



# SAWSTON PARISH COUNCIL

## MINUTES of the CEMETERY COMMITTEE MEETING HELD ON 06 JUNE 2017

At Spicers Pavilion, Cambridge Road, Sawston - Meeting commenced at 7.30pm

### PRESENT:

**Assistant Parish Clerk** Anne Rudge

#### **Councillors**

David Bard

Mike Mallows (Chairman)

Kieran Cooper

Neil Reid

Kevin Cuffley

Roger Richmond (Vice-Chairman)

#### **Public**

Ms J Merrick

### 1 **WALK ROUND THE CEMETERY**

Members of the Committee walked round the Cemetery.

### 2 **TO ELECT A CHAIRMAN OF THE CEMETERY COMMITTEE FOR THE ENSUING YEAR**

Councillor Mike Mallows was **nominated** by Councillor Kieran Cooper and **seconded** by Councillor Roger Richmond.

As no other candidates were nominated a vote was taken and Councillor Mike Mallows was elected Chairman by a unanimous vote.

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

### 3 **TO ELECT A VICE-CHAIRMAN OF THE CEMETERY COMMITTEE FOR THE ENSUING YEAR**

Councillor Roger Richmond was **nominated** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard.

As no other candidates were nominated a vote was taken and Councillor Roger Richmond was elected Vice-Chairman by a unanimous vote.

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

### 4 **APOLOGIES FOR ABSENCE**

Councillor Tony Fell – Holiday

Councillor Alison Setchell - Absent

### 5 **DECLARATION OF INTERESTS FOR THIS MEETING**

None

### 6 **MINUTES OF THE MEETING**

The minutes of the meeting held on **07 March 2017** were read, confirmed and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Roger Richmond to **accept** the minutes.

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

**7 MATTERS ARISING – New information only**

None

**8 INSPECTION OF BENCHES**

Councillor Mike Mallows told the meeting that some benches at the cemetery are not fit to sit on. Three are very well looked after

The Assistant Clerk informed the meeting that the current process for dealing with breaches of the cemetery rules involves sending an initial infringement notice followed by an enforcement notice however no timescales for action are included. She also informed the meeting that when a bench is purchased, the owners are informed that maintenance and insurance are their responsibility. Councillors felt it would be difficult to obtain insurance for a bench and Councillor David Bard considered that if a member of the public sustained an injury as a result of sitting on a bench the Parish Council would be responsible.

Councillor Mike Mallows suggested that in future when a bench is purchased, the owner is required to sign a letter saying they take responsibility for the maintenance and upkeep of the bench and if at any time the Cemetery Committee deem the bench to be unsafe the bench will be removed from the Cemetery.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kieran Cooper that a draft policy is prepared, including this requirement, to be taken to a Full Parish meeting for approval.

**ACTION: The Clerk**

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

The meeting agreed there are no spaces for extra benches at the moment.

**9 CONSIDERATION OF QUOTATION FOR FENCING**

The Assistant Clerk informed the meeting that only one quote was available, one contractor did not want to quote and another did not respond. The quote is for £330 plus VAT.

Councillors considered this amount to be excessive for the description of the work to be carried out. Councillors discussed methods of repair.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to **recommend** to Full Parish to get this work done at a cost of £330 plus VAT subject to obtaining further information from the contractor about the method of repair covered by their quotation.

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

**ACTION: The Clerk**

**10 CONSIDERATION OF QUOTATIONS FOR REPAIRS TO PIER AT THE CEMETERY**

The Assistant Clerk presented the three quotations as follows:

- £380
- £425
- £955

All exclusive of VAT

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to **recommend** to Full Parish to accept the quotation for £380.00

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

Councillor Kieran Cooper asked whether it was worth getting the rest of the wall repaired. Councillor Mike Mallows considered that there is no danger of the wall falling over. Councillors discussed the patch situated 3-4 feet to the right of the gates and requested the

Clerk asks the builder carrying out the repair to the pier to quote for the work so if acceptable it can be done at the same time as the pier.

**ACTION: The Clerk**

**11 STATE OF CEMETERY AND HUCKERIDGE VIEW**

Councillors commented that the Cemetery looks good and complimented the staff on the upkeep. Councillors did not feel that any graves were particularly untidy. Councillor Mike Mallows suggested that the tap area could be improved by removing the concrete slabs and grave bases and storing them elsewhere.

**12 STATE OF CEMETERY CHAPEL**

Councillors asked The Clerk to check whether the bier has been treated for woodworm.

**ACTION: The Clerk**

Councillor Neil Reid said that the gutters needed clearing out.

**ACTION: The Clerk**

**13 CORRESPONDENCE: Letter from Mrs R F Francis agreeing to purchase a tree for planting in the autumn as agreed at Cemetery Meeting 07 March 2017**

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Kevin Cuffley to ***recommend*** to Full Parish Council spending up to £150 on a tree, as recommended by the Tree Officer, at the correct time of planting which was considered to be September/October 2017.

**VOTE: 6 FOR : 0 AGAINST (UNANIMOUS)**

**14 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING**

None

**Meeting closed 8.55pm**