

MELBOURN PARISH COUNCIL MINUTES

Minutes of the Cemetery Committee held on Monday, 21st September, 2015 in the upstairs meeting room of the Melbourn Community Hub commencing at 7.15 pm.

Present: Cllrs. M.Sherwen (Chair), M. Townsend (Vice-Chair), C. Stead, V.Barrett, K.Crosby, R.Tulloch, U.Cleminson

In attendance: The Clerk

CEM25/15 Apologies for Absence:

Cllrs J.Hales and Bloomfield for work reasons and Cllr R.Gatward for personal reasons.

CEM26/15 Declarations of Interest:

None

CEM27/15 Minutes of the meeting held on Monday, 10th August, 2015:

It was proposed by Cllr. Crosby, seconded by Cllr. Tulloch and agreed that the minutes of the meeting held on 10th August be signed as a true record.

CEM28/15 To report on the last meeting 10/08/15

Nothing to report

CEM29/15 Income and Expenditure:

The committee received the report. (See Appendix 1).

The Clerk to name the cemetery in the description of the work undertaken.

ACTION: The Clerk

CEM30/15 Cemetery reports for August and September, 2015

Cllr Stead presented the report: the Mound is overgrown and the Anglo-Saxon grave is not marked. Cllr Sherwen said there are no plans to mark the grave but provide an Information Board at the site. Nothing else of significance to report.

CEM31/15 Any matters concerning New Road Cemetery

Cllr Sherwen took the committee through the report (See Appendix 2):

1. (a) The plinth bases need positioning
(d) Cllr Crosby chasing over the photos. Suggested a CD of photos is produced.
2. (a) Rabbits are a serious problem.
(b) In hand
(c) Positioning of new grave spaces. The Clerk to contact builders and they will be asked to contact Cllr Sherwen.
(d) Barchams are to renovate some trees.
(e) Proposed 'Kissing Gate' has not been precepted for but the Clerk will find out the cost.
3. Nothing
4. The revised roadway layout will be available shortly. The committee must ensure there is access for 4 cars at the cemetery gate.

ACTION: The Clerk and Cllr Sherwen

CEM32/15 Any matters concerning Orchard Road Cemetery

The Clerk to contact a builder with regard to repairing the tiles on the lychgate. Cambridge Fencing are being contacted about putting fencing

around the soil store.

ACTION: The Clerk

CEM33/15 Any matters concerning All Saints' Churchyard

The area of weeds by the wall at the entrance to Station Road needs to be tackled. The Clerk to inform the Ranger.

The trees next to Church Walk need looking at. The Clerk to contact Shire Tree Surgery.

ACTION: The Clerk

CEM34/15 To consider items for next year's Precept

1. Green Burial site
2. Relocating soil stores in both NRC and ORC.
3. Information Board at the site of the Anglo-Saxon Mound.
4. New 'kissing gate'
5. Lychgate refurbishment.
6. Create a website for cemeteries.
7. Look at possibilities for expanding income including a memorial war, the planting of trees and making use of the Mound.

CEM35/15 Correspondence:

None

CEM36/15 To accept notices and matters for the next agenda

The Precept

The Chairman closed the meeting at 8.00 p.m.

APPENDIX 1

Paid Expenditure Transactions

15/09/15

between 01/04/15 and

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details
Direct Debit Council	29/04/15	1	£66.00	£0.00	£66.00	CEM	South Cambs District
	Rates for NRC	2000/2					
Direct Debit Council	29/04/15	2	£59.60	£0.00	£59.60	CEM	South Cambs District
	Rates for ORC	2000/1					
BACS	29/04/15	13	£1,350.00	£0.00	£1,350.00	CEM	Shire Tree Surgery
	Sycamore Trees ORC	2000/1					
Direct Debit Company	29/04/15	28	£22.24	£0.00	£22.24	CEM	Cambridge Water
	Water ORC	2000/1					
BACS	29/04/15	35	£168.00	£28.00	£140.00	CEM	Herts And Cambs
	Ground	Water graa seed on mound	2000/2				
BACS	29/04/15	36	£1,400.40	£233.40	£1,167.00	CEM	Maintenance Limited
	Ground	Cemetery contract	2000/4				Herts And Cambs
							Maintenance Limited
Direct Debit Council	01/05/15	145	£62.00	£0.00	£62.00	CEM	South Cambs District
	Rates for NRC	2000/2					
Direct Debit Council	01/05/15	146	£59.00	£0.00	£59.00	CEM	South Cambs District
	Rates for ORC	2000/1					
BACS	28/05/15	47	£120.00	£0.00	£120.00	CEM	Morley Manufacturing
	repair to New Road Cemetery sign	2000/2					
BACS	28/05/15	50	£516.00	£86.00	£430.00	CEM	R V Cronin
	Footpath repair in NRC	2000/2					
BACS	28/05/15	56	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs
	Ground	Cemetery maintenance contract	2000/4				
							Maintenance Limited

