

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 7th January 2014 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Pidgeon, Cllr Robinson
 Parish Councillors –Cllr Cooper, Cllr Vigus, Cllr Sappol, Cllr Freeman, Cllr Geraghty
 District Cllr Cathcart, District Cllr McCraith, County Cllr Dent
 Members of Public –0

01. APOLOGIES FOR ABSENCE

Cllr Clarke, Cllr Mrs Pidgeon

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 December 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment and Chapel Roof –The Clerk to seek advice on the repair from the District Council Conservation Officer. *-Clerk*

04. OPEN FORUM

There were no points raised.

05. CORRESPONDENCE

5.1 Ivy Problem on Graves; 3 Residents –A resident had pointed out that there was a lot of ivy covering graves near the hedge next to the dog training ground. The Chairman had taken a look and suggested that during the Summer some weed killer was put down. Cllr Mead-Blandford expressed concern over the use of weed killer but after discussion it was agreed this would be the best option.

The resident also advise that three long term residents, Fred Smith, Stan Martin and Bill Kingsley, had recently passed away and suggested their passing be noted in the Village Voice which the Chairman agreed to do. *-Cllr Hallett*

06. CEMETERY LODGE

5.1 Intercountry Letting Agent –Tenancy Renewal January 2014 –The Letting Agent had sent out the six month tenancy agreement, as discussed at the last meeting, to the tenant for signature.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials –There were no memorials for consideration.

7.2 Cemetery Compliance –As advised at the last meeting The Chairman had attended a training course in place of the Clerk. There had been a lot of interesting documents and handouts which had been passed to the Clerk.

7.2.1 Review of Memorial Regulation –The Chairman had compiled amended Cemetery Regulations, based on the suggestion that permission for memorials should be granted for a fixed period, in this case 40 years. Details had been circulated to committee members. Cllr Robinson asked if the 40 year rule could be retrospective to enable some of the old memorials causing concern in the cemetery to be moved. It was stated that this would not be possible at this time. The Chairman then proposed that the revised regulations be approved. This was seconded by Cllr Pidgeon with all the committee in agreement.

A discussion then took place on the cemetery fees and whether they should be revised. Councillors agreed that as they were revised in February 2013 the fees should remain the same. The Chairman would arrange to update the fee schedule to accommodate the 40 year memorial regulation. *Cllr Hallett*

7.3 Path Potholes –The potholes in front of the Chapels needed to be repaired. When they were last filled shingle was used but the Chairman suggested that this time road planning were used as they would last a lot longer. It was agreed that the Clerk would get some quotations. *-Clerk*

7.4 Cemetery Grasscutting and Maintenance 2014-2016 –The Chairman had circulated the old specification for the Cemetery with the proposed addition for work on the hedges. At present the front hedge was maintained but the side hedges were only cut annually. The revised specification was agreed and would be sent out with the other village specifications to contractors.

08. CEMETERY/LODGE BUDGET 2014/15

The Chairman reminded Councillors that in 2013/14 £8825 was budgeted for the cemetery and £3250 for the Cemetery Lodge. The committee had agreed that the carpet for the upstairs of the Lodge would be replaced next financial year at an estimated cost of around £700. The repair to the Chapel roof and potholes would also need to be carried out. The Chairman proposed that the bid for the cemetery in 2014/15 be set at £9000 with £3500 for the Cemetery Lodge. This was agreed. Cllr Robinson made a note of the requirement for the Parish Council budget discussion.

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

There were none.

10. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 4th February 2014

The Chairman closed the meeting at 7.40 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 4th February 2014 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Clarke, Cllr Cooper
 Parish Councillors –Cllr Vigus, Cllr Sappol, Cllr Freeman,
 District Cllr Cathcart, District Cllr McCraith
 Members of Public –4

01. APOLOGIES FOR ABSENCE

County Cllr Dent.

