



FENSTANTON PARISH COUNCIL
Meeting Minutes Burial Board
Zoom Video Conference on Tuesday 26th January 2021
at 19.00

MINUTES

Present:- Cllr S Collison, Cllr P Kent (Chair), Cllr Mitchell, Cllr G Pryke and Cllr J Schonfeldt

In Attendance:- Jo Perez (Clerk)

1. To receive any apologies of absence and any declarations of interest

Apologies received from Cllr Puntambekar due to work commitment. No declarations of interest.

Comments and observations from members of the public (NB comments should be relevant to items on this agenda only) - No comments

2. Expansion of graveyard

Cllr P Kent has been in contact with County Cllr I Bates and the Primary School Head Teacher regarding acquiring land for expansion of the Graveyard. However, due to the current situation with the School and the pandemic, other priorities have slowed down the progress on discussions. The Head Teacher has agreed to speak with the Governors. The land being considered is where the mobile for the Pre School is, as this is no longer used, as Pre School has now moved into the School.

Cllr K Mitchell advised that there may be more available grave plots in the current graveyard than first thought, but he will know more once all records have been updated. He also advised that purchasing of grave plots has not been permitted since 1970 and that many of the 25-year leases have expired.

3. Digitisation of burial records and mapping of graves

Mapping of graves has begun, and Scribe are importing all the information onto the system. Once all the details have been imported a physical check will be carried out.

Cllr Mitchell to meet representative of digital mapping company to review expected output and confirm this is in a searchable, PDF format for use by the Parish Council and general public.

4. Graveyard management system (Scribe) - review notices and amend as required

Records have been imported onto Scribe, there is still some development work to be completed within the system. Once updated, Scribe will enable the Parish Council and members of the public to easily access and retrieve information. Legal notices will be generated by and stored in the system.

5. Physical inspection of condition and audit of headstones

The physical inspection of the Graveyard and headstones will go ahead later in the year when the Weather has improved, around May time. Cllr G Pryke and Cllr J Schonfeldt agreed to be inspectors and will ask Sally Lee for her assistance.

Cllr K Mitchell will investigate who is responsible for the headstones in the closed area of the graveyard, the Parish Council maintain the grounds. It was noted that the footpath also needs attention.

6. Cremation fees (currently going to Dioceses of Ely, even though we now have responsibility for maintenance of this area)

Currently the fees for Cremation go to the Dioceses of Ely, but they do not maintain the area. Cllr P Kent will speak with Sally Lee and write to the Dioceses of Ely before the next meeting.

7. Consideration of fee schedule

It was agreed the fees should remain the same for now, **Cllr P Kent proposed, Cllr G Pryke 2nd, All Cllrs were in favour.** This will be reviewed in a year's time.

It was agreed that the £100.00 exclusive right deposit fee be removed from the fee structure and that the fee should be for the full amount of £518.00, **Cllr P Kent proposed, Cllr G Pryke 2nd, All Cllrs were in favour.**

8. Repairs – seating/benches – discuss and decide on cost to repair current damaged bench - £100-120.

The wooden bench around the tree in the Graveyard is broken and needs repairing, **Cllr P Kent proposed** that this is repaired at a cost of approximately £100-120, **Cllr J Schonfeldt 2nd, All Cllrs were in favour.**

9. To approve the Clerk and Cllr K Mitchell attending a training course on Cemetery Management and Compliance cost £120.00 per delegate

Cllr P Kent proposed that this be approved as it will increase the knowledge within the Parish Council, **Cllr G Pryke 2nd, All Cllrs were in favour.**

Meeting Closed 19.55

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