

ST DENNIS PARISH COUNCIL

Minutes of the Cemetery Meeting held at the ClayTAWC Centre, Fore Street, St Dennis on Thursday the 15th July 2021 at 7.00pm

Present: Cllr Mrs T Edmunds, Cllr Kelsey, Cllr Clarke, Cllr Mr N Edmunds, Cllr Jones, Cllr Burnett, Cllr Lodomez.

In Attendance: Lynn Clarke, Parish Clerk.

C60/20 – Apologies

None.

C1/21 Election of Chair

Cllr Mrs T Edmunds was nominated, there being no further nominations a vote was taken, all present in favour. Cllr Mrs T Edmunds was duly elected Chairman of the Cemetery Committee.

C2/21 Election of Vice Chair

Cllr Burnett was nominated, there being no further nominations a vote was taken, all present in favour. Cllr Burnett was duly elected Vice Chairman of the Cemetery Committee.

C3/21 – Declarations of Interest

Cllr Kelsey declared an interest in item 13 & item 17 on the agenda. Cllr Kelsey was advised to leave the room for Item 13, and to remain for item 17 to provide information on behalf of the WI as no decision is being made at this meeting.

Cllr Mrs T Edmunds declared an interest as a plot owner within the Cemetery. Cllr Mrs T Edmunds was advised that a dispensation could be given for 1 year with conditions.

C4/21 – Public Participation

Cllr Clarke has received a telephone call from a member of the public requesting access to carry out tree removal. Permission was granted.

Cllr Mrs T Edmunds has been asked by a member of the public if they can remove the memorial slab from the Cemetery for cleaning. Cllr Mrs T Edmunds asked to advise that this could not be done unless they were the owner of the plot and any removals of memorials must be carried out by a Bramm registered stone mason, further information can be found within the Cemetery Regulations on our website.

C5/21 – To adopt the minutes of the cemetery meeting held on the 30th March 2021.

Approved – proposed by Cllr Clarke seconded by Cllr Taylor. Cllr Lodomez abstained as not present at the meeting, all others in favour.

C4/21 – Matters arising from the last meeting.

None all items covered within the agenda.

C5/21 – To discuss a request for a 2ft marble slab to be placed in front of an existing headstone.

It was agreed that this could not be permitted as the Cemetery Regulations specify that memorials and tributes should be placed within 1ft of the headstone. Cllr Mr N Edmunds proposed that if the marble slab were limited to the 1ft this would be acceptable, providing it is recessed to ground level. Seconded by Cllr Lodomez, all in favour.

C6/21 – Update on Cemetery Records

The Clerk informed that quite a few people have come forwards, but this will be an ongoing task, as there are quite a few transfers that require time to assess and complete. The response from the notices has however been positive for updating purposes.

C7/21 – To agree the bench installation policy and the costs / choice of memorial plaques.

Bench Policy – Deferred, Cllr Kelsey to circulate to all for agreement via email.

Memorial plaques agreed to use Timpson for a supplier and a standard size of 10cm x 5cm.

Costs for the memorial plaque requests were agreed at £50 to cover administration and installation costs. Proposed by Cllr Clarke, seconded by Cllr Mr N Edmunds all in favour.

C8/21 – To receive a report from the working party regarding the parameters for the plastic items to be removed and the options for a memorial area.

Working party to arrange a meeting to discuss the memorial area further, a report of the meeting to be provided to the Clerk. Plastic Items were discussed, and it was agreed to amend the Cemetery Regulations to allow plastic flowers between December and the end of February in line with the Christmas Wreaths. **Action** – Clerk to amend and agenda for agreement at the next Cemetery Meeting.

C9/21 – To discuss and agree suitable ideas for the design of the Memorial Garden.

Deferred – Ideas to be circulated via email between Committee Members. Item to be placed on the agenda for discussion at the next meeting.

Cllr Kelsey left the meeting.

C10/21 – To agree the contractor for the fencing installation

Resolved – To use John Richards Fencing. Proposed by Cllr Mrs T Edmunds seconded by Cllr Clarke, all in favour. The Clerk advised that a pre contract meeting be arranged with the contractor and Cllr's / Clerk to ensure that the fencing is placed appropriately due to the proximity of the path to existing plots.

Cllr Kelsey was invited to re-join the meeting.

C10/21 – To discuss information forwarded to the Parish Council regarding a still born section within the Cemetery Grounds and any actions required in light of said information.

Cllr Mrs T Edmunds gave a verbal report of the meeting and subsequent conversations with other members of the public. It has been confirmed that there is an area near section A that was used in the past for burial of still born babies. This is the second section that has been discovered in the recent past and both sites need further investigation. Advice is being sought from archaeologists as to how image possible ground disturbance within the area to enable further information about the possible extent of the ground that was used so that this area is not disturbed in the future.

C11/20 – To discuss a suggestion to place a plaque on a Cemetery Bench and seek recommendation for sizes and wording.

Resolved – To allow up to £100 to be delegated to the Clerk for the purpose of purchasing a memorial plaque. Proposed by Cllr Mr N Edmunds seconded by Cllr Burnett all in favour.

Action – Clerk ensure 20cm 10cm will be suitable for the bench and research suitable wording / image and forward to Cllr's for approval.

C12/21 - To discuss entering the Cemetery into the Cemetery of the Year Award run by BRAMM.

Resolved – To enter the Cemetery into the award scheme. Proposed by Cllr Mr N Edmunds seconded by Cllr Lodomez, all in favour.

C13/21 – To discuss the request from the WI for the placement of a tree.

Cllr Kelsey explained that the WI want to place a tree within the Parish as part of the 100th birthday commemorations.

This was discussed and it was agreed that the working party will investigate suitable locations and forward a report of those locations to the Clerk and WI, once suitable areas have been identified. The WI will put in an official request to the Parish Council stating the type of tree and location preferred.

C14/21 – To discuss and agree a way to repair the edging stones that are leaning in the Garden of Rest Row D.

The Clerk requested guidance on how Cllrs wished to proceed with work to straighten up the edging stones.

Cllr Mrs T Edmunds informed that herself and other Cllrs will undertake the work. **Action –** Volunteer risk assessment to be drafted, dates to be arranged for works, insurance company to be notified.

C15/21 – To agree the new bench application form

Raised under minute ref: C7/21.

C16/21 – To discuss the removal of trees blocking the view of the CCTV cameras.

Action -Working party to arrange a meeting to see which trees are causing an obstruction, meeting report to be forwarded to the Clerk.

C17/21 – Update on the removal of kerb edging in Section H

Resolved – For the Parish Council to remove all kerb edgings that have not been installed by a qualified stone mason, which remain in situ following notices placed out. Proposed by Cllr Mr N Edmunds, seconded by Cllr Jones, all in favour.

C18/21 – Update on the Cemetery Extension

Tregothnan Estates have been contacted on several occasions, Clerk awaiting a response.

C71/20 – Any other matters.

Cllr Mrs T Edmunds suggested a check list be compiled for the working party to have a reference list of items to be covered when they meet.

The clerk advised that a walk around and the provision of a report may be a more suitable option.

The clerk informed of the cost for the Scribe Cemetery Software and it was agreed not to pursue this option.

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.

C72/20 – Confidential Items.

None.

Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.

The meeting was closed by the Chairman at 8pm pm

Signed..... Date.....

Chairman of the Cemetery Committee