agenda items.

**06. CEMETERY LODGE**

**6.1 Quotation for Master Bedroom replacement window** –The Clerk advised that two further contractors had been approached. One had provided a quotation for the replacement window. The other contractor had suggested building work take place before a new window was fitted. The two quotations for a replacement wooden window were discussed. Cllr Robinson suggested a UPVC wood effect window be investigated which would be cheaper. The committee agreed that this was worth investigating and the Clerk was asked to speak to the District Council Listed Buildings Officer to find out whether a UPVC window would be allowed as The Lodge was within the curtilage of the listed Chapels.

-Clerk

The Chairman and Cllr Douglass had looked at the bathroom window as agreed at the last meeting. There was no sign of rot or mould but it did look as if condensation was a problem. There was no justification for a new window but it was suggested that an extractor fan may be a solution. The Clerk was asked to obtain quotations for the next meeting.

-Clerk

**6.2 Renewal of Tenancy January 2015** –The tenants had accepted the conditions of the six month tenancy and signed the lease.

**07. OTHER CEMETERY BUSINESS**

**7.1 Interment of Ashes** –The Clerk had been contacted by a Funeral Director asking permission to inter ashes in a plot with a view to a possible additional full interment in the future. He explained that if the ashes were interred at the head of the grave, in front of a memorial, they would not be disturbed if a future burial was to take place in the same plot. Other local cemeteries agreed with this practice. After discussion it was agreed that the burial of ashes could take place as suggested. The Clerk to advise the Funeral Director.

-Clerk

**7.2 Garden of Remembrance** –It had been suggested to the Clerk that the Parish Council consider using the Garden Of Remembrance for the interment of ashes with small memorials. As there was a shortage of space in the cemetery this would help. It was agreed to put the suggestion on the agenda for the next meeting 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 3<sup>rd</sup> March 2015

The Chairman closed the meeting at 7.30 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 17<sup>th</sup> March 2015 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Hallett (Chairman), Cllr Douglass, Cllr Webb, Cllr Hull  
 Parish Councillors Cllr Cooper, Cllr Freeman, Cllr McNulty, Cllr Johnson  
 District Cllr McCraith  
 Members of Public –6

**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 3<sup>rd</sup> February 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**3.1 Chapel Roof Repair** –The Chairman advised that the Chapel repair was complete and the scaffolding had been taken down and cleared away. He had carried out a sweep inside. Cllr Webb suggested that Cllr Catherall be asked to inspect the work as he had the most experience with this type of repair. The Chairman advised that the contractors had put him in the position where the work had to be signed off and so this had already been done. He agreed that Cllr Catherall should still be asked to inspect. Clerk to arrange.

*-Clerk*

**04. OPEN FORUM**

There were no issues raised.

**05. CORRESPONDENCE**

Correspondence received related to agenda items.

**06. CEMETERY LODGE**

**6.1 Quotation for Master Bedroom replacement window** –As discussed at the last meeting the Clerk had made enquiries with South Cambridgeshire District Council Conservation Officers to see whether a replacement UPVC window, with a wood effect, could be used. She had been advised that this would not be supported by them.

The Clerk then reiterated that there were two quotations for a replacement wooden window and two contractors had advised that building work needed to take place in the window area before a new window could be fitted. The quotation amounts were advised. It was agreed that the lower quote for £1665.00 plus VAT, quoted by Truelight, be accepted. Approval would be subject to ratification at the Parish Council meeting.

**6.2 Quotations for Bathroom Extractor Fan** –As the last scheduled Cemetery Committee meeting had been cancelled, due to a lack of a quorum, and this needed to be progressed it was agreed at the Finance and General Purposes committee meeting that the Letting Agent be asked to arrange for the installation of an extractor fan.

**07. OTHER CEMETERY BUSINESS**

**7.1 Approval of Memorials**

**7.1.1–Memorial tablet and kerbstones** –Racher-Agreed. There would be a charge of £50 which the stonemason would be advised of.

*-Clerk*

**7.2 Garden of Remembrance** –A local Funeral Director had suggested that part of the garden be allowed small memorials on the grass where ashes were interred. This would help with the lack of space in the Cemetery. The Chairman stated that guidelines would need to be included in the Rules and Regulations. A discussion took place on the size of memorials where it was agreed that 300m x 300m x50m be a maximum size. Guidelines would be compiled to ensure nothing else was placed there in addition. The Chairman would amend the Rules and Regulations for approval at the next meeting.

*-Cllr  
Hallett*

**7.3 Cemetery Fees** –The last review where the fees had been increased had taken place in 2013. In 2014 it was agreed not to increase. The Chairman stated that the committee should bear in mind that the fees did not cover the cost of running or maintaining the Cemetery. Cllr Webb advised that he had looked at other Cemetery fees around the country and the fees for Bassingbourn Cemetery were reasonable. The Chairman circulated a draft of a proposed 5% increase. A discussion then took place on the decision to allow memorials in the Garden Of Remembrance and how much should be charged for this. It was then agreed that the draft fees be approved with the addition of a fee of £65 for a small memorial. These would take effect from the 1<sup>st</sup> April 2015.

