

MINUTES OF A MEETING OF THE CEMETERY COMMITTEE,  
HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, THETFORD  
ON THURSDAY 10<sup>th</sup> SEPTEMBER 2015, STARTING AT 2:30 P.M.

Present:

Councillors:

Mrs S J Armes

C Harvey

C R P Burnett

Mrs J Hollis

Officers in attendance:

PPP&C Officer

Tina Cunnell

Minutes

- 409/15 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None.
- 410/15 APOLOGIES FOR ABSENCE  
Apologies were received from Councillor J C Moorman
- 411/15 MINUTES  
Resolved the minutes of the Committee's meeting held on 11<sup>th</sup> June 2015, as received by the Council on 30<sup>th</sup> June 2015 were confirmed as a true record and signed/initialled by the Committee Chairman
- 412/15 ACTION POINTS TO UPDATE  
It was agreed to address the action points under the relevant agenda items.
- 413/15 BUDGET REVIEW  
For the benefit of the Committee the PPC&O explained the financial statement for the Budget and explained this will be monitored monthly. There were no queries raised. The four year plan was discussed and a draft agreed to go to the finance manager.
- 414/15 GROUND WATER TESTING  
The PPP&C Officer reported that the testing was carried out a few months ago still detected that the nitrate level was higher than the norm, and that Ground Water Technology advised no more than 20-25 burials in the extension per year until further monitoring had been carried out. They did however suggest several options for reducing the levels.
- Dispersing burial sites not all graves in one place
  - Planting trees to fix the nitrate
  - Max 25 Burials in extension a year
- The option of an avenue of flowering Cherry trees which could then be purchased as memorial trees was discussed. Works foreman to obtain a quote.
- 415/15 CAR PARK EXTENSION  
Car park is outstanding the fitting of a handrail which has not been delivered yet. Chicks will then take over car park from contractor before final payment

is made. Committee agreed that the car park was an improvement and had enhanced the quality and look of the area.

416/15

#### DIGGER SHED

Works foreman confirmed that the concrete base is now in place, however due to the cost of new containers it has been suggested that the current containers be placed at either end of base with a roof across the top and doors to further protect contents, improve appearance of structure and reduce costs. Works foreman to cost this project option for next meeting.

417/15

#### MEMORIAL STABILITY TESTING

All members of the works team have been trained on memorial stability testing and have a spread sheet to monitor the testing. All the council media outlets will then publicise the dates and the areas of the cemetery where this work is taking place. The testing is one month behind due to the Works Team being diverted to festival tasks.

14:52 Chairman suspended the meeting as Town Clerk introduced a member of the public who wished to ask a question reference a personal matter. This question was answered by the committee and the Chairman reopened the meeting at 15:04

418/15

#### CEMETERY COTTAGE

The following information was presented following a request for further information from Full Council.

- Market value rent is £7800 per annum, @ £650 a month.
- Current rent is £2280 @ £190 a month
- Lease states rent to be reviewed annually but there has been no review for the past 5 years.
- Task performed by tenant is the unlocking and locking of gates 5 days a week, at weekends this is done by duty janitor.
- Task timings calculated at 200 hours a year, paid at the overtime rate of £12 per hour.
- This amounts to a rent discount of £2600 a year which is £5200 less than market value.
- £5200=a monthly rent of £433 which is £243 more than the current rent of £190 a month.
- Landlords may increase their rents as long as tenant receives at least 30 days' notice.

The matter was discussed and Councillor C Bennet proposed and Councillor Mrs J Hollins seconded that the rent on Cemetery Cottage will increase by 10%.

**RECOMMENDATION: The rent on Cemetery Cottage will increase by 10%.**

419/15

#### FENCE ADJOINING 8 ICKNIELD CLOSE

Work is due to commence on this project next week, foreman to update at next meeting.

420/15

#### THETFORD REMEMBERS

The committee considered the request for information boards but require further information on the type of boards as there are several different types currently in the town before a decision can be made. PPP&CO to invite

David Osbourne to do a presentation on this subject at the next meeting.

421/15

SAME DAY BURIALS

This subject was discussed in particular the additional costs and the officer time involved as any planned tasks have to be postponed due to the tight timescales. Councillor Mrs J Hollis proposed and Councillor C Harvey seconded that same day burials be charged at the non-parishioner rate which is currently £800.

**RECOMMENDATION: Same day burials be charged at the non-parishioner burial rate.**

422/15

POLICY UPDATE ON INTERMENT OF ASHES INTO AN EXISTING BURIAL PLOT

Following requests for more ashes to be allowed per existing burial this matter was discussed. This would be environmentally friendly and a potential solution for limiting nitrate release. Councillor Mrs J Hollis proposed and Councillor C Harvey seconded that six ashes interments be permitted per existing burial plot.

**RECOMMENDATION: Six ashes interments be permitted per existing burial plot.**

423/15

PRESS RELEASES

No press release required

424/15

ITEMS OF URGENT BUSINESS

None.

<b>ACTION POINT</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
To request Thetford Remembers do a presentation at next meeting.	PPP&C Officer	ASAP
Obtain 3 quotations for the digger shed Roof and doors	Works Foreman	ASAP
Obtain 3 quotations for flowering trees	Works Forman	Next meeting

Chairman