

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of the Cemetery Committee held on Monday, 6<sup>th</sup> June 2016 in the upstairs meeting room of the Melbourn Community Hub commencing at 8.00 p.m.**

**Present: Cllrs. M. Townsend (Vice-Chair), U.Cleminson, R.Gatward, B Tulloch, C Stead, I.Bloomfield, S.Parton**

**In attendance: Peter Horley, former Clerk to MPC; 1 member of the public**

**CEM01/16 Apologies for Absence:**

Sarah Adam, Clerk to MPC; Cllr M.Sherwen due to ill health; Cllr K.Crosby for personal reasons.

**CEM02/16 Declarations of Interest:**

None

**CEM03/16 Minutes of the meeting held on Monday, 7<sup>th</sup> March 2016:**

It was proposed by Cllr. Tulloch, seconded by Cllr. Cleminson and agreed that the minutes of the meeting held on 7<sup>th</sup> March 2016 be signed as a true record.

**CEM04/16 To report on the last meeting Monday 7<sup>th</sup> March 2016  
See Appendix 1**

**CEM05/16 Income and Expenditure:**

The committee received the report. **(See Appendix 2).**

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

**CEM06/16 Cemetery Report for March and April, 2016**

No reports were submitted for March & April 2016. Cllr Gatward submitted a report for June, 2016 ( **See Appendix 3**)

**CEM07/16 Any matters concerning New Road Cemetery**

- a) Headstone dimensions: p.6 (d) to read 940mm high, 915mm long and 460mm wide.
- b) Immediate Maintenance requirements: Details to be checked with Cllr Sherwen.
- c) Rules and Regulations changes: 1(a) Address to be updated; Insert J(i) after J to read 'No headstone base to be larger than the cemetery bases & must be positioned so no overlap occurs. This also applies to cremation bases.'; p.3 K the last sentence to be in Bold; P.4 5(a) typo Delete 'of' Insert 'on' ; 5 (b) Add to iii 'See IJ(i); P.4 h add 'This to be recorded by the Clerk' at the end of the sentence; P4 6 (a) See (a) for amendment; P.5 € the recommendation to put the word 'interment' in Bold was not accepted by the committee; P.5 9(i) to be in BOLD; P.6 7 (d) after 'Shall be..' Insert '940mm high, 915 mm long and 460mm wide.; P.6 7 q add ' from an official request by the owner'.

**CEM08/16 Any matters concerning Orchard Road Cemetery**

See Appendix 1 for Actions on all the items

**CEM09/16: 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. This is now being dealt with by Herts & Cambs Ground Maintenance.

**CEM10/16 Correspondence**

There was no correspondence to discuss.

**CEM11/16 To accept notices and matters for the next agenda**

- (a) Action on Green Burials
- (b) To consider Income generation schemes
- (c) Memorial Wall

The Chairman closed the meeting at 8.43 p.m.

## Appendix 1

### **Melbourn Parish Council Ongoing Action List from Cemetery Committee Meeting:**

<b>Date of Meeting</b>	<b>Item Number</b>	<b>Action</b>	<b>By Whom</b>	<b>Action Taken</b>
18/1/16	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. <b>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</b>	The Clerk	The Clerk has ordered 3 Dog Bin Signs from Unlimited Logos. Keith to fit. Complete
18/1/16	CEM52/15	It was reported Anglian Water charges should be paid by The Developer and not Melbourn Parish Council. <b>ACTION: The Clerk to go back through invoices from Anglian Water and send invoice to Developers.</b>	The Clerk	<b>The amount worked out to be £400 and an invoice has been sent to the Developer. Awaiting payment. Payment been received 10/3/16</b>
18/1/16	CEM54/15	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	<b>The Clerk to confirm to Developers</b>	The Clerk has emailed confirmation to Developers to go ahead with new wooden Fence. <b>ACTION:</b> The clerk to send formal letter. This how now been sent.