**7.4 Request for Storage of Equipment in Chapels** –A former Youth Club volunteer had approached the Clerk to advise that the Village College wanted the equipment purchased for the Youth Club to be removed. She had suggested that until Councillors decided what to do with the equipment it could be stored in the Chapel. She had found out that there was a fold up pool table, footballs, basketballs, garden jenga, cushions, Wii and games. This equipment had been purchased with money donated from the Parish Council. The Chairman was asked about the usability of the Chapels for services. He advised that the east Chapel was usable, although not cleaned to a standard required, and the west Chapel stored Parish Council paperwork. It was then agreed that the equipment could be stored in the Chapel while investigations were made into who the equipment could be donated to suggestions being the After School Club or Primary School. As this was not a matter for the Cemetery Committee to decide it would be an item on the agenda for the next Finance and General Purposes Committee meeting. Cllr Webb asked for the list of equipment to be forwarded to him ahead of the meeting so that he could investigate.

-Clerk, Cllr  
Webb

**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> April 2015

The Chairman closed the meeting at 7.45 pm

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

**Minutes of Meeting held on Tuesday 7<sup>th</sup> April 2015 at  
The Limes, High Street 7.25pm**

PRESENT: Cllr Hallett (Chairman), Cllr Robinson, Cllr Webb, Cllr Hull  
Parish Councillors Cllr Cooper, Cllr Freeman, Cllr McNulty, Cllr Sappol, Cllr Geraghty, Cllr Spenceley  
District Cllr McCraith, District Cllr Cathcart, County Cllr Dent  
Members of Public –0

**01. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Douglass

**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 17<sup>th</sup> March 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**3.1 Chapel Roof Repair** –The Chairman advised that the work had been concluded. The Clerk to ask Cllr Catherall to inspect the Chapels when he was available.

*-Clerk*

**04. OPEN FORUM**

There were no members of the public in attendance.

**05. CORRESPONDENCE**

**5.1 Request for a Cemetery Bench** –The request for a bench at the rear of the cemetery had been made verbally a while ago. It had now been followed up by letter from Mrs Waller. It was noted that there was a bench already in the suggested location but it was not in a good state of repair. Councillors agreed that a new bench could be installed. The Clerk was asked to contact Mrs Waller to advise her of this approval and ask that the new bench be the same design as the one currently in place.

*-Clerk*

**06. CEMETERY LODGE**

**6.1 Replacement Master Bedroom window** –The order had been placed for the replacement wooden window but before it could be processed a cheque for £999, being 50 % of the cost, needed to be forwarded to the contractor. The cheque was on the list for approval at the Finance and General Purposes committee meeting.

**6.2 Inspection Report April 2015** –The latest report from the Letting Agent had just been received and been circulated to Councillors who were advised that some tiles had fallen off the roof of The Lodge nearly hitting somebody visiting the Cemetery. The doorbell was also not working and the bathroom needed decorating now that the extractor fan had been installed.

Councillors agreed that they would arrange for a local roofer to inspect the Lodge roof and would forward contact details to the Clerk so that she could make contact. The Chairman would take a look at the doorbell when passing. The tenants had advised the Letting Agent that they would arrange for the decorating of the bathroom themselves using the same contractor as they used for the rest of the property.

*Cllrs,  
Cllr Hallett  
& Clerk*

**07. OTHER CEMETERY BUSINESS**

**7.1 Approval of Memorials**

7.1.1–Memorial–Mr Geoff Parker–Agreed.

**7.2 Approval of Revised Rules and Regulations** –These had been amended due to the amendments to Schedule 2 discussed at the last meeting. It was agreed that they be approved. Clerk to advise the Funeral Directors and Stonemasons of the revisions of the Cemetery Fees and Rules and Regulations.

*-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 5<sup>th</sup> May 2015

The Chairman closed the meeting at 7.45 pm

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

**Minutes of Meeting held on Tuesday 5<sup>th</sup> May 2015 at  
The Limes, High Street 7.15pm**

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

**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 7<sup>th</sup> April 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**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 Latest Inspection**

**6.1.1 Lodge Roof Inspection** –A quotation had been received from a local contractor to replace any broken or slipped tiles on the roof with new at a cost of £60.00. Councillors agreed that this was acceptable. The Clerk to advise the contractor, Mr J Marriage, and update the Letting Agent.

