

MINUTES OF A MEETING OF THE CEMETERY COMMITTEE, HELD IN THE  
COUNCIL CHAMBER, KING'S HOUSE, THETFORD,  
ON MONDAY 16<sup>th</sup> SEPTEMBER 2013, STARTING AT 4.30 P.M.

Present:

Councillors:

R G Kybird

D G Mortimer

B J Skull

M G Spencer

Officers in attendance:

Deputy Town Clerk

Emma Patrick

Minute Secretary

Chris Crimmen

Works Foreman

Roger Stebbins

Minutes

- 346/13 ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2013/14  
Chair  
RESOLVED that Councillor B J Skull be elected Chairman of the Cemetery Committee for the Mayoral year 2013/14.  
Vice Chair  
RESOLVED that Councillor D G Mortimer be elected Vice Chair of the Cemetery Committee for the Mayoral year 2013/14.
- 347/13 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None.
- 348/13 APOLOGIES FOR ABSENCE  
Apologies were received from Councillor D W R Sully and S N H Wright.
- 349/13 MINUTES  
Resolved the minutes of the Committee's meeting held on 4<sup>th</sup> February 2013, as received by the Council on 26<sup>th</sup> February 2013 under minute 681/12(a), be confirmed as a true record and signed/initialled by the Committee Chairman
- 350/13 ROAD EXTENSION INCLUDING CAR PARK  
The Deputy Town Clerk reported that J P Chick and Partners had drawn up an outline sketch for Councillors to view on the proposed changes to the Cemetery car park and road extension. The initial layout has been set out in such a way as to try and minimise possible issues with regard to damage to tree roots. J P Chick and Partners asked if the Council had an Arboriculture Consultant who would be beneficial to give advice with regard to constructing the car park in close proximity to mature trees. The Councils Arboriculture Consultants A T Coombes Associates will be instructed to give advice. The road extension is proposed to have an asphalt finish. Councillors approved the drawing with two amendments:
- The road finish beyond the London Road gate should be asphalted to the highway.
  - There should be a drop kerb where the shingle meets the asphalt.
- The Works Foreman was asked to obtain three tenders for this work. Councillors noted there was £32,491 in the budget for this work.

351/13

REVIEW OF FEES 2014/2015

The Deputy Town Clerk reported that the proposed fees for 2014/15 were adopted last year when a three year plan for increases was approved by Council. The new fees for 2014/15 are:

Interment in Earthen Grave

	Parishioner	Non Parishioner
For the interment of bodies single depth (12 and over)	£450	£730
For the interment of bodies double depth (12 and over)	£450	£730
For the interment of bodies (5 – 11 years)	£450	£730
For the interment of bodies (infant)	£Nil	£320
For second interment of bodies	£450	£730

Councillor B Skull proposed and Councillor M Spencer seconded the proposed budget fee increases from 1<sup>st</sup> April 2014.

**RECOMMENDATION: To increase the budget fees from 1<sup>st</sup> April 2014.**

Following Full Council approval all undertakers will be advised of these changes.

352/13

SITING OF BENCHES

The siting of memorial benches was discussed and it was agreed that there was room for four more benches on the line where the hedge was removed. The Work Foreman would lay the base for these benches. Councillor B Skull proposed and Councillor R Kybird seconded the placement of four bench bases to be laid on the line on the old hedge.

**RECOMMENDATION: The placement of four bench bases to be laid on the line on the old hedge.**

353/13

MEMORIAL AREA

It was decided that prior to the next meeting Councillors would attend a site visit to review the memorial area to consider the layout.

354/13

OTHER SITE ISSUES

The Deputy Town Clerk reported she had received a request for a frame to be erected over a headstone to keep it clean. Councillors did not approve this request.

The Finance Manager had reported to the Chair that the current system of ground water monitoring was very expensive. This is currently carried out by Ground Technology Services Ltd who take samples and issue the report. The Works Manager reported that this cost would be considerably reduced if the council employees had the equipment to take the samples ready for collection by Ground Technology Services Ltd. The Work Manager will investigate the cost of the necessary equipment.

Councillor R Kybird requested that the electricity bill for the heating in the staff changing room was too high and the Works Manager will investigate.

The Works Manager reported he is currently placing signs at the three entrances to the cemetery stating that no alcohol should be consumed in the cemetery.

Chairman: