

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

held in the Pavilion Room, Village Hall, Fowlmere

on Wednesday 30th January 2019 at 7:30pm

Present: Cllr D Roberts (Chairman), Cllr P Burge, Cllr S Mulholland, Cllr Vinton, Cllr C Howe

In attendance: Ms K Byrne (Clerk)

1. Apologies for absence

Apologies were received from Cllr Wragg and Cllr T Bearpark; Cllr P Collinson and Cllr M Sunderland were absent.

2. Declaration of Interest in agenda items

None were declared.

3. Minutes from previous Meeting – 13th June 2018 / Matters Arising

The Minutes of the last meeting had been agreed at the Parish Council meeting on 19th June 2018. There were no matters arising.

4. Review of Cemetery Rules / Rates

a. Review by Cllr Mulholland

Cllr Mulholland had before the meeting edited the Cemetery Rules and circulated to the PC. The edited changes were reviewed by the parish council and Cllr Mulholland made a note of any further agreed changes.

ACTION – Cllr Mulholland to update the Rules document as agreed and circulate.

Regarding Rule 20, it was suggested that a budget should be put aside to seed or turf older graves. £200 p.a. was suggested. This could be reduced to £100 if it is later found that £200 is not needed.

b. Use of the Chapel

In January, the Clerk had received an enquiry about using the Cemetery chapel for a funeral (the family subsequently changed their minds about this). However, it was agreed that allowing use of the chapel at funerals would be a good idea and Cllr Mulholland suggested having the chapel open for all future funerals, as a courtesy. The chapel would need to be tidied up first, old PC paperwork sorted out and the electrical wires boxed in for safety. Cllr Burge suggested getting some welcome mats for the door entrances. Opening the chapel could be trialled for a few burials and see what the feedback is.

Cllr Mulholland suggested the PC could have a contributions box fixed to the wall for donations to help towards electricity costs. If a service was to be held in the chapel a nominal charge of perhaps £30 could be made. This to be discussed further at the next PC meeting.

5. Cemetery Plots

a. Update on the cemetery map

Cllr Mulholland and the Clerk had recently visited the cemetery to mark out a plot and had noted that some previous plots had 'drifted' into the wrong row or column. They had therefore crossed out a number of plots on the cemetery map as these were no longer available. The PC

inspected the map and looked at how many available plots remain. It was estimated that within about 5 years we may need to move into the new burial ground extension.

b. Capacity of burial plot (Mr Harmata's enquiry)

The Clerk had received an inquiry from Mr Harmata about burial plot capacity. Cllr Mulholland had then asked gravedigger Jason Coles about this. He advised that up to 2 coffins can go in a full-size double depth plot and potentially up to 12x ashes on top. However, as ashes are not normally buried at coffin depth, then once ashes have been interred the plot should be closed to coffins and only further ashes could then be interred.

Bearing this in mind, the PC decided that the capacity at Fowlmere Cemetery plots should be up to 2 coffins and up to 6 lots of cremated ashes per full-size plot.

ACTION – Clerk to notify Mr Harmata of plot capacity

c. Transfer of Deed of Grant form

Another request for the transfer of deed of grant of Exclusive Rights of Burial (ERB) had been received in January. There is some information on the ICCM website but no forms that are ready to use. Perhaps as members the PC will have access to more usable documents. The Clerk, Cllr Mulholland and Cllr Roberts completed the paperwork for the PC to become a member of the ICCM, which then needed posting to ICCM and the pro rata invoice paying.

ACTION – Clerk to complete process of joining ICCM

Cllr Burge said he would read up on the process for the transfer. It was suggested that as well as having a transfer form, the ERB certificate would need updating, along with the Register of Purchased Graves. A new ERB certificate could be written out in the name of the new purchaser, deleting from 100 years the number of years the grant has already been held. Cllr Vinton said a rubber stamp could be used to print on the original certificate that the grant of ERB has been transferred to a new certificate.

This is to be considered further in another BB meeting, to be held on 5 March.

6. Plan for opening up the boundary to the new burial ground

Cllr Burge said there are a number of steps needed for this, and these include:

- Reinforcing the hedges down by the new gate, they need filling in;
- Securing the perimeter fencing to prevent the Muntjacs getting in;
- Removing the inner fence;
- Removing the saplings and reviewing the lower branches of the mature trees;
- In the corner by the firepit some land-levelling is needed and stumps need to be removed;
- Much of this work will require Contractor(s).

ACTION – Cllr Burge will write this out as a Statement of Requirement and then get contractors to quote for the work.

7. Fencing & Tree Work

See above. Also, the pine tree T140 was removed in the August 2018 and needs replacing with a similar species. However, the stump is still there, and this will need removing before another tree can be planted. The PC could then ask Hardys to plant another tree in that area in the Autumn.

ACTION – Clerk to ask Hardys for a quote to remove the stump of pine tree T140

8. Composting Area

Cllr Mulholland said that having a composting area in the cemetery would be useful, creating a place to put leaves on tidy up days. Visitors could also put leaves & dead flowers etc. in there whenever they wish to have a clear up themselves. The composting area could be put in the corner of the cemetery extension by the access gate with an additional line of hedges along it to conceal it. Eventually this may produce some good quality soil which can be used in the cemetery.

9. Cemetery Shed

Cllr Mulholland said that in a year or two the PC will need to replace the cemetery shed. It could be smaller than the present one. Cllr Vinton said we could disguise the water supply a bit more too.

ACTION – Price up and size up a new shed and discuss at the next meeting.

10. Other Matters

Cllr Vinton had contacted Dave Salmons regarding the gate to the new burial ground. Dave Salmons said that he will need a portable welder to do the job. He will get back to Cllr Vinton when he has one. Meanwhile the holding pins are holding strong for now.

Cllr Burge said that the maintenance contracts should be reviewed. This to be discussed further in the next PC meeting.

Cllr Howe left the meeting at 21:16.

11. Date of Next Meeting

The next BB meeting is to be held on 5 March at 7:30pm in the Village Hall.

The meeting closed at 21:25.