*-Clerk*

**6.1.2 Doorbell** –The Chairman had spoken to the tenants who were not especially concerned that the bell did not work. This had been picked up during the monthly inspection of the property by the Letting Agent. The Chairman suggested that the battery in the bell be checked as the receiver unit was working.

**07. OTHER CEMETERY BUSINESS**

**7.1 Approval of Memorials**

7.1.1–Memorial–Additional Inscription –Vera Doris Dellar –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 2<sup>nd</sup> June 2015

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> June 2015 at  
The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Webb, Cllr Hull  
Parish Councillors -Cllr Catherall, Cllr Freeman, Cllr McNulty, Cllr Spenceley, Cllr Sams, Cllr Sappol  
District Cllr Cathcart, District Cllr McCraith  
Members of Public –0

**01. ELECTION OF CHAIRMAN**

Cllr Robinson, the Parish Council Chairman, opened the meeting and asked for nominations for Chairman. There were none made. Cllr Hallett, the previous committee Chairman, declined the invitation to continue. Cllr Robinson agreed to Chair the committee.

**02. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Douglass

**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 5<sup>th</sup> May 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**Cemetery Lodge doorbell** –Cllr Hallett advised that the tenants had changed the battery and the doorbell now worked.

**05. OPEN FORUM**

There were no members of the public in attendance.

**06. CORRESPONDENCE**

**6.1 Fallen Memorial** –A letter had been received from the Jenner family concerned that no action had been taken to move the fallen memorial for WEDD onto the grave. They had previously contacted the Parish Council in June 2013 following up on May 2014. The memorial had been removed off the grave of their parents and left on the pathway. The flower vase was also now broken. The family suggested that the memorial could be moved by two strong people onto the grave it belonged to.

Cllr Hallett reported that at the time he had made sure that the memorial was not unsafe. The Chairman agreed to arrange for the memorial to be moved. The Clerk would advise the family.

*-Cllr  
Robinson*

**06. CEMETERY LODGE**

**6.1 Renewal of Tenancy** –The Letting Agent had advised that the six month tenancy agreement was about to be renewed. The Clerk had confirmed that this would be for a further six months as discussed by the Cemetery committee at the beginning of the year.

**07. OTHER CEMETERY BUSINESS**

**7.1 Approval of Memorials**

7.1.1–Memorial–Additional Inscription –Doreen McNeish –Approved.

7.1.2- Memorial –New Memorial –Hamdorff –Approved.

**08. REVIEW OF COMMITTEE TERMS OF REFERENCE**

These had been circulated to members. It was agreed that there were no amendments to be made.

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

**9.1 Replacement apple tree** –Cllr Hallett advised that the Finance and General Purposes committee had agreed to purchase a replacement apple tree for the cemetery grounds. He would plant it in the aisle adjacent to the dead tree so as not to disturb any remains. Cllr Catherall advised that he had some spare apple trees and offered one to the committee. This was accepted.

*-Cllr  
Hallett*

He would arrange for the tree to be left at the cemetery. Cllr Hallett confirmed that the tree to be removed had died of old age and not of disease.

**10. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 7<sup>th</sup> July 2015

The Chairman closed the meeting at 7.30 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 7<sup>th</sup> July 2015 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Webb, Cllr Hull, Cllr Douglass, Mrs Cooper  
 Parish Councillors -Cllr Catherall, Cllr McNulty, Cllr Spenceley

Members of Public –0

**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 2<sup>nd</sup> June 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**Fallen Memorial** –The Chairman had arranged for the memorial to be removed. A letter of thanks had been received from the Jenner family for the action.

**Replacement Apple Tree** –Cllr Hallett thanked Cllr Catherall for the tree which had now been planted.

**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 Renewal of Tenancy** –The Letting Agent had confirmed that the tenants would accept a further six month tenancy. The paperwork would be prepared for signature by the Clerk.

**07. OTHER CEMETERY BUSINESS**

**7.1 Approval of Memorials** –No requests had been received.

**7.2 Request for Burial** –Funeral Director, Jeremy Rule, had contacted the Clerk to request a burial plot for a two week old baby near a family member, his grandfather, who was buried in a double depth grave. Looking at the spaces available there was nowhere very close. Mr Rule had suggested that if the family were to agree the removal of the memorial, the burial could take place at the head of the grave which would not affect the space in the double depth grave for the spouse. The Clerk advised that this procedure was widely used in North Herts cemeteries. She also advised that the Funeral Director had queried the Parish Council Burial Fees for an infant which were the same as an adult. A discussion took place where it was proposed by Cllr Webb that the burial beneath the memorial be approved and the cemetery fee waived as this was an exceptional case. All Members were in agreement. 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.

