

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 5<sup>th</sup> October 2010 at**  
**The Chapel Room, South End 7.00pm**

PRESENT: Mr Hallett ( Chairman), Mr Robinson, Mr Clarke, Mrs Pidgeon, Mr Bunton

Members of Public –1

**It was agreed that Mr Hallett, the Parish Council Chairman, would Chair the Cemetery Committee meetings.**

**Mr Bunton volunteered to serve on the committee. This would be ratified at the next Parish Council meeting.**

**01. APOLOGIES FOR ABSENCE**

All committee members in attendance.

**02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were none.

**03. OPEN FORUM**

There were no points raised.

**04. AGREE TERMS OF REFERENCE**

The Chairman had extracted terms relevant to the cemetery from the Terms of Reference agreed by the Finance and General Purposes committee. He had added authorised expenditure for the committee not exceeding £1,000 per item. The committee agreed that the Terms of Reference which would be ratified at the next Parish Council meeting.

**05. CEMETERY LODGE**

Mr Robinson confirmed that he would read the sub meter to get an up to date reading for the Cemetery Chapels.

*-Mr  
Robinson*

**06. OTHER CEMETERY BUSINESS**

**Approval of Memorials**

Memorial for GALE –Approved.

Memorial for MORGAN –Approved.

Memorial for BURGE –Refused. The memorial was in breach of current regulations because it was too high and included a slab. Councillors discussed whether the regulations should be reviewed to include slabs which would incur additional maintenance costs. The Clerk was asked to advise the stonemason of the decision, copying the current regulations, and advise that Councillors were willing to discuss the family's requirements.

*-Clerk*

**Review of Burial Fees/Procedures**

A discussion took place on whether the Parish Council should in future arrange their own gravedigger. This had been discussed by the Finance and General Purposes committee in the past where it was agreed to discuss again at the next review. Councillors agreed in principle. A discussion then took place on reviewing the cemetery fees. As a major review took place in 2009, it was agreed to leave the fees at the current rates. The Chairman would prepare a draft list of fees to take into account the arrangement for digging the grave and disposing of soil, for agreement at the next meeting.

*-Mr Hallett*

**Risk Assessment**

The list of memorials needing attention was given to Mr Clarke to see if he recognised any of the family names so that they could be contacted. The Chairman agreed to find out the date of death from the memorials so that the next of kin could be investigated through the interment forms.

*-Mr Hallett*

The draft of the letter to be sent out to the relatives where graves were not complying with regulations would be discussed and agreed at the next meeting.

**Removal of Excess Soil**

*-Clerk*

The Clerk was asked to write a final time to the funeral directors, asking them to remove the excess soil, before hiring their own contractor and forwarding the charge.

**07. OTHER**

There were no other points raised.

**08. DATE OF NEXT MEETING**

The Chairman advised that meetings would need to be held monthly until the current items had been resolved. The next meeting would be held on the 2<sup>nd</sup> November 2010, before the Planning/Finance and General Purposes committee meeting at 7pm.

The Chairman closed the meeting at 7.30pm

-----  
Chairman

-----  
Date

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 2<sup>nd</sup> November 2010 at**  
**The Chapel Room, South End 7.00pm**

PRESENT: Mr Hallett ( Chairman), Mr Robinson, Mr Clarke, Mrs Pidgeon, Mr Bunton

Other Parish Councillors –Mr Nicholls

Members of Public –2

**01. APOLOGIES FOR ABSENCE**

All committee members in attendance.

**02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were none.

**03. MINUTES FROM LAST MEETING AND MATTERS ARISING**

Minutes of the Cemetery Committee Meeting held on Tuesday 5<sup>th</sup> October 2010, copies previously distributed, were agreed a true record and signed by the Chairman.

**04. OPEN FORUM**

The meeting was closed between 7.05pm and 7.10pm for public discussion.

**WORKING PARTY** –It was suggested by a resident of South End that a working party from volunteers be formed to weed and tidy around graves. The Chairman advised that the need for this was recognised when the Cemetery committee was recently resurrected, where members agreed there would be a degree of ‘hands on’ input. Mr Robinson was already looking at trimming back trees at the rear of the cemetery and it would be very helpful to have an active group. After further discussion it was agreed that this would be an item for the next agenda. Members were asked to compile a list of jobs and ideas for maintenance to discuss then. The resident was thanked for her offer and she would be kept informed.

-  
*Members*

**05. CEMETERY LODGE**

Mr Robinson confirmed that he would read the electricity sub-meter for the Chapel. The Clerk advised that the latest inspection report from Warners had not shown any problems.