		would be below the hedge height so from our side not visible. <b>IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR CLEMINSON THAT THE NEW FENCING BE AGREED.</b>		
18/1/16	CEM55/15	<ol style="list-style-type: none"> <li>1. Cambridge Fencing and Forestry Co have quoted for Orchard Road soil store fencing. <b>ACTION: THE CLERK TO FORWARD QUOTE ONTO CLLR SHERWEN</b></li> <li>2. The re-staining of the entrance to Orchard Road Cemetery. <b>ACTION: CLLR SHERWEN TO ASK ASHTON RENOVATIONS TO QUOTE FOR THE ENTRANCE TO ORCHARD ROAD CEMETERY AND RUBBING DOWN OF THE WOODWORK AND RESTAINING.</b></li> </ol>	<p><b>The Clerk</b></p> <p><b>Cllr Sherwen</b></p>	The Clerk to speak with Cambridge Fencing. Complete and Actioned.
18/1/16	CEM56/15	Cllr Gatward confirmed there are Elders growing in the All Saints Churchyard next to the porch and chancel door. There is ivy growing up from some graves. <b>ACTION: THE CLERK TO ARRANGE FOR CLLR GATWARD TO MEET THE RANGER AT THE CHURCHYARD TO DISCUSS.</b>	<b>The Clerk</b>	This is now with HGM to complete and as Keith is unable to carry out the work. Complete
7/3/16	CEM66/15	<p><b>Cemetery reporting approval sheet and rota</b></p> <p>The Clerk presented new inspection sheets for All Saints Church, New Road and Orchard Road Cemetery. It was stated that inspections need to be carried</p>	<b>The Clerk</b>	<b>The rota sheets have now been sent to all councillors. To date 1/6/16 no cemetery reporting sheets been submitted back to Parish Office.</b>

		<p>out by all councillors at the same time each month. Therefore all inspections will be carried out during the FIRST WEEK of each month.</p> <p>Cllr Tulloch is to be added to the Rota Sheets</p> <p>The existing legislation on the notice boards at each cemetery needs to be reviewed. <b>ACTION: THE CLERK TO INVESTIGATE AND REPORT BACK AT NEXT MEETING</b></p>		<p><b>Clerk has research the legislation. To be discussed at the next Cemetery Meeting and approved.</b></p>
7/3/15	CEM67/15	<p>Signage – Cllr Sherwen confirmed members of the public are unsure where to go once in Victoria Way and that a new “Cemetery” sign has been ordered and will be placed at the entrance of the Developers site. <b>ACTION: CLLR SHERWEN</b></p>	Cllr Sherwen	<p><b>This is now complete</b></p>
7/3/15	CEM67/15	<p>Stile – 3x Quotes: 3 Quotes from Ashton Renovations, Cambridge Fencing and Morley Manufacturing were presented (Appendix 2). <b>AFTER A DISCUSSION IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR TULLOCH THAT THE QUOTE FROM ASHTON RENOVATIONS FOR £825+VAT BE ACCEPTED. THIS WAS CARRIED BY 7 VOTES FOR AND 1 ABSTAINING. THIS WAS CARRIED. ACTION: THE CLERK TO INFORM ASHTON RENOVATIONS</b></p>	The Clerk	<p><b>Email confirmation of quote been sent to Ashton Renovations. Work Complete.</b></p>
7/3/15	CEM67/15	<p><b>d)</b> Cllr Sherwen spoke about the approved plans for Victoria</p>	The Clerk	<p><b>This has now been sent. No reply from Developers. Cllr Sherwen to speak with</b></p>

		<p>Heights and the entrance to the Cemetery. <b>ACTION: THE CLERK TO WRITE TO THE DEVELOPER ASKING THEM TO CONFIRM IN WRITING WHAT THEIR RECOMMEDED PLANS ARE.</b></p>		<p><b>Developers.</b></p>
7/3/15	CEM68/15	<p>The Clerk confirmed The Ranger and Litterpicker have laid down any loose headstones in Orchard Road Cemetery and if possible cement them back in.</p> <p><b>ACTION THE CLERK TO FIRST CHECK WHAT THE PROCESS IS AND HOW THIS SHOULD BE CARRIED OUT. IS IT WITH THE PARISH COUNCILS RIGHTS TO COMPLETE THIS TASK</b></p>	The Clerk	<p><b>After speaking with our insurance company. It is the responsibility of the Grave Owner to repair the headstone. If this is not possible the headstone must remain laying down with no further action from Melbourn Parish Council.</b></p>

## Appendix 2

Cemo 5/16.

