

Minutes of the meeting of **Fowlmere Parish Council Burial Board**

held in the Cemetery Chapel Shepreth Road, Fowlmere

on Tuesday 9<sup>th</sup> July 2019 at 7:30pm

**Present:** Cllr S Mulholland (Chairman), Cllr D Roberts, Cllr L Wragg, Cllr P Burge and Cllr P Collinson

**In attendance:** Ms K Byrne (Clerk)

**1. Apologies for absence**

Apologies were received from Cllr C Howe and Cllr M Vinton.

**2. Minutes from Previous Meeting – 5th March 2019**

There were no matters arising

**3. Committee Terms of Reference**

The Committee considered the draft Terms of Reference document prepared by Cllr Mulholland. Suggested changes were discussed and agreed.

**ACTION – Cllr Mulholland to update the Terms of Reference document and circulate**

**4. Cemetery Chapel Windows – contractor progress update**

The Contractor has completed the work on 2 of the windows; the 3<sup>rd</sup> window is awaiting the new L section of the frame from the blacksmith. All 3 windows should be ready to fit next week. The Committee decided to wait until these 3 windows have been fitted before deciding whether to ask the contractor to quote for repairing some of the other window frames that have been corroded in the same way as the 3<sup>rd</sup> window on the north side.

**ACTION – Cllr Mulholland to monitor and report back to the PC**

**5. Fencing & Tree Work**

The Committee walked round the cemetery to look at the relevant areas for this Agenda item and items 6 & 7 below. The avenue of lime trees at the entrance to the cemetery (tagged T121 - 134) had been pollarded in the winter but there was now much growth at the bottom of the trees, which needed to be removed. Cllr Mulholland proposed that the bottom 10-12 feet of growth be removed from the trees; all concurred.

**ACTION – Clerk to ask Hardys to remove 10-12 feet of growth at the bottom of the lime trees.**

The hedges will be reviewed in the Autumn.

**6. Burial Plots**

**a) Transfer of Deed of Grant – updating burial records**

The deed of grant for plot 707 (Mrs Beardow) has been transferred to her daughter and the burial records updated. The Committee decided that a new certificate should be issued to replace the original from 1994. The wording to be used on the re-issued certificate was agreed.

**ACTION – Clerk to issue the new Deed of Grant certificate**

**b) Memorial Stone – Mrs Beardow**

The Committee considered the proposed design. It is in keeping with the existing design and the Cemetery Rules. The design was approved by all.

**ACTION – Clerk to inform Instone Memorials**

**c) Burial plot 668 – Mrs Cann**

The plot was inspected. It had not settled to ground level and had become overgrown with weeds. This plot will be added to the list of plots to be levelled and seeded in October – see item 6d.

**d) Graves to level and seed in October**

The Committee identified a number of plots that are not level and require seeding. It had previously been discussed with Hardys that the best time to do this work was in October. The Clerk made a list of plots that require levelling and seeding: plots 668, 693, 708, 707, 438, 436, 435, 434, 361 & 466. There were also 2 plots that need topping up and seeding – plots 714 & 715. All agreed to proceed with asking Hardys to quote for carrying out this work.

**ACTION – Clerk to ask Hardys to quote for work on the plots**

The Committee also agreed that, where contact details are available, letters should be sent to the families of the deceased whose plots will be having work done in October.

**ACTION – Clerk to send letters to the families.**

The Committee decided that the funeral directors responsible for more recent burials would be asked to level the plots and remove the spoil. These were: plot 484 (Mrs Lydia Harriss / Peasgood & Skeates); and plot 487 (Mrs Eliza Loveridge / Newlings of Royston).

**ACTION – Clerk to contact the funeral directors**

**e) Mrs Harriss's Memorial Stone**

The Committee considered the proposed design. It is in keeping with the Cemetery Rules, and was approved by all.

**ACTION – Clerk to contact Peasgood and Skeates**

## **7. Cemetery Expenditure**

### **a) Access to Cemetery Extension**

Hardys had previously quoted for and been commissioned to carry out work to open up the extension, which included: removing the hedge and sucker trees, then removing the iron fence and grading the soil, removing spoil from the boundary. This should be done in the next few months.

### **b) New shed**

The committee looked at the old shed and agreed that it needs to be replaced. Cllr Mulholland suggested that a new smaller shed be purchased, and then the old one can be taken down just before the new one is assembled. The floor of the old shed may need to be broken up beforehand. Cost of the new shed to be discussed at the next Finance meeting.

**ACTION – Cllr Mulholland to contact John Cobb to quote for removing shed flooring and assembling the new shed**

#### **c) Watering Cans**

Cllr Mulholland proposed that 2 new 4.5 litre watering cans and 1 new 7 litre watering be purchased along with hooks to be put on the shed wall for storing the cans. All concurred

**ACTION – Cllr Mulholland to purchase watering cans and hooks**

#### **8. Tidy Up Day**

Cllr Mulholland suggested there could be 2 tidy up days: one for clearing up and cleaning graves etc., and one for leaf clearing. All concurred. The first date was decided to be on Sunday 6 October and the second date on 30 November or 1 December. It was also suggested that on the first date wildflower seeds could be broadcast into the hedges to help fill the gaps.

**ACTION – Cllr Collinson to find out and purchase optimal wildflower seed mix**

#### **9. Other Matters**

Cllr Collinson said that a rain stop is missing on the West door of the chapel and proposed that it be replaced. All concurred.

**ACTION – Clerk to ask Dave Salmons if he can fit a new rain stop**

The original map of the Cemetery is currently stored in the Cemetery Chapel, but this location is not suitable for long term storage. The Committee considered where would be better to store / display it but were unable to come up with an idea at this time. It was decided to ask the PC solicitors Hewitsons if they can store it temporarily with a view to consider where this historic document could be displayed somewhere in the village.

**ACTION – Clerk to ask the solicitors Hewitsons if they can store the map; Cllr Collinson to drop it off if they agree.**

#### **10. Date of Next Meeting**

The next BB meeting will be Thursday 5 September.

The meeting closed at 21:00.