-  
*Mr Robinson*

**06. OTHER CEMETERY BUSINESS**

**Approval of Memorials** –Additional inscription FOSTER. Approved.

The Chairman advised that a meeting had been held with the daughter of Mr and Mrs Burge, at the Cemetery, to discuss the request for a slab. It was noted that slabs had been approved in the past for graves. The Chairman stated that some families have a worry of the grave being walked on. Mr Robinson felt that a precedent had been set by the existing slabs. After further discussion it was agreed that the regulations be changed to allow slabs. It was also agreed that the request for the memorial for Mr and Mrs Burge be approved with the proviso that the headstone height be reduced to comply with regulations. Clerk to advise the stonemason.

-  
*Clerk*

**Review of Burial Fees/Procedures** –A copy of the burial fees and the schedules to the Cemetery Regulations were distributed to members. The Chairman stated that there were two options to consider, the first for the Parish Council to employ their own gravedigger and second the Funeral Director must use a gravedigger from an approved list. After discussion it was agreed that the Parish Council would compile a list of approved gravediggers.

-  
*Clerk*

The Chairman had reviewed the layout of the fee sheet to make it easier to understand. As agreed at the last meeting, there would be no change to burial fees at this time. He proposed however that a £50 fee be included for slabs which would be a contribution towards the additional maintenance. The revised Burial Fees and Cemetery Regulations were agreed.

**Risk Assessment** –The Chairman would advise the Clerk of the date of death so that the next of kin could be contacted regarding the unstable memorials. The Clerk advised that one Funeral Director had agreed to help as they kept a record of these details to hand. The Chairman then distributed a draft letter aimed at the families who had contravened the regulations. This would be discussed at the next meeting.

-  
*Mr Hallett*

**Removal of Excess Soil** –One Funeral Director had confirmed that the excess soil had been removed from the graves he was responsible for. The Chairman and Clerk had noticed some soil

had been removed from the edges of the graves. This would be monitored.

**07. OTHER**

There were no other points raised.

**08. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 6<sup>th</sup> December 2010 at 7.10pm.

The Chairman closed the meeting at 7.30pm

-----  
Chairman

-----  
Date

**Bassingbourn-cum-Kneesworth Parish Council**  
**CEMETERY COMMITTEE**  
**Minutes of Meeting held on Tuesday 7<sup>th</sup> December 2010 at**  
**The Chapel Room, South End 7.10pm**

PRESENT: Mr Hallett ( Chairman), Mr Robinson, Mr Clarke, Mr Bunton, Mr Nicholls

Members of Public –1

**01. APOLOGIES FOR ABSENCE**

Mrs Pidgeon

**02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were none.

**03. MINUTES FROM LAST MEETING AND MATTERS ARISING**

Minutes of the Cemetery Committee Meeting held on Tuesday 2<sup>nd</sup> November 2010, copies previously distributed, were agreed a true record and signed by the Chairman.

**FORMATION OF A WORKING GROUP** –It was agreed that the weather was too cold at the present time to carry out any work in the cemetery. Once the weather improved this would be revisited.

**STONEMASON** –The Clerk confirmed that she had contacted the stonemason regarding the proposed memorial for Mr and Mrs Burge. The fee had been paid.

**04. OPEN FORUM**

There were no items raised.

**05. CEMETERY LODGE**

Mr Robinson to read the electricity meter for the Chapels.

*-Mr  
Robinson*

**06. OTHER CEMETERY BUSINESS**

**Approval of Memorials** –HICKS –Additional inscription –approved.

**Risk Assessment** –The Chairman confirmed that he had passed a list of memorials causing concern, cross referenced to burial dates, to the Clerk to follow up with the families.

**Cemetery Regulations** –**Non conforming Graves** –A draft letter had been circulated to members. The Chairman advised that a similar exercise had recently taken place at Cambridge City Cemetery. Details had made the local press but it didn't cause too much trouble. Members agreed that the letter should be sent. The Clerk to check the 16 graves identified, to see if any of them had been changed, before sending out the letters to the next of kin in the new year.

**Approval of Gravediggers** –The Chairman and Clerk had met with two gravediggers, Mr John Lyon from Godmanchester and Mr Kevin Bennett from Fen Ditton, who both understood the requirements. The criteria for the graves was included in the Cemetery Regulations. The Chairman proposed that they both be approved with all members in agreement. The Clerk was asked to write to the funeral directors advising of the list and asking that if they want to use another gravedigger the Parish Council must be told so that a meeting with him could be arranged.

*-Clerk*

*-Clerk*

*-Clerk*

**07. OTHER**

There were no other points raised.

**08. DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 12<sup>th</sup> January 2011 at 7.10pm.

The Chairman closed the meeting at 7.25 pm

-----  
Chairman

-----  
Date