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 January 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment and Chapel Roof –The Clerk was trying to make contact with the District Council Conservation Officer to seek advice on how to proceed with the repair. The Chairman suggested the name of another Conservation Officer which the Clerk would pursue. -Clerk

3.2 Path Potholes –The Clerk had received one quotation to fill the potholes and was awaiting a further quote. This would be carried forward to the next meeting.

04. OPEN FORUM

There were no points raised.

05. CORRESPONDENCE

No correspondence relating to Cemetery business had been received since the last meeting.

06. CEMETERY LODGE

5.1 Inspection Report December 2013 –An electronic copy of the report had been received from Intercounty Letting. It had been noted that the tenants had arranged for wooden flooring in the downstairs reception rooms at their own expense. Councillors were reminded that, at a committee meeting before the current tenants moved in, it was agreed that the carpets would be replaced downstairs with the upstairs carpets being scheduled for replacement in the next financial year. The Clerk had now confirmed with the Letting Agent that replacement carpeting had not been laid before the wooden flooring. A discussion took place on wooden flooring and how councillors preferred carpeting in the Lodge. It was stated that if necessary the wooden flooring would be replaced with carpet when the current tenants cease their tenancy.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials –There were no memorials for consideration.

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

8.1 Unsteady Memorials –Cllr Clarke advised that there were several memorials needing attention. The Chairman agreed to look and report back at the next meeting.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 4th March 2014

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 4th March 2014 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Clarke, Cllr Cooper, Cllr Mrs Pidgeon, Cllr Pidgeon
 Parish Councillors –Cllr Webb, Cllr Sappol, Cllr Freeman,
 Members of Public –1

01. APOLOGIES FOR ABSENCE

All the committee were in attendance.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Cllr Mead-Blandford declared a disclosable interest under Item 3.2.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 4th February 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment and Chapel Roof –The Chairman advised that a meeting had been held with Andrew Robley, District Council Conservation Consultant. He thought that the end wall was separating from the roof as the gap was wider at the top than at the bottom. He suggested getting a structural engineer to carry out a survey and suggest work needed. Mr Robley had now supplied a list of recommended engineers and the Clerk had approached two of them for a quotation on their fees. Mrs Mead-Blandford suggested using a cheaper contractor not on the District Council list and offered to ask the local architect, David Cousans, for recommendations. It was recognised that the wall repair would be expensive. The Chairman advised that the west chapel had in the past had wall ties installed. The east chapel, which was causing concern, had not. This item would be discussed again at the next meeting when more information on the fees would be known.

-Clerk

3.2 Path Potholes –Two quotations for the repair to the potholes had been received. It was agreed that the cheapest quotation of £95 plus VAT be approved, provided by Buchans contractors, and the Clerk was asked to arrange a meeting with Mr Buchan to discuss the requirement in detail. It was envisaged that the cost of repairing all the potholes in the area would cost more than the £95 quoted and so a limit of £250 was agreed.

3.3 Unsteady Memorials –The Chairman had started inspection the memorials and would report back at the next meeting.

04. OPEN FORUM

There were no points raised.

05. CORRESPONDENCE

Cemetery Appearance –Communication had been received expressing concern over the untidy state of the cemetery. It was also pointed out that there was only one obscured sign relating to the disposal of rubbish.

The Chairman advised that he was in the cemetery earlier in the day and had cleared a lot of the rubbish away. Mrs Mead-Blandford advised that she and a fellow Councillor had carried out this task a few months previously. She added that she did not know how the problem could be solved. It was noted that the soil referred to in the north west corner of the cemetery was less than it used to be as smaller quantities were being dumped. The Clerk confirmed that she reminded the Funeral Directors and stonemasons of the requirement to remove any excess soil following their actions.

Mrs Cooper suggested that a notice be erected near the entrance to the cemetery, by the refuse bin, as a reminder for disposal of cemetery waste. It was agreed that the wording of an additional notice would be prepared, and quotations obtained, for approval at the next meeting.

-Clerk

The Clerk was asked to reply to the parishioner advising of the actions.

06. CEMETERY LODGE

There were no issues raised.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials –There were no memorials for consideration.

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 April 2014

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 1st April 2014 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Clarke
 Parish Councillors –Cllr Webb, Cllr Sappol, Cllr Freeman
 Members of Public –2

01. APOLOGIES FOR ABSENCE

There were no apologies 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 4th March 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment and Chapel Roof –Three quotations for an inspection by a structural engineer had been obtained. These ranged from £350 -£1200 plus VAT. Cllr Mead-Blandford had an action to speak to the local architect, David Cousans, to see if he could recommend anyone. This would be discussed again at the next meeting.

-Cllr
Mead-
Blandford

3.2 Path Potholes –Buchans Landscapes had confirmed that they would arrange a meeting with the Chairman through the Clerk to discuss the work required.

3.3 Cemetery Sign –A quotation had been received for a 300mm x 400mm sign with the wording ‘**PLEASE PLACE UNWANTED FLOWERS AND WREATHS IN THIS BIN**’. The cost of the sign, silver background with white print, would be £42.00 plus VAT. Councillors agreed that the sign would be more visible with a white background and black print. The Clerk was asked to confirm the purchase with the white and black colours.

-Clerk

3.4 Unsteady Memorials –The Chairman reported that he had inspected the memorials and noted the good and bad structures this time. There had been one dangerous cross at the front of the cemetery which he had laid down. He reminded the meeting that memorials were usually the responsibility of the grave owner but this was one of the earliest graves in the cemetery and it was unlikely a relation could be found. A discussion took place on whether the memorial should be reinstated. Cllr Robinson suggested that it be laid across the grave itself, which the committee thought was a good idea, to stop it causing an obstruction on the grass. Councillors would arrange for this and also the Clerk would get a quotation, from a stonemason, to see how much it would cost to reinstate.

-Cllrs
Clerk &

04. OPEN FORUM

There were no points raised.

05. CORRESPONDENCE

Cemetery Chapel –The Chairman reported that he had received correspondence from a parishioner, Mr Jack White, concerned over the amount of moss on the roof of the Chapels suggesting that it should be cleared before it caused more damage. It was agreed that the Chairman would acknowledge the communication and get an opinion on the moss when the structural survey was carried out.

-Cllr
Hallett

06. CEMETERY LODGE

There were no issues raised.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials –There were no memorials for consideration. The Clerk had arranged for an engraved plaque for the Chapel board. Cllr Clarke agreed to put install it.

-Cllr
Clarke

7.2 Refurbishment of Bench –A request had been received from the owner of a bench, located past the Chapels, to restore it. She suggested taking it away to carry out the work to save causing a mess in the cemetery grounds. This was agreed. The Clerk was asked to contact the owner and

-Clerk



let her know.

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

There were no issues raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 6th May 2014

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 6th May 2014 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Clarke, Cllr Cooper
 Parish Councillors –Cllr Sappol, Cllr Freeman
 Members of Public –2

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Pidgeon.

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 April 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Risk Assessment and Chapel Roof –Cllr Mead-Blandford to speak to the local architect to see if he had any recommendations for a Structural Engineer. Cllr Clarke expressed concern over the delay in the issue.

*-Cllr
Mead-
Blandford*

3.2 Path Potholes –The Clerk had been advised by Buchans Landscapes that they would be in touch to arrange a meeting.

3.3 Reinstatement of Memorial –The Clerk had received a quotation from the stonemason, Hibbitt and Sons, to reinstate the memorial cross. This would cost £155.00 plus VAT. Councillors agreed that this was a good price but were wary of how many memorials needed work. The Clerk advised that she had been left a message by the parishioner that contacted the committee a few months ago about her parent's grave and whether the family who owned the fallen Wedd memorial could be traced. It was proposed by Cllr Robinson, seconded by Cllr Mead-Blandford, that Hibbitt and Sons be asked to carry out the work to the cross. All Councillors in agreement. Clerk to arrange.

-Clerk

04. OPEN FORUM

There were no points raised.

05. CORRESPONDENCE

Correspondence received related to agenda items.