**10. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 4<sup>th</sup> August 2015

The Chairman closed the meeting at 7.23 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 4<sup>th</sup> August 2015 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Webb, Cllr Hull, Cllr Douglass  
 Parish Councillors - Cllr McNulty, Cllr Spenceley

Members of Public –0

- 01. APOLOGIES FOR ABSENCE**  
Mrs Cooper
- 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> July 2015, copies previously distributed, were agreed a true record and signed by the Chairman.  
**3.1 Apple Tree** –Cllr Hallett advised that the recently planted replacement apple tree had 50% of the bark removed by a strimmer. The tree would be monitored to see if it survived.
- 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 Renewal of Tenancy** –The tenancy agreement had been signed.
- 07. OTHER CEMETERY BUSINESS**  
**7.1 Approval of Memorials** –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 1<sup>st</sup> September 2015

The Chairman closed the meeting at 7.20 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 1<sup>st</sup> September 2015 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Webb, Cllr Hull, Cllr Douglass  
 Parish Councillors - Cllr McNulty, Cllr Spenceley, Cllr Freeman, Cllr Sams, Cllr Sappol

Members of Public –0

**01. APOLOGIES FOR ABSENCE**

Mrs Cooper

**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> August 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**3.1 Apple Tree** –Cllr Hallett advised that the recently planted replacement apple tree had now been strimmed the other side and was completely dead. The Clerk was asked to request that the grass cutting contractors replaced the tree. -Clerk

**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 Lodge Inspection Report** –This had been circulated to committee members. Cllr Webb pointed out that there were no smoke alarms in the premises and believed that the Parish Council, as landlords, had an obligation to provide these. It was agreed that the Clerk would contact the Letting Agent and ask him to arrange for smoke alarms to be fitted on both levels of The Lodge. Any other issues raised in the report would be discussed at the next meeting. -Clerk

**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 Tuesday 6<sup>th</sup> October 2015

The Chairman closed the meeting at 7.20 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 6<sup>th</sup> October 2015 at**  
**The Limes, High Street 7.15pm**

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Webb, Cllr Hull, Cllr Douglass  
 Parish Councillors - Cllr McNulty, Cllr Spenceley, Cllr Freeman, Cllr Sams, Cllr Sappol

Members of Public –14

- 01. APOLOGIES FOR ABSENCE**  
Mrs Cooper
- 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> September 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 Latest Inspection Report** –This had been circulated with no actions needed.
  - 6.2 Installation of Smoke Detectors** –The Clerk confirmed that the Fire Service had been asked to install the detectors.
  - 6.3 Boiler Service** –There had been some issues raised with the hot water when the residents turned the central heating on. The Clerk and Chairman gave the go-ahead for the boiler service to take place one month early. Permission was also given for some heating repair work.
- 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 Tuesday 27<sup>th</sup> October 2015

The Chairman closed the meeting at 7.20 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 27<sup>th</sup> October 2015 at**  
**The Limes, High Street 7.15pm**

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

- 01. APOLOGIES FOR ABSENCE**  
Mrs Cooper, Cllr Webb
- 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 6<sup>th</sup> October 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**  
There were no issues for discussion.
- 07. OTHER CEMETERY BUSINESS**  
**7.1 Approval of Memorials –PATON -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 1<sup>st</sup> December 2015

The Chairman closed the meeting at 7.20 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 1<sup>st</sup> December 2015 at**  
**The Limes, High Street 7.15pm**

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

**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 27<sup>th</sup> October 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 members of the public in attendance.

**05. CORRESPONDENCE**

Correspondence received was discussed under agenda items.

**06. CEMETERY LODGE**

6.1 Renewal of Tenancy

The Letting Agent reminded the committee that the current tenancy was due to expire on the 31<sup>st</sup> January 2016. He asked if Councillors would consider renewing the tenancy for a new fixed term of 12 months. Councillors were also advised that the present local market supported an increase in rent to £850 per month.

The Chairman suggested that as the tenants had been in for a while now, and were good tenants, then a tenancy agreement for 12 months would be acceptable. Cllr Douglass agreed with this adding that the rent should increase as advised by the Letting Agent. This was discussed. The committee then agreed to a 12 month tenancy agreement with an increase in rent for that tenancy to £850 as advised. The Clerk to advise the Letting Agent.

-Clerk

**07. OTHER CEMETERY BUSINESS**

7.1 Approval of Memorials

7.1.1 Memorial WATTS –Approved

7.1.2 Memorial WALLER –Approved

7.1.3 Memorial HARTLAND -Approved

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

8.1 Renting of Chapel

Cllr Catherall asked if there was the possibility of renting a Chapel as he was looking for more storage space in the village. Cllr Hallett advised that the East Chapel was consecrated so may need permission. The Parish Council used the West Chapel for storage. Cllr McNulty advised that the Chapels had not been used for religious services for years.

Councillors agreed that in principle they had no objection but this needed to be investigated further.

**09. DATE OF NEXT MEETING**

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

The Chairman closed the meeting at 7.30 pm