

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of the Cemetery Committee held on Monday, 18<sup>th</sup> January 2016 in the upstairs meeting room of the Melbourn Community Hub commencing at 7.36pm.**

**Present: Cllrs. M Sherwen (Chair), M. Townsend (Vice-Chair), U.Cleminson, R.Gatward and B Tulloch**

**In attendance: The Clerk**

**CEM48/15 Apologies for Absence:**

Cllrs Crosby and Cllr Stead for ill health; Cllr Hales for personal reasons;

**CEM49/15 Declarations of Interest:**

None

**CEM50/15 Minutes of the meeting held on Monday, 9<sup>th</sup> November 2015:**

It was proposed by Cllr.Cleminson, seconded by Cllr. Tulloch and agreed that the minutes of the meeting held on 9<sup>th</sup> November 2015 be signed as a true record.

**CEM51/15 To report on the last meeting 9<sup>th</sup> November 2015**

CEM42/15.

Cllr Sherwen report the original steel fence that we installed along the top boundary has been overgrown by the hedge and in one area has pushed the steel work off vertical into what will be the new house's gardens. The developers would like to remove the steel work and replace it with a 1.8m concrete posted wooden fence so the garden boundaries are defined. This would be below the hedge height so from our side not visible. **IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR CLEMINSON THAT THE NEW FENCING BE AGREED. CLLR SHERWEN AND THE CLERK TO ADVISE THE DEVELOPERS.**

CEM42/15

Cllr Sherwen raised the issue there had been reports of many dog walkers using the cemetery and currently there are no "No Dog Signs" visible at the cemetery. **ACTION THE CLERK TO ORDER 3 SIGNS, LOCATIONS ARE: LEFT HAND SIDE ON POST NEAR TO MAIN ENTRANCE, CONTRACTOR'S GATE AND ONE LOCATED NEXT TO THE STILE, ALL A3 SIZE**

CEM42/15

Cllr Sherwen confirmed landscape trees will be planted in March this year.

**CEM52/15 Income and Expenditure:**

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

It was reported Anglian Water charges should be paid by The Developer and not Melbourn Parish Council. **ACTION: The Clerk to go back through invoices from Anglian Water and send invoice to Developers.**

**IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR TULLOCH THE INCOME AND EXPENDITURE REPORT BE ACCEPTED. This was CARRIED.**

**CEM53/15 Cemetery reports for November and December, 2015**

Nothing to report on the cemeteries. Regarding the reporting it was discussed a new rota should be created for 2016. The Clerk and Cllr Gatward to create a new reporting sheet that can be completed monthly and held in the Parish Office. **ACTION: The Clerk and Cllr Gatward**

**CEM54/15 Any matters concerning New Road Cemetery**

- a) North boundary fence replacement: Cllr Sherwen report the original steel fence that we installed along the top boundary has been overgrown by the hedge and in one area has pushed the steel work off vertical into what will be the new house's gardens. The developers would like to remove the steel work and replace it with a 1.8m concrete posted wooden fence so the garden boundaries are defined. This would be below the hedge height so from our side not visible. **IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR CLEMINSON THAT THE NEW FENCING BE AGREED.**
- b) New Trees and Replacement: Cllr Shewen confirmed new trees will be provided by the developers in March. They will be positioned around the southern boundary rather than in the cemetery itself.
- c) Water supply – Cllr Sherwen confirmed the Developers have offered to pay for the Anglian Water Supply payments.
- d) Signage – Dog signs are to be ordered – see above. **ACTION THE CLERK**
- e) Stile Quote from Cambridge Fencing was received back in November 2015. **ACTION: THE CLERK TO FORWARD TO CLLR SHERWEN.** Cllr Sherwen to contact Morley Manufacturing to arrange for quote for an iron stile and be sent to the Parish Office. **ACTION CLLR SHERWEN.**