06. CEMETERY LODGE

6.1 Lodge Inspection Report –The latest report conducted on the 16th April 2014 had been circulated to the committee. The report was positive overall but the tenants had asked if they could decorate the bathroom and pay for it themselves. They also advised that the kitchen flooring was ripped in places and they would also like to address this.

Cllr Robinson stated that these were good tenants and they had carried out a lot of work at their own expense. Councillors agreed that the work proposed by the tenants be allowed.

6.2 Renewal of Tenancy –The fixed term tenancy was due to expire on the 31st July 2014. The Letting Agent confirmed that the tenants were very happy living in the property and wanted to renew their tenancy preferably for 12 months. The Letting Agent suggested that the rent could be increased to £820 per calendar month in the current market.

The Chairman reminded Councillors that they had discussed the tenancy length previously and agreed that six months was the preferred option. He proposed that the tenancy be renewed for a further six months leaving the rent at £800 this time in consideration of the proposed decoration by the tenants. The rent would then be increased to £820 at the next renewal. This was agreed by Councillors.

-Clerk

Cllr Mead-Blandford advised that she had been told that the boiler had broken and there was also a broken window in The Lodge. The Clerk would query this with the Letting Agent.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials –There were no memorials for consideration.

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 July 2014

The Chairman closed the meeting at 7.30 pm

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

**Minutes of Meeting held on Tuesday 1st July 2014 at
The Limes, High Street 7.15pm**

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Webb
Parish Councillors –Cllr Freeman, Cllr Douglass, Cllr Hull
Members of Public –2

01. ELECTION OF CHAIRMAN

The Parish Council Chairman, Cllr Robinson, opened the meeting and asked for nominations for Chairman. Cllr Webb proposed Cllr Hallett which was seconded by Cllr Mead-Blandford. There were no other nominations. Cllr Hallett accepted the position of Chairman.

Cllr Hull and Cllr Douglass offered to serve on this committee. This would be ratified at the Parish Council meeting on the 22nd July 2014.

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Clarke.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 6th May 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Chapel Roof –Following the last meeting Cllr Mead-Blandford had spoken to the Architect, David Cousans, who advised her of proposals from the past including a plan to reinforce the brickwork of the Chapels with ties. There was also a previous survey carried out in 1996 plus further surveys during the early 2000s when a grant application had been submitted to the National Lottery. The Clerk advised that the Quantity Surveyor working on the project at the time had stated that because the Chapels would only be used by a minority of people the grant application would not be considered. The project was then dropped with the Parish Council at the time agreeing to maintain the buildings when needed. Mr Cousans recommended the structural engineer, Andrew Firebrace, who had carried out surveys on the Chapels in the past and was therefore familiar with them. The Clerk confirmed that Andrew Firebrace was one of the cheapest companies she had a quotation from. The Chairman advised that Cllr Catherall had offered to have a look at the roof and advise the committee on how to proceed. After further discussion it was agreed that the Chairman would follow up Cllr Catherall's offer but if he was unable to help ask Andrew Firebrace to provide an updated survey.

*-Cllr
Hallett &
Clerk*

3.2 Path Potholes –Following a site meeting with the Chairman and Clerk Buchans Landscapes had provided a quotation for the filling of the potholes on the drive to the Chapels. This was for £65.00 plus VAT. The total cost for all the potholes would be £160 plus VAT. The additional cost was agreed. The Clerk was asked to advise Buchans.

-Clerk

3.3 Reinstatement of Memorial –A confirmation of the order to reinstate the cross had been received from the stonemason. The work had not yet been carried out.

04. OPEN FORUM

There were no members of the public in attendance.

05. CORRESPONDENCE

Correspondence received related to agenda items.

07. CEMETERY LODGE

7.1 Invoices for Lodge from Tenants –Three invoices had been sent to the Parish Council through the Letting Agent with a request for reimbursement. The invoices were for the carpeting of the stairs and bedrooms and replacement flooring in the kitchen and fitting. Councillors had agreed at the start of the tenancy that they would contribute £300 for the cost of paint on production of invoices. A discussion took place on the amount of work that had been carried out

*-Cllr
Hallett*



to date. It was noted that there was funding in the budget this financial year for the recarpeting of the stairs and bedrooms. It was then agreed that before the tenants were reimbursed the Chairman would inspect the property and come back to the next meeting with a proposal.