### Financial Budget Comparison

Comparison between 01/04/16 and 02/06/16 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/16

	2016/17	Actual Net
<b>Conservation</b>		
<b>Income</b>		
8 EOY difference	£0.00	£0.00
100 Allotment Rent	£1,800.00	£22.00
110 Grass Cutting	£1,600.00	£1,594.69
<b>Total Income</b>	<b>£3,400.00</b>	<b>£1,616.69</b>
<b>Expenditure</b>		
1000 Allotments	£2,000.00	£0.00
1100 Conservation	£9,000.00	£827.85
1200 Grass Cutting	£3,500.00	£0.00
1300 Public Open Space	£3,750.00	£177.78
<b>Total Expenditure</b>	<b>£18,250.00</b>	<b>£1,005.63</b>
<b>Cemeteries</b>		
<b>Income</b>		
200 Burial Fees	£2,500.00	£175.00
<b>Total Income</b>	<b>£2,500.00</b>	<b>£175.00</b>
<b>Expenditure</b>		
2000 Cemetery	£29,000.00	£3,357.86
<b>Total Expenditure</b>	<b>£29,000.00</b>	<b>£3,357.86</b>
<b>Play &amp; Rec</b>		
<b>Income</b>		
300 Match Fees	£0.00	£0.00
310 Use of gezebo	£0.00	£0.00
320 Hire of Old Recreation Ground	£0.00	£150.00
330 Little Hands Nursery Rent	£26,000.00	£0.00
340 Pavillion	£0.00	£0.00
350 Grant Money	£0.00	£0.00
360 Other Sports	£0.00	£0.00
370 MAYD reimbursements	£0.00	£0.00
380 Bike Bank	£0.00	£0.00
<b>Total Income</b>	<b>£26,000.00</b>	<b>£150.00</b>
<b>Expenditure</b>		
3000 Play Areas and Recreation	£13,000.00	£1,919.38
3100 MAYD PC budget	£4,400.00	£2,882.48
3200 Bike Bank	£0.00	£0.00
<b>Total Expenditure</b>	<b>£17,400.00</b>	<b>£4,801.86</b>
<b>Finance &amp; General Purpose</b>		
<b>Income</b>		
400 Club Rents	£0.00	£0.00
410 Precept	£195,917.24	£97,958.62
420 Bank Interest - Business No Notice	£300.00	£0.00
440 Bank Interest - Martin's Charity	£0.00	£0.00
450 Re-imburements	£0.00	£0.00
460 Miscellaneous Income	£500.00	£0.00

CE 2015/16.

Start of year 01/04/16

## Budget Headings Transaction Details

### Cemeteries Income

#### 200 Burial Fees

##### 200/1 Burials

Received	Invoiced	Tn. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
	31/03/16	177		Peasgood & Skeates - 2nd	75.00	0.00	75.00
	15/04/16	182		Peasgood & Skeates - Fees for burial	75.00	0.00	75.00
200/1 Burials Total					150.00	0.00	150.00

##### 200/2 Memorials

Received	Invoiced	Tn. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
	14/04/16	181		The Co-operative Memorials - New	100.00	0.00	100.00
200/2 Memorials Total					100.00	0.00	100.00

