

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

held in the Cemetery Chapel Shepreth Road, Fowlmere

on Thursday 25<sup>th</sup> June 2020 at 7:30pm

**\*\* SOCIAL DISTANCING WAS OBSERVED \*\***

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

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

**1. Apologies for absence**

Apologies were received from Cllr L Wragg (prior engagement) and Cllr C Howe (work commitments).

**2. Minutes from Previous Meeting – 9<sup>th</sup> July 2019**

The minutes were agreed to be a true record, and were signed by Cllr Mulholland. There were no matters arising.

**3. Review of Terms of Reference**

The Committee reviewed the Burial Board Terms of Reference and changed the minimum number of meetings per year from 3 to 2.

**ACTION – Clerk to update and circulate to the PC for approval at the July meeting.**

**4. Review of paperwork stored in Cemetery Chapel**

The Committee decided that a lot of the paperwork stored in the Cemetery chapel could be shredded. Only the Minutes and Financial records need to be kept (along with original / valuable documents). Councillors will schedule a shredding session after 4 July to consolidate the paperwork so that it will fit into one cupboard. An alternative location for storage is to be sought before winter.

**ACTION – shredding session to be arranged after 4 July**

**5. Review of works / works pending**

**a. Restoration of windows**

The Committee looked at the chapel windows and decided that no further work is currently required.

**b. Pointing of brickwork**

Glen Johnson's quote for this work had been accepted in 17 March PC meeting; work is due to start in July.

**c. Doors, soffits & facias, bell tower**

Ian Wilson had submitted a quote for this work and work on the cemetery gates. The PC considered the quote. Cllr Mulholland proposed, Cllr Roberts seconded that the quote be recommended for approval by the PC, all concurred.

**ACTION – Clerk to put approval of the quote on the PC agenda for 21 July.**

**d. Cemetery gates**

See item 5c) above.

**e. Shed**

Replacement of the shed was discussed in the 19 May PC meeting and is in progress.

**6. Fencing & Tree Work**

The Committee walked round the cemetery to look at the relevant areas for this item and item 7. Cllr Mulholland offered to cut down the growth on the lower trunks of the lime trees.

**ACTION – Cllr Mulholland to cut down the growth on the lower trunks of the lime trees.**

The Committee looked at the 4 trees that had been recommended for emergency work in the recent tree survey; a pine that is dead and needs felling; a maple that needs felling as it has many dead and dying branches overhanging the road; and a maple and a lime that have major deadwood overhanging the highway. Regarding the 2 trees to be felled, the Committee would like to replace these with yew trees if the TPO permission allows.

**7. Burial Plots**

**a. Graves to level and seed in October**

The Committee identified a number of plots that are not level and require seeding; this work will be carried out in October. The plots that require levelling, top-soiling and seeding (and chalk removing where required) are: plots 486, 487, 499, 500, 501, and 692; and possibly top soil and seed adding to plots 466, 470, 491. The Committee agreed that where contact details are available the families should be informed of the intended work.

It was noted that some older plots have grass and weeds growing within the kerbstones. It was decided that Hardys should strim these once per year.

**ACTION – Clerk to inform the families of the proposed work. Also to ask Hardys to quote for the re-seeding work and for strimming within the kerbstones**

**b. Check headstones for steadfastness**

Cllr Mulholland had tested the headstones for steadfastness and had found that none were in danger of toppling.

**8. Cemetery Income and Expenditure**

Review of the cemetery fees will be carried out at the next finance meeting.

**ACTION – Clerk to circulate the comparison table of other local parishes' cemetery fees.**

**9. Tidy Up Day**

**a. Bulb planting**

The Committee decided it would like to plant daffodil, bluebell and snowdrop bulbs along the

border between the old and new cemeteries. A volunteers' bulb planting day will be arranged for either 18 October or 8 November.

**b. Leaf clearing**

Cllr Mulholland suggested a leaf clearing day could be held on 6 or 13 December.

**ACTION – Cllr Mulholland to get costs for the bulbs, liaising with Paul Earnshaw for bulk-ordering daffodil bulbs. Also, to arrange the bulb-planting and leaf-clearing dates.**

**10. Other Matters / Date of Next Meeting**

There was some concern about animals digging holes in the cemetery; all Councillors to be aware of this and monitor for any problems.

Next Burial Board meeting TBD.

The meeting closed at 20.30.