**CEM55/15 Any matters concerning Orchard Road Cemetery**

- 1. Cambridge Fencing and Forestry Co have quoted for Orchard Road soil store fencing. **ACTION: THE CLERK TO FORWARD QUOTE ONTO CLLR SHERWEN**
- 2. Orchard Road lych-gate roof repair has been completed by Ashton Renovations and the committee commented on how nice it now looks.
- 3. The re-staining of the entrance to Orchard Road Cemetery. **ACTION: CLLR SHERWEN TO ASK ASHTON RENOVATIONS TO QUOTE FOR THE ENTRANCE TO ORCHARD ROAD CEMETERY AND RUBBING DOWN OF THE WOODWORK AND RESTAINING.**

**CEM56/15 Any matters concerning All Saints' Churchyard**

Cllr Gatward confirmed there are Elders growing in the All Saints Churchyard next to the porch and chancel door. There is ivory growing up from some graves. **ACTION: THE CLERK TO ARRANGE FOR CLLR GATWARD TO MEET THE RANGER AT THE CHURCHYARD TO DISCUSS.**

Chippings also to be placed near to the new seated bench in Stockbridge Meadows. **ACTION THE CLERK TO ASK LITTERPICKER TO DEAL WITH**

**ACTION: RANGER /LITTERPICKER TO BE ALSO DISCUSSED AT NEXT F&G.**

**CEM57/15 To Report back from British Legion**

Cllr Cleminson confirmed The British Legion Memorial area in the All Saints Church Yard is very old and untidy and they now wish to give this up and let it grow back to grass. There is a small plaque that they wish to keep and move next to the cremated remains area, PCC.

**ACTION: THE CLERK TO ARRANGE FOR THE RANGER TO MEET  
CLLR GATWARD/CLLR CLEMINSON ON SITE**

**CEM58/15 Correspondence:**

Regarding the Garden on the High Street, Cllr Gatward will create an article to be published in Melbourn Magazine. **ACTION CLLR GATWARD.**

**CEM59/15 To accept notices and matters for the next agenda**

(a) Staffing – F&G

The Chairman closed the meeting at 8.23p.m.

## **APPENDIX 1**

### **Received Income Transactions**

between 01/04/15 and 18/01/16

**Start of year 01/04/15**

<b>Paying ref.</b>	<b>Received date</b>	<b>Tn no</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Cttee</b>	<b>Details</b>		<b>Heading</b>
Cheque 003430 200/2	29/04/15	1	£60.00		£0.00	£60.00	CEM	Peasgood & Skeates	memorial
Cheque 007533 Funeral Service	29/04/15 Burial fee	2 200/1	£360.00		£0.00	£360.00		CEM	Jeremy Rule
Cheque 504840 200/2	29/04/15	3	£50.00		£0.00	£50.00	CEM	Hibbit & Sons	Memorial
Cheque 003443 Royston	27/05/15 Burial fees	6 200/1	£310.00		£0.00	£310.00		CEM	Newlings Of
Cheque 003471 200/1	27/05/15	12	£50.00		£0.00	£50.00	CEM	Newlings Of Royston	burial fee
Cheque 007659 Funeral Service	23/06/15 Burial fees	16 200/3	£160.00		£0.00	£160.00		CEM	Jeremy Rule
Cheque 003790 Royston	23/06/15 Burial fees	24 200/1	£360.00		£0.00	£360.00		CEM	Newlings Of
Cheque 003817 Royston	29/07/15 Burial fees	26 200/1	£360.00		£0.00	£360.00		CEM	Newlings Of
Cheque 729099 200/2	29/07/15	32	£60.00		£0.00	£60.00	CEM	Ivett & Reed	Memorial
Cheque 007765 Funeral Service	29/07/15 Burial	33 200/1	£360.00		£0.00	£360.00		CEM	Jeremy Rule
Cheque 905875 remains	23/09/15 200/3	37	£50.00		£0.00	£50.00	CEM	Co-op Funeralcare	Cremated

