

A MEETING OF THE CEMETERY COMMITTEE,  
HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, THETFORD  
ON WEDNESDAY 18<sup>th</sup> OCTOBER 2018, STARTING AT 11.30 A.M.

Present:

Councillors:

S J Armes (Chairman)  
C Harvey

D M Crawford  
J Hollis

Officers in attendance:

Kerry Leeder  
Nick Thompson  
Chris Crimmen

Civic Secretary  
Cemetery Officer  
Committee Secretary

Minutes

427/18

DECLARATIONS OF ANY PECUNIARY INTERESTS

None.

428/18

APOLOGIES FOR ABSENCE

Apologies were received from Councillors C R P Burnett and B J Canham.

429/18

MINUTES

- **RESOLVED: The minutes of the Committee's meeting held on 19<sup>th</sup> July 2018, received by the Council on 31<sup>st</sup> July 2018 be confirmed as a true record and signed/initialled by the Committee Chairman.**
- **RESOLVED: The minutes of the Committee's meeting held on 2<sup>nd</sup> October 2018, to be received by the Council on 30<sup>th</sup> October 2018 be confirmed as a true record and signed/initialled by the Committee Chairman.**

430/18

REVIEW OF TERM OF DEED OF GRANTS

The Civic Secretary reported at Full Council this item was returned to committee to clarify the recommendation. After a discussion Councillor D Crawford proposed and Councillor J Hollis seconded:

**RECOMMENDATION: That Thetford Town Council reduce the ERB for burials (including ashes plots) to 50 years but to allow a 25 year renewal at the end of the 50 year term at half the cost of a new ERB at time of renewal. (Effective from 1<sup>st</sup> April 2019).**

431/18

BURIAL MONITORING

The Civic Secretary reported that several times recently the Council have reached the limit (70 burials per year). Depending on the number of burials that will drop out of the rolling cumulative of 70 we allow 2 over in a month. However there will come a time soon when we must consider dropping non parishioners because otherwise we may bury non parishioners and then have to turn away parishioners

The recommended order of banning parishioners is:

Cremated remains

Parishioners living outside the town in care homes (we should consider imposing a time limit on this now stating they must have moved into care home in last 5 years having lived in Thetford before this). There followed a discussion when it was pointed out with more care homes closing many

parishioners are moving out of town to live with their families. It was decided that the Civic Secretary should investigate this matter and report back to the next committee meeting

432/18

#### CEMETERY CHAPEL

After the special meeting earlier this month instructions were given to proceed with repairs and this work is now in progress. The Chair asked for permission to hold a service on the 7<sup>th</sup> December 2018 and erect a Christmas tree so that relatives can write messages to their loved ones who have passed. This will start at 6.30 pm and will be advertised on the website and social media.

433/18

#### GROUND WATER MONITORING

Quarterly monitoring is well underway and the last test was in August and the results have been forwarded to the Environment Agency.

434/18

#### MEMORIAL MANAGEMENT & STONEMASONS

The Civic Secretary reported the new rules requiring stone masons to be BRAMM registering came into force in August 2018. All stone masons we deal with eventually complied with our policy. Memorial testing is complete on K,L,R,W plots and notices posted of failed memorials. Reaction has been mixed with some people expecting the council to repair their memorials. We are now working on N plot and will be sending letters and putting them on the graves as they are generally 30 years or younger as per our Memorial Management Policy.

The Council had to place a Mason on stop due to non-payment of an invoice in Nov 2017. Despite sending 3 letters and 12 statements they claimed they had not received any of them. The office have checked both their email and address and they are both correct so they remain on stop.

435/18

#### CEMETERY MONITORING

The Civic Secretary reported plots continue to be monitored for items not conforming to the regulations. Items are now removed as they appear and this seems to be working well

436/18

#### BUDGET

The Civic Secretary reported the budget is at first draft stage and is based on the rolling budget set last year. When the first draft is available, it will be sent to the committee for review

437/18

#### CORPORATE PLAN OBJECTIVES

The Chair reported the review will be deferred to the next meeting as the location of the new works yard has yet to be agreed.

438/18

#### COMMUNITY ENGAGEMENT & IMPROVING COMMUNICATION

The Chair reported:

- It is still the intention to recruit volunteers and to hold a public consultation early in the next year.
- The chapel has not been opened for the public as hoped due to lack of staff, we hope to be able to achieve this in the future with volunteers.
- The service in the Chapel on the 7<sup>th</sup> December 2018 starting 6.30 pm.

439/18

CORRESPONDENCE

The Council have had a letter from an MP regarding an interment of ashes. We explained to open a grave we legally require the permission of the deed holder. The applicant needs to produce the relevant paperwork in order for the burial to go ahead.

The Council have had a letter of complaint from a lady whose parents' grave appears to have been damaged. We have taken to steps to investigate this and it is ongoing (This info had already been passed to committee members).

440/18

ITEMS OF URGENT BUSINESS

- Cemetery opening winter opening times – to confirm opening times and that winter months are October – March. It was confirmed that the opening times are 8am to 7pm summer weekdays March to October inclusive and 8am to 4pm winter weekdays April to September inclusive and weekends and public holidays.
- Cemetery Cottage – The Council are changing tenants. The garage is no longer included in the rental and the new tenant has been made aware that part of the garden may also be required by the council for future plans.

These items were noted by Councillors.

441/18

EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

442/18

STAFF MATTERS

<b>ACTION POINT</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
To review the burial of non-parishioners	Civic Secretary	ASAP

Chairman.

DRAFT