##### 200/3 Cremated Remains

200 Burial Fees Total

250.00	0.00	250.00
250.00	0.00	250.00

### Cemeteries Income Total

### Cemeteries Expenditure

#### 2000 Cemetery

##### 2000/1 Orchard Road

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
	01/06/16	907	DD	South Cambs District Council - Rates	59.00	0.00	59.00
	01/06/16	843		South Cambs District Council - Rates	60.00	0.00	60.00
	07/10/16	830	DD161007CW	Cambridge Water Company - Water	19.56	0.00	19.56
01/04/16	01/04/16	841	DD160401SC	South Cambs District Council - Rates	59.08	0.00	59.08
07/04/16	07/04/16	831	DD160407CW	Cambridge Water Company - Water	19.56	0.00	19.56
14/04/16	30/03/16	809	DD160414EO	e.0n - Electricity Orchard Rd Cemetery	8.04	0.40	8.44
01/05/16	01/05/16	842	DD160501SC	South Cambs District Council - Rates	60.00	0.00	60.00
16/05/16	28/04/16	881	DD160516EO	e.0n - Melbourn Cemetery Orchard	7.52	0.38	7.90
2000/1 Orchard Road Total					292.76	0.78	293.54

##### 2000/2 New Road

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
01/04/16	01/04/16	839	DD160401SC	South Cambs District Council - Rates	62.20	0.00	62.20
01/05/16	01/05/16	840	DD160501SC	South Cambs District Council - Rates	66.00	0.00	66.00
25/05/16	04/05/16	879	BACS160525	Ashton Renovations - Kissing Gate	825.00	165.00	990.00
2000/2 New Road Total					953.20	165.00	1,118.20

##### 2000/3 All Saints' Churchyard

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
27/04/16	31/03/16	808	BACS160427	Herts And Cambs Ground	233.33	46.67	280.00
2000/3 All Saints' Churchyard Total					233.33	46.67	280.00

##### 2000/4 Cemetery Contracts

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
	27/05/16	924	BACS160627	Herts And Cambs Ground	972.50	194.50	1,167.00
27/04/16	31/03/16	805	BACS160427	Herts And Cambs Ground	1,167.00	233.40	1,400.40
25/05/16	25/04/16	888	BACS160525	Herts And Cambs Ground	1,167.00	233.40	1,400.40
2000/4 Cemetery Contracts Total					3,306.50	661.30	3,967.80

2000 Cemetery Total

4,785.79	873.75	5,659.54
4,785.79	873.75	5,659.54

### Cemeteries Expenditure Total



### Appendix 3

**Melbourn Parish Council  
Monthly Cemetery Inspection Reports – New Road Cemetery**

**Inspection date during 1<sup>st</sup> week of each month: Date - ...3/6/16.....**

Area	Comments and Actions	Signed/Dated
<b>Checking of Graves</b>	There are a certain number of graves which are breaking Rules and Regulations concerning planting in the turf area. Wilkinson has a rose bush in grass.	All breaking Rules and Regs
<b>Headstones</b>		
<b>Tree, Shrubs, &amp; Hedges</b>	Posts and guards need checking. Laurels should not be trimmed but can be pruned.	
<b>Beds</b>	Lavender/Rose etc need to be near water point very urgently needs weeding. Opening bed these roses and shrubs do not need pruning. Please apply some rose feed fertilizer.	
<b>Paths &amp; Mound</b>	Needs lots of cutting or spraying to kill coarse weeds.	
<b>Gates</b>	Clean main gate & apply matt black to nut and bolt. One post on contractors gate may be rotting as it is leaning.	
<b>Fences</b>	Gravel required for the soil store. Meadow grass looks good.	
<b>Gravel Required</b>	Meakin and one other are now higher than others?	

<b>Soil Store</b>		
<b>Seats</b>	Urgently seats need good rub all over before a light cover with Tong oil. A need to see Harry Stebbings notes. (rub in)	
<b>Any comments to be added</b>	Meadow grass looks good but mound needs lots of cutting +++ or spraying  The Noticeboard needs new notices signed by current Clerk & the same treatment as seats.	

To be handed back to The Clerk for filing/action on completion.