7.2 Renewal of Tenancy –The tenancy agreement for a further six months had been signed.

08. OTHER CEMETERY BUSINESS

8.1 Approval of Memorials

8.1.1 Pasquale Parate –The height of the memorial exceeded the cemetery regulations by one inch. Otherwise the memorial was approved. Clerk to advise the stonemason. *-Clerk*

8.1.2 Leslie Jennings –Approved. *-Clerk*

8.2 Sunken Grave-The Clerk had received a communication from Mr Slater raising concern over the sunken grave of his parents. Councillors agreed that although they had overall responsibility for Health and Safety issues they did not attend to the graves. The Clerk was asked to reply to the communication, advising Mr Slater this and state that he was welcome to arrange the topping up of the grave himself. *-Clerk*

09. REVIEW COMMITTEE TERMS OF REFERENCE

The Chairman read the Terms of Reference to the committee. It was agreed that no changes were needed.

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

There were no issues raised.

11. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 19th August 2014

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 19th August 2014 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Webb, Cllr Clarke, Cllr Douglass, Cllr Hull
 Parish Councillors –Cllr Freeman, Cllr Sappol, Cllr Cooper, Cllr Catherall
 Members of Public –6

01. APOLOGIES FOR ABSENCE

There were no apologies for this meeting 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 1st July 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Chapel Roof –The Chairman and Cllr Catherall had inspected the Chapel and there were certainly concerns over the condition of the roof and wall. It was believed that there could be in the region of £25,000 of work required. It was acknowledged that the Parish Council had a responsibility to keep the Chapel maintained. As agreed at the last meeting the Structural Engineer, Andrew Firebrace, who was familiar with the Chapels had been asked to carry out a survey. To do this he would need an access platform which Cllr Catherall had been investigating. The Chairman asked Cllr Catherall to provide an update. He suggested that it would be more cost effective to have proper scaffolding and then this could be left in place to facilitate a temporary repair. He had obtained three quotations which were between £1600 and £2500. The survey was to be carried out on the 9th September 2014. The Chairman reminded Councillors that agreement of the expenditure for the cost of scaffolding would have to be authorised by the Finance and General Purposes committee because it exceeded the limit that could be authorised by this committee.

After further discussion it was agreed that Cllr Catherall would liaise with Andrew Firebrace about the access required and the Finance and General Purposes committee would be asked to authorise the expenditure for scaffolding. All agreed that the work on the Chapel roof was urgent.

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 Invoices for Lodge from Tenants –As agreed at the last meeting Cllr Robinson had looked around the Lodge. He reported that the tenants had been through the whole house spending a lot of money on improvements which in the end would benefit the Parish Council. Cllr Mead-Blandford expressed her concern over the tenants carrying out the work without the permission of the Parish Council as the Landlord adding that they could always take with them many of the improvements when they vacate the property. Councillors were reminded that the invoices received from the tenants amounted to £1500 and the Parish Council had originally agreed to pay up to £300 towards decorating costs. Cllr Robinson then proposed that the Parish Council reimburse 50% of the costs, £750, being £300 plus £450 in recognition of the replacement flooring which the Parish Council had agreed to pay for and on condition that it remained on vacation of the property. All Councillors in agreement. The Clerk to advise the Letting Agent.

6.2 Cemetery Lodge Inspection of Property – The latest inspection report had been received and circulated to Councillors. There were two issues identified which needed attention. These were water stains under the lounge window and the master bedroom window which did not shut properly due to the window frame being rotten. This would be discussed at the next meeting when

-Clerk

all Councillors had studied the report.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials -There were no memorials for approval.

7.2 Overgrown Shrubbery and Hedgerows –Cllr Catherall had observed a lot of brambles within hedges and the shrubs in the grounds. The Chairman agreed to check the contractor’s specification regarding the maintenance. *-Cllr Hallett*

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 September 2014

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 2nd September 2014 at
The Limes, High Street 7.15pm

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

County Cllr Dent, District Cllr Cathcart, District Cllr McCraith

Members of Public –1

01. APOLOGIES FOR ABSENCE

Apologies were received from 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 19th August 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Chapel Roof –The Clerk advised that she was waiting for the formal quotation from the scaffolding company before giving the go-ahead. The expenditure was approved by the Finance and General Purposes committee at their meeting on the 19th August. The Clerk was asked to chase up the quotation. The Structural Engineer was due to commence the inspection on the 9th September 2014.

-Clerk

3.2 Brambles in Shrubbery –The Chairman confirmed that the specification for the grounds maintenance contractors stated that the shrubbery should be inspected monthly with any necessary works carried out. He had looked at the shrubs and there were some heavy brambles entwined. The Clerk would follow up with the contractors.

-Clerk

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

Correspondence received related to agenda items.

06. CEMETERY LODGE

6.1 Cemetery Lodge Inspection of Property –The report, which had been circulated to the committee, generally showed a lot of positive comments about the condition of the building. There were however two issues raised. The first being a water mark under the lounge window. The Chairman suggested that this could have been caused by a lack of ventilation and would be monitored. The second issue was with the window frame in the master bedroom which was rotten and did not close properly. The Chairman advised that when the external decoration of the property took place in 2013 the contractor reported that there were problems with the windows.

A discussion took place on replacement windows and whether, as the Lodge was within the curtilage of the listed Chapels, upvc replacements would be allowed. Cllr Cathcart agreed to make enquiries with the District Council Conservation Officer and would also see if there was any grant funding available for the replacement. The Clerk was asked to obtain three quotations for the bedroom window in wood. She would update the letting agent.

*-Cllr
Cathcart &
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 7th October 2014

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 7th October 2014 at
The Limes, High Street 7.15pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Douglass
 Parish Councillors Cllr Sappol, Cllr Cooper, Cllr Freeman
 District Cllr McCraith
 Members of Public –0

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Webb 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 2nd September 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Chapel Roof –The Chairman reported that he had just received the report from the Structural Engineer, Andrew Watson. He confirmed that the roof tiles on the east elevation had separated from the wall. There was also a degree of separation on the inner wall but that was not so bad. Mr Watson advised that the installation of wall ties was now urgent. He referred to the recommendation he had made a few years ago which the Parish Council at that time chose not to follow through. The public should continue to be kept away from the building in case storms caused further movement.

The Chairman suggested that the committee agree in principle to getting the work done. Quotations would need to be sought and approved at Parish Council level. It was questioned whether a grant towards the repair could be sought but it was acknowledged that District Council grants had become very hard to get. Cllr Robinson stated that another problem was the time taken applying for grant aid adding that this needed to be progress as a matter of some urgency. The Clerk was asked approach three contractors. Listed buildings approval might also have to be sought.

-Clerk

A discussion then took place on the scaffolding. It was stated that after four weeks there was a hire charge for the scaffolding and fencing. As it could take some time to get the quotations and permissions it was suggested that it would not be worth keeping the scaffolding up. The safety fencing would however be needed to keep people away from the wall. Cllr Robinson proposed that the fencing be kept up for two further weeks to accommodate contractors. He added the quotation should be requested to include a price for scaffolding or without it. Councillors agreed that the Chairman would arrange for the scaffolding to be removed in two weeks time and he would ask for the safety fencing to remain.

*-Cllr
Hallett &
Clerk*

3.2 Brambles in Shrubbery –The Chairman confirmed that there were still a lot of brambles in the shrubbery stating that if they had not been removed by the next meeting the invoice from the contractors should be held. They had been made aware of the concerns. The contractors had been on site but had not carried out this part of the contract.

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 –The Clerk reported that she had received one quotation to date. She would urge the remaining quotations for the next meeting.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials –New Memorial RACHER -Approved

7.2 Bench Request –An informal request for a bench at the rear of the cemetery had been made. The Clerk was waiting for a written request. The Chairman stated that the suggested position of the bench was where an existing bench, which needed to be replaced, was.