Direct Debit	28/05/15	59	£7.80	£0.37	£7.43	CEM	e.0n
elec charges for ORC		2000/1					
104317	28/05/15	73	£160.00	£0.00	£160.00	CEM	Paul Whitton
Concrete seat bases for NRC		2000/2					
DD	01/06/15	195	£59.00	£0.00	£59.00	CEM	South Cambs District
Council	Rates for ORC	2000/1					
DD	01/06/15	196	£62.00	£0.00	£62.00	CEM	South Cambs District
Council	Rates for NRC	2000/2					
Direct Debit	23/06/15	89	£20.25	£0.00	£20.25	CEM	Cambridge Water
Company	Charges for NRC	2000/2					
BACS	23/06/15	113	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs
Ground	Cemetery contract	2000/4					Maintenance Limited
							e.0n
Direct Debit	23/06/15	118	£7.62	£0.36	£7.26	CEM	
Elec charges for ORC		2000/1					
Visa	23/06/15	119	£25.00	£0.00	£25.00	CEM	Phillimore Garden
Centre	Garden vouchers	2000/2					
BACS	23/06/15	124	£80.00	£0.00	£80.00	CEM	Weaverman Baskets
Shroud & sisal rope		2000/2					
DD	01/07/15	263	£62.00	£0.00	£62.00	CEM	South Cambs District
Council	Rates for NRC	2000/2					
BACS	29/07/15	170	£528.00	£88.00	£440.00	CEM	Herts And Cambs
Ground	Cemetery hedges + Haggars Close	2000/1					Maintenance Limited
							Herts And Cambs
BACS	29/07/15	171	£66.00	£11.00	£55.00	CEM	
Ground	Watering NRC	2000/2					Maintenance Limited
							e.0n
Direct Debit	29/07/15	205	£10.25	£0.49	£9.76	CEM	
Elec charges for ORC		2000/1					
BACS	29/07/15	206	£105.48	£17.58	£87.90	CEM	Cambridge China Hire
China for Anglo-Saxon remains tea		2000/2					
BACS	29/07/15	207	£144.00	£24.00	£120.00	CEM	Herts And Cambs
Ground	Watering NRC	2000/2					Maintenance Limited
							Herts And Cambs
	29/07/15	208	£156.00	£26.00	£130.00	CEM	
Ground	Watering of cemetery	2000/2					Maintenance Limited
							BACS
							Maintenance Limited
BACS	29/07/15	217	£1,192.56	£198.76	£993.80	CEM	Red Graphic
Leaflets, brochures and posters for Anglo-		2000/2					
Saxon burial							
BACS	26/08/15	240	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs
Ground	Cemetery maintenance	2000/4					Maintenance Limited
							e.0n
Direct Debit	26/08/15	250	£7.62	£0.36	£7.26	CEM	
Elec charges for ORC		2000/1					
BACS	26/08/15	261	£1,620.00	£270.00	£1,350.00	CEM	Matthew Lane
Sanderson	Mound benches	2000/2					
BACS	26/08/15	277	£80.00	£0.00	£80.00	CEM	Shire Tree Surgery
Crown lift of Horse Chestnut in All Saints'		2000/3					
Churchyard							
Total			£13,818.42	£1,917.92	£11,900.50		

Received Income Transactions

08/09/14

between 01/04/14 and
Start of year 01/04/14

Paying ref.	Received Tn no	Gross	Vat	Net Cttee	Details
Cheque	29/04/14	4	£50.00	£0.00	£50.00 CEM Newlings Of Royston

Cremated remains	200/3						
Cheque 29/04/14	7	£60.00	£0.00	£60.00	CEM	Co-op Funeralcare	
Funeral fees 200/1							
Cheque 00201628/05/14	15	£60.00	£0.00	£60.00	CEM	Peasgood & Skeates	
Memorial stone 200/2							
Cheque 00182124/06/14	22	£360.00	£0.00	£360.00	CEM	Peasgood & Skeates	
burial fees 200/1							
Cheque 00206030/07/14	33	£160.00	£0.00	£160.00	CEM	Peasgood & Skeates	
cremated remains burial	200/3						
Cheque 72875130/07/14	41	£60.00	£0.00	£60.00	CEM	Ivett & Reed	
burial fees 200/3							
Cheque 10572527/08/14	43	£60.00	£0.00	£60.00	CEM	Cecil Newling	
memorial 200/2							
Total		£810.00	£0.00	£810.00			

APPENDIX 2

New Road Cemetery Wkg Pty Mins 06-08-15

Present; RG, MT, UC,MS

Item	Action
1. Anglo Saxon mound.	
a. Seats installed, plinth base still to be filled	MS/PH
b. Weeds still predominating the mound, advised by expert that only constant mowing/cutting will defeat them. Discuss with Justin and at main meeting.	
c. Matthew has been asked to produce ideas, needs chasing.	MS
d. Kimmi to chase Greatvideo? Re video of Reburial event	KC
2. Cemetery general	
a. Maintenance in general is not up too standard re jobs outside the contract, ie rabbit problem, bring this up at main cemetery meeting	
b. Need to relocate the soil store discussed and agreed to move to near contractors gate, banked and hidden, MS to discuss with Justin	MS
c. New grave spaces requested by our Clerk due to increase in burials. MS suggested between Opening Ceremony bed and 1 st row of graves, to keep balanced appearance, agreed. MS to organise with Keith and order more bases.	MS
d. More trees and replacements due in autumn as too dry at present.	
e. Suggested by UC that a 'kissing gate' stile was preferred at the	

top entrance, also agreed although not precepted for.

3. Green Burial site
 - a. Double check if there are any Regulatory Req'ts to be met
 - b. Physical location system needed from advise given that electronic gizmos can default and not be locatable
 - c. Layout has to be closely controlled due to shortage of space
 - d. Members were asked to visit GBS 's if possible to see what they are about.
 - e. MS thoughts were that it is not likely to be in operation for 3 years at least.

Date of next meeting. MS to email date possibilities