

**Draft Minutes of the meeting of the Papworth Everard Parish Council
Cemetery and Churchyard Committee held on
Wednesday 20th November 2013 at 16.00
in the Parish Council meeting room at Upper Pendrill Court**

Present; Chris Howlett Chairman (CH), Bob Baker (BB), Barry Hume (BH).

In attendance: Stephen Byrne, cemetery caretaker (SB), Tess Rogers, clerk

- 1 Apologies for absence
There were none, all members were present.
- 2 To accept the minutes of the meeting held on the 31st July 2013
It was noted that those present had not been recorded on the minutes these were written in whereby It was resolved to accept the minutes as a true record of the meeting.
- 3 To introduce Mr Stephen Byrne, the new cemetery caretaker
Following the last meeting an advert for a voluntary cemetery caretaker had been placed in the News&Views monthly magazine. Mr Byrne had responded and agreed to accept the role. Those present thanked him for accepting this commitment.
- 4 Matters arising or ongoing from the last meeting
 - 4.1 Repair to the 'Cheere' tomb – update
SB agreed to fence off the tomb with the orange fencing purchased for this purpose. The cost of the repair will be included into the cemetery budget for the 2014/15 financial year as, due to the work load of the company undertaking the repair and now precautions being taken regarding the council's current cash flow, it has not been possible to achieve this in the current financial year.
 - 4.2 Sunken graves – update
SB will meet with the cemetery maintenance contractors to discuss the graves that require top filling and those that require self seeded trees to be removed.
 - 4.3 New date required for the annual 'wobble' test
It was agreed that this would be undertaken at 10.00 on Saturday the 23rd of November.
The clerk was asked to check the parish council's insurance cover relating to the cemetery.
 - 4.4 Update regarding the purchase of privet hedging required to replace the bushes not thriving in the hedge dividing the cemetery from the churchyard.
CH volunteered to source and plant some privet hedging.
- 5 Caretaker's report
SB reported:-
 - i) That the grass needed cutting. The clerk explained the current grass cutting contact.
 - ii) That some of the graves at the bottom of the hill in the churchyard required attention.
 - iii) This will be noted when the 'wobble' test is undertaken and any necessary action required will be reported at the next meeting.
 - iv) That there are a lot of objects being placed on graves.
This will be discussed at the next meeting.
- 6 To consider the marking up of grave spaces in advance of future funerals.
These will be marked at each corner prior to the grave digger's arrival.

- 7 Consideration to be given to enforcing the ruling that no curb stones are allowed around grave edges.
This will be raised at the January parish council meeting
- 8 To discuss the repair of the footpath.
£500.00 will be included in the 2014/15 cemetery budget for this purpose.
- 9 To consider the removal of holly shoots from graves.
As per 4.2 above.
- 10 To discuss action required to make safe fallen gravestones.
These will be laid flat at the time of the 'wobble' test and next of kin informed.
- 11 To discuss the e mail received from David Bevan, Conservation and Design Manager at SCDC. Mr Bevan visited the lychgate on the 31st October following concerns raised by a local parishioner regarding the water butts that have been installed to take water from the gutters recently added to the lychgate following its renovation. In the past water running from the roofing onto the wood of the gate has been the cause of the wood rotting.
It was thought that by installing water butts the water could then be used by parishioners watering plants on nearby graves.
BB proposed that the water butts and guttering be removed, BH seconded, all agreed therefore it was resolved that the water butts and guttering be removed and offered for sale.
- 12 Clerk's financial report
The clerk reported:
Expenditure to date totals £2743.98.
Income to date totals £1365.00.
- 13 To review the risk assessment on gravestones in the churchyard
The last review was undertaken in 2009.
The committee reviewed the risk assessment making necessary changes. The clerk will incorporate the changes into the document and bring it to the next meeting for adoption.
- 14 Items for action at the next meeting.
Nothing was raised at this time.
- 15 Date of next meeting
To be advised once the schedule of 2014 meetings is available.

The meeting closed at 17.30

Signed:
Chairman

Date: