



FENSTANTON PARISH COUNCIL Meeting Minutes Burial Board

Held at the Church Centre, Fenstanton on Tuesday 24th August 2021
at 19.00

MINUTES

Present: - Cllr S Collison, Cllr P Kent (Chair), Cllr R McGee, 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

No apologies all Cllrs present. No declarations of interest.

Comments and observations from members of the public (NB comments should be relevant to items on this agenda only)

2. To approve the minutes of the Burial Board meeting held on Tuesday 26th January 2021

Cllr G Pryke Proposed that the minutes of the Burial Board meeting held on Tuesday 26th January 2021 were a true record of the meeting, **Cllr K Mitchell 2nd, 1 Cllr abstained as was not present. All other Cllrs in favour.**

3. Expansion of graveyard any updates

Cllr P Kent informed the committee that the Governors and the new School Head have approved the use of the land where the pre-school was located. Cllr P Kent will discuss with County Councillor D Dew. The cost of the land is still unknown, a valuation will need to be carried out and brought back to full council. The Land will need clearing and power cables located. The land will not need to be consecrated as this side of the Graveyard is not. Cllr P Kent will action over the next 2-3 weeks.

4. Digitisation of burial records and mapping of graves

Cllr K Mitchell explained that most of the records have now been digitised but there is still further work to be done to get an accurate map of the Graveyard. Hopefully the company that scanned our documents can liaise with Scribe once their system is more complete and this will give us a more accurate record. Cllr K Mitchell and the Clerk update records when required. The clerk has discovered more burial records, and these will also require digitising, the cost would be approximately £100.00 per book, **Cllr K Mitchell proposed** we organise this to be done, **Cllr P Kent 2nd, all Cllrs were in favour.**

5. Graveyard management system (Scribe) - update on system

As above.

6. Physical inspection of condition and audit of headstones – schedule date

Cllr G Pryke and Cllr J Schonfeldt will carry out the inspection on 8th September.

7. Cremation fees (currently going to Dioceses of Ely, even though we now have responsibility for maintenance of this area) – update from Cllr P Kent

Cllr P Kent has spoken to Revd. Rosie Tallowin, and she has spoken to the Dioceses, however they were not particularly helpful. Rosie is going to email the Dioceses. The Parish Council maintain the open graveyard, but it is owned by the Church and Diocese. Cllr P Kent will review in 2 weeks.

8. Churchyard and Cemetery signage – including dogs to be kept on leads.

It was agreed that 3 metal signs will be purchased and wheelie bin signs to show where dog waste can and cannot be placed.

9. Repair to pathway

The Burial Board discussed whether this is the responsibility of the Parish Council. Cllr P Kent will discuss with Revd. Tallowin. In the meantime, Cllr R McGee will speak to Sid Barnett to see if he can quote for repair work and Cllr K Mitchell will check whether CIL money can be used for this repair.

10. Discuss and decide on moving location of litter bin currently by the carpark.

The Burial Board agreed that the Bin should be moved further away from the entrance to the Church, it will be placed at near the other end of the fencing. The Clerk will inform HDC that the Bin has been moved.

11. Review Cemetery regulations 2019

The Clerk and Cllr K Mitchell will review and bring back to the next Burial Board meeting for approval.

12. Discuss the maintenance and upkeep of the Graveyard.

The maintenance of the Graveyard was discussed as there have been a couple of complaints received. Councillors discussed whether planting on Graves should be allowed as unfortunately these are not always tended to and can make the Graveyard look untidy and cause the Groundsman problems when mowing and tending to. Councillors felt that within the revised regulations that the Parish Council should stipulate that no planting of shrubs be allowed on Graves and that the Council will have the right to remove any shrubs or planting that become overgrown or unsightly. A notice to this effect will be put on the Parish Council website. Councillors also discussed that the area would look tidier if the Groundsman could disperse the grass cutting rather than leaving in piles. The Clerk will speak with the Groundsman.

13. Discuss and decide on Headstone request for the late William Davies.

The Burial Board discussed the colour of the memorial and whilst described as Emerald Green it is predominantly black. **Cllr J Schonfeldt proposed** that the memorial is approved, **Cllr G Pryke 2nd, All Cllrs were in favour.**

14. Discuss and decide on Headstone request for the late Janetta Guite.

Cllrs discussed the memorial and **Cllr J Schonfeldt proposed** that the memorial be approved, subject to the rights of burial, **Cllr P Kent 2nd, All Cllrs were in favour.**

15. Discuss and decide on the Clerk being able to approve Headstone without approval of the Burial Board Committee.

The Burial Board agreed that if a Headstone was within the regulations the Clerk can approve without consulting the Burial Board. However, if a Headstone is not within the regulation, then approval from the Burial Board would be required.

16. Discuss the email complaint regarding the desecration of Grave and request by family to erect a boarder around grave.

The Clerk has received an email of complaint regarding the desecration of a Grave, it seems that some shrubs that had recently been planted on a loved ones Grave have disappeared. They thought that this may have been the due to the Groundsman's work. The Clerk has spoken to the Groundsman, who assured her that was not aware of any planting and would not intentionally cause damage. The Groundsman is usually very considerate and careful in the Graveyard. Due to the delicate nature of this complaint Councillors decided to offer a good will gesture of £35.00 to the family concerned, however they request that no further planting is carried out (see item 12).

Councillors also discussed the request for a boarder, **Cllr K Mitchell proposed** that boarders are not permitted on new or existing Graves, **Cllr G. Pryke 2nd, All Cllrs were in favour.** The Clerk will respond to the family on both matters.

17. Discuss re-opening purchasing of Grave plots.

The Burial Board felt that they are not currently in the position to re-open the purchasing of graves. This is due to the low number of available plots. Therefore, it was decided that plots would be used when needed for actual burials. Once further land is acquired this can be reviewed.

Meeting closed 20.22

Chairman Signature (Paul Kent).....

DRAFT