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 November 2014

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 4th November 2014 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 Cooper, Cllr Freeman, Cllr McNulty

Members of Public –3

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 7th October 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Chapel Roof –One quotation for the repair to the Chapel, based on the structural survey, had been received. A meeting with two further contractors had been arranged for the 7th and 10th November. The Chairman stated that he was proposing to ask for the scaffolding to be removed but would now wait until after the contractors visit. A calculation would then be made as to the most cost effective way. It was noted that the Parish Council were currently paying £100 per week for the scaffolding.

3.2 Brambles in Shrubbery –The contractors had advised that the brambles had been cleared. They had requested a meeting with the Parish Council Chairman to discuss their contracts in general and the requirements. This meeting was arranged for the 7th November at 10.30am. The Parish Council Chairman, Cllr Robinson, and Finance & General Purposes committee Chairman, Cllr Webb, were invited to attend. Cllr Freeman, the Recreation Ground committee Chairman advised that he would not be available.

Cllr Mead-Blandford stated that she was aware there were still a lot of brambles under the seat opposite the primary school on Brook Road. This had been brought to the attention of the contractors before.

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 –The Clerk reported that she had received one quotation to date. She had contacted St Neots Windows, who advised that they were having difficulty contacting the tenants, and Anglian Windows.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials –There were no memorials for agreement

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

8.1 Chapel Tidy –The Chairman and Clerk would be meeting on the 7th November to carry out some cleaning and clearing of the Chapel storing the Parish Council paperwork.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 2nd December 2014

The Chairman closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 2nd December 2014 at
The Limes, High Street 7.25pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Robinson, Cllr Douglass, Cllr Webb
 Parish Councillors Cllr Sappol, Cllr Cooper, Cllr Freeman, Cllr McNulty, Cllr Spenceley
 District Cllr McCraith
 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 4th November 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

3.1 Chapel Roof –The Chairman advised that the Parish Council had agreed the contract for the repair work be awarded to Apex Roofing and Scaffolding Ltd. They had since advised that due to them being busy they were unable to give a firm date when the work was to be carried out. The Chairman advised that as they now had the contract there would be no extra charge for the scaffolding.

The contractors had asked whether the Parish Council wanted them to use the code 3 soakers, at £340 plus VAT, which would make the building more weatherproof. Cllr Catherall advised that a higher code should be used. It was agreed that Apex be given the go ahead for appropriate lead soakers stating that this was provided they were hidden by the concrete fillet. If the lead was exposed planning consent may be needed.

The Chairman then reported that an engineer had suggested that an east/west tie should be installed in the west chapel. The other ties were already in place. It was agreed that the Clerk ask Apex Roofing and Scaffolding for a quotation for this additional work.

-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 –The Clerk reported that she still only had one quotation. The latest company had advised that because of the windows proximity to the roofline structural work would be needed to replace it. She added that there were not many companies willing to quote for wooden windows. Cllr Robinson suggested that a joiner be asked to quote which she would try and arrange. Councillors were aware that this was taking a long time to conclude and agreed that if sufficient quotes were not received by the January meeting then the committee would have to make a decision with what they had.

-Clerk

6.2 Renewal of Tenancy January 2015 – The current fixed term was due to expire on the 31st January 2015 and Councillors were asked to confirm that they agreed to a further six month tenancy. The Letting Agent had advised that if they were remarketing the property in the present market they would advertise a rental of £850 per month. The Agent suggested an increase in rent to £820 per month, which is the figure agreed by the Cemetery Committee previously. After discussion it was proposed by Cllr Webb, seconded by Cllr Robinson, that the rental be increase to £820 for the new six month contract. This rent would be fixed for one year. Councillors in agreement. Clerk to advise the Letting Agent.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials –Additional Inscription MILLS -Approved

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

There were no issues raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 6th January 2014

The Chairman closed the meeting at 7.30 pm