Cheque 007789 Funeral Service	23/09/15 Burial fee	40 200/1	£135.00	£0.00	£135.00		CEM		Jeremy Rule
004196	28/09/15	50	£100.00	£0.00	£100.00	CEM	Newlings Of Royston	Memorial	200/2
Cheque 904143 Burial	24/11/15 200/3	87	£240.00	£0.00	£240.00			CEM	Dignity Funerals
Cheque 033927 Burial fee	24/11/15 200/1	108	£535.00	£0.00	£535.00			CEM	Cecil Newling
Cheque 139532 Burial fees (from Cecil Newling)	23/12/15 200/1	116	£1,070.00	£0.00	£1,070.00			CEM	Dignity Funerals
Cheque 004810 200/2	23/12/15	125	£60.00	£0.00	£60.00	CEM		Newlings Of Royston	Memorial Fee
<b>Total</b>			£4,320.00	£0.00	£4,320.00				

18/01/16 12:13 PM Vs: 7.17  
**Paid Expenditure Transactions**

**Melbourn Parish Council**  
between 01/04/15 and 18/01/16

**Page 1 of 1**  
**Start of year 01/04/15**

<b>Cheque</b>	<b>Paid date</b>	<b>Tn no</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Cttee</b>	<b>Details</b>	<b>Heading</b>
Direct Debit 2000/2	29/04/15	1	£66.00	£0.00	£66.00	CEM	South Cambs District Council	Rates for NRC
Direct Debit 2000/1	29/04/15	2	£59.60	£0.00	£59.60	CEM	South Cambs District Council	Rates for ORC
BACS	29/04/15	13	£1,350.00	£0.00	£1,350.00	CEM	Shire Tree Surgery Sycamore Trees ORC	2000/1
Direct Debit 2000/1	29/04/15	28	£22.24	£0.00	£22.24	CEM	Cambridge Water Company	Water ORC
BACS on mound	29/04/15 2000/2	35	£168.00	£28.00	£140.00	CEM	Herts And Cambs Ground	Water graa seed
BACS contract	29/04/15 2000/4	36	£1,400.40	£233.40	£1,167.00	CEM	Maintenance Limited Herts And Cambs Ground	Cemetery
Direct Debit 2000/2	01/05/15	145	£62.00	£0.00	£62.00	CEM	Maintenance Limited South Cambs District Council	Rates for NRC
Direct Debit 2000/1	01/05/15	146	£59.00	£0.00	£59.00	CEM	South Cambs District Council	Rates for ORC
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 maintenance contract	28/05/15 2000/4	56	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground	Cemetery
Direct Debit	28/05/15	59	£7.80	£0.37	£7.43	CEM	Maintenance Limited e.on	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 2000/1	01/06/15	195	£59.00	£0.00	£59.00	CEM	South Cambs District Council	Rates for ORC
DD 2000/2	01/06/15	196	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC
Direct Debit NRC	23/06/15 2000/2	89	£20.25	£0.00	£20.25	CEM	Cambridge Water Company	Charges for
BACS contract	23/06/15 2000/4	113	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground Maintenance Limited	Cemetery
Direct Debit	23/06/15	118	£7.62	£0.36	£7.26	CEM	e.0n Elec charges for ORC	2000/1
Visa vouchers	23/06/15 2000/2	119	£25.00	£0.00	£25.00	CEM	Phillimore Garden Centre	Garden
BACS	23/06/15	124	£80.00	£0.00	£80.00	CEM	Weaverman Baskets Shroud & sisal rope	2000/2
DD 2000/2	01/07/15	263	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC
BACS hedges + Haggars Close	29/07/15 2000/1	170	£528.00	£88.00	£440.00	CEM	Herts And Cambs Ground Maintenance Limited	Cemetery
BACS 2000/2	29/07/15	171	£66.00	£11.00	£55.00	CEM	Herts And Cambs Ground Maintenance Limited	Watering NRC
Direct Debit	29/07/15	205	£10.25	£0.49	£9.76	CEM	e.0n 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 2000/2	29/07/15	207	£144.00	£24.00	£120.00	CEM	Herts And Cambs Ground Maintenance Limited	Watering NRC
cemetery	29/07/15 2000/2	208	£156.00	£26.00	£130.00	CEM	Herts And Cambs Ground Maintenance Limited	Watering of

**Paid Expenditure Transactions**

between 01/04/15 and 18/01/16

**Start of year 01/04/15**

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BACS cemetery contract	29/07/15	210 2000/4	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground Maintenance Limited	Monthly
BACS 2000/2	29/07/15	217	£1,192.56	£198.76	£993.80	CEM	Red Graphic Leaflets, brochures and posters for Anglo-Saxon burial	
DD 2000/2	01/08/15	317	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC
BACS maintenance	26/08/15	240 2000/4	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground	Cemetery
Direct Debit	26/08/15	250	£7.62	£0.36	£7.26	CEM	Maintenance Limited e.on Elec charges for ORC	2000/1
BACS 2000/2	26/08/15	261	£1,620.00	£270.00	£1,350.00	CEM	Matthew Lane Sanderson	Mound benches
BACS 2000/3	26/08/15	277	£80.00	£0.00	£80.00	CEM	Shire Tree Surgery Crown lift of Horse Chestnut in All Saints' Churchyard	
	01/09/15 2000/2	369	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC
104341	30/09/15	287	£200.00	£0.00	£200.00	CEM	T.Miles Burial of Saxon Remains	2000/2
BACS Road & Worcester Way	30/09/15	290 2000/2	£486.00	£81.00	£405.00	CEM	Herts And Cambs Ground	Watering New
BACS maintenance contract	30/09/15	293 2000/4	£1,400.40	£233.40	£1,167.00	CEM	Maintenance Limited Herts And Cambs Ground	Cemetery
Direct Debit	30/09/15	299	£7.62	£0.36	£7.26	CEM	Maintenance Limited e.on Elec charges for ORC	2000/1
104344 2000/2	30/09/15	333	£247.20	£41.20	£206.00	CEM	J.k.h. Drainmage Units Ltd	Slabs for NRC
DD 2000/2	01/10/15	437	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC



DD 2000/1	07/10/15	447	£22.24	£0.00	£22.24	CEM	Cambridge Water Company		Water ORC
Direct Debit	28/10/15	346	£6.98	£0.33	£6.65	CEM	e.0n	Orchard Road Cemetery	2000/1
p.309	28/10/15	347	£8.10	£0.00	£8.10	CEM	K. Rudge	Turf	2000/2
BACS & relay	28/10/15 2000/3	357	£78.00	£13.00	£65.00	CEM	Herts And Cambs Ground		Remove coping
							Maintenance Limited		
p.312	28/10/15	389	£6.00	£0.00	£6.00	CEM	K. Rudge	Turf for NRC	2000/2
BACS	28/10/15	406	£175.00	£0.00	£175.00	CEM	Adrian Bullers Ltd	Attending anglo-saxon ceremony photographs	2000/2
	01/11/15 2000/2	523	£62.00	£0.00	£62.00	CEM	South Cambs District Council		Rates for NRC
Direct debit	25/11/15	418	£10.52	£0.50	£10.02	CEM	e.0n	Elec charges for ORC	2000/1
BACS	25/11/15	431	£1,400.40	£233.40	£1,167.00	CEM	Herts And Cambs Ground		cemetery
maintenance contract	2000/4						Maintenance Limited		
BACS	25/11/15	451	£192.00	£32.00	£160.00	CEM	Herts And Cambs Ground		Clear large
volumes of leaves in church	2000/3						Maintenance Limited	yard and remove	
NRC	07/12/15 2000/2	601	£223.94	£0.00	£223.94	CEM	Cambridge Water Company		Charges for
Direct Debit	14/12/15	514	£3.27	£0.00	£3.27	CEM	e.0n	Elec charges for ORC	2000/1

**Paid Expenditure Transactions**

between 01/04/15 and 18/01/16

**Start of year 01/04/15**

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Direct Debit	23/12/15	483	£3.91	£0.00	£3.91	CEM	e.0n Elec charges for ORC	2000/1
Direct Debit	23/12/15	495	£227.98	£0.00	£227.98	CEM	Cambridge Water Company	Charges for
NRC	2000/2							
BACS	23/12/15	510	£2,508.00	£418.00	£2,090.00	CEM	Ashton Renovations	ORC roof works; NRC foundation works
2000/1								
DD	23/12/15	554	£62.00	£0.00	£62.00	CEM	South Cambs District Council	Rates for NRC
2000/2								
<b>Total</b>			£21,335.98	£2,971.11	£18,364.87			