

PAPWORTH EVERARD PARISH COUNCIL

Draft minutes of the Cemetery Committee Meeting
Held on the 12th March 2014 at 16.30
In the parish council meeting room
Upper Pendrill Court

Present: Chris Howlett, Chairman (CM), Barry Hume (BH), Bob Baker (BB),
Stephen Byrne, caretaker (SB)

In attendance: Tess Rogers, clerk

- 1 Apologies for absence
None
- 2 To accept the minutes of the meeting held on the 20th November 2013
It was resolved to accept the minutes as a true record of the meeting.
- 3 Matters arising or ongoing from the last meeting
 - 3.1 Repair to the 'Cheere' tomb – update
Awaiting approval from the parish council to proceed once cash flow is settled.
The clerk will ask the Varrier Jones Foundation if the orange fencing they obtained on the parish council's behalf was still available. If so SB will arrange collection and will cordon off the tomb for safety.
 - 3.2 Sunken graves – update
The cemetery maintenance contractors have top filled all sunken graves. Although SB reported there was one remaining that required a further top up. It was agreed that he should ask the contractors to do this on their next visit.
 - 3.3 Update following the annual 'wobble' test
The clerk reported difficulty in tracing the next of kin of the majority of the deceased upon whose graves the memorials failed the recent test. She has contacted the vicar of St Peters church for any details the church records may show for those memorials in the churchyard. CH said he would forward any information of next of kin of whom he is aware. It was reported that some of the memorials laid down during the test had been stood up. CH and SB will visit the site and lay these back down. A notice should be placed in the church entrance explaining to parishioners why the memorials should be left laying down until repaired in the correct method.
 - 3.4 Update on the replacement of part of the hedging dividing the cemetery from the churchyard
CH said that he had tried to root some cuttings to act as replacements but his efforts had failed. BB said that he could get more cuttings therefore CH will try again now that the better weather is with us.
 - 3.5 To accept the decision taken at the January parish council meeting to request that relatives of the deceased do not place kerbing around the edge of graves.
This was agreed. SB will forward the names of the deceased, whose graves have kerbing around them, to the clerk, who will draft a letter to the next of kin requesting that they remove the kerbing.
 - 3.6 To approve the revised risk assessment on gravestones in the churchyard
One final minor change is required whereupon it was resolved to accept the document.
- 4 To consider the purchase of a notice board to be placed at the entrance to the church or cemetery
It was agreed that a notice board at the entrance to the cemetery would be useful therefore prices for a board large enough to accommodate 6 x A4 sheets will be sought and brought to the next meeting.

- 5 To decide upon the ruling for the length of time fresh or artificial flowers should remain on graves.
It was agreed that the length of time fresh flowers would be allowed to remain would be self regulating. Artificial Christmas tributes would be removed at the end of the following January. Tributes to mark other occasions will be removed six weeks after placement. These rulings will become number 4.17 in the cemetery rules and regulations document.
- 6 To review the cemetery rules and regulations
CH and SB will check the document on a separate occasion, and bring any recommendations regarding amendments to the June meeting for approval.
- 7 Caretaker's report
All issues have been covered above.
- 8 The clerk's financial report.
The clerk reported financial year spend to date is £3,717.88, income £1,415.00. Estimated further expenditure to 31st March 2014 is £540.00. Resulting in an anticipated underspend against budget of £342.12.
- 9 Items for action at the next meeting.
To confirm the rules and regulations. The clerk tabled a list of other local parishes' cemetery charges for comparison and will circulate a local parishes' document to the committee, again, for comparison with our own.
- 10 Date of next meeting.
11th June 10am at the cemetery.

Close of meeting

The meeting was closed at 17.55

Signed:
Chairman

Date: