

MINUTES OF A MEETING OF THE CEMETERY COMMITTEE,  
HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, THETFORD  
ON THURSDAY 10<sup>th</sup> MARCH 2016, STARTING AT 2:00 P.M.

Present:

Councillors:

Mrs S J Armes (Chairman)	C R P Burnett
D Crawford	C Harvey
Mrs J Hollis	J C Moorman

Officers in attendance:

Tina Cunnell	PPP&C Officer
Chris Crimmen	Committee Secretary

David Osbourne	Thetford Remembers 1914-1918 for agenda number 990/15
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Minutes

987/15 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

988/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Ms F Robinson.

989/15 MINUTES

Resolved the minutes of the Committee's meeting held on 10<sup>th</sup> September 2015, as received by the Council on 22<sup>nd</sup> September 2015, confirmed as a true record and signed/initialled by the Committee Chairman.

990/15

The Chairman closed the meeting for David Osbourne to speak.

David Osbourne presented, on behalf of Thetford Remembers, proposed information boards to be installed at the London Road, Thetford Cemetery. He was seeking permission to erect a free standing, double sided, visitor information board. Of the twenty-six servicemen of the Great War interred in the Thetford Cemetery between 1915 and 1919, eleven are commemorated on Thetford's War Memorial. Each of these would have a story to tell and this will be part of the information on this board. He is awaiting funding for the total cost of around £2,500. The board will be the same as the Heritage information boards around the town.

The Chairman reopened the meeting.

After a discussion Councillor D Crawford proposed and Councillor C Harvey seconded that when "Thetford Remembers 1914 – 1918" achieve the funding of £2,500, the Council will support this project.

**RECOMMENDATION: That when "Thetford Remembers 1914 – 1918" achieve the funding of £2,500, the Council will support this project.**

991/15 ACTION POINTS TO UPDATE

The Chairman reviewed the action points from last month's meeting:

- To request Thetford Remembers do a presentation at next meeting – done and on this agenda 990/15.
- Obtain 3 quotations for the digger shed –roof and doors. The Works Team will now build this shed and this is on the agenda 1000/15.
- Obtain 3 quotations for flowering trees – on this agenda 995/15.

- 992/15            BUDGET REVIEW  
The Chairman reviewed the monthly spend and there were no queries from Councillors.
- 993/15            CEMETERY COTTAGE  
The PPP&C Officer had obtained three quotations but they all contained diverse opinions regarding the work that needs to be completed. She had taken advice and was proposing to appoint an independent Chartered Surveyor who can complete a single fault analysis at a cost of £420. On receipt of this report the Council can get a specification out to obtain quotations. After a discussion Councillor C Harvey proposed and Councillor D Crawford seconded that the Council appoint an independent Chartered Surveyor to complete a single fault analysis at a cost of £420 to enable the Council to obtain quotations. The money should be taken from Cemetery reserves.  
**RECOMMENDATION: The Council appoint an independent Chartered Surveyor to complete a single fault analysis at a cost of £420 to enable the Council to obtain quotations. The money should be taken from Cemetery reserves.**
- 994/15            PUBLIC CEMETERY COMPLAINT  
The PPP&C Officer briefed Councillors on a complaint that had been made by relatives regarding a grave at the cemetery. When they made a recent weekend visit to the grave they were disappointed to find the grave covered in earth from a nearby new grave that had been dug. When they went back a few days later the earth had not been moved. The PPP&C Officer spoke to the relatives to apologise and this was accepted. She assured them that this would not happen again as the Council works team and the contractor had been spoken to regarding this matter.
- 995/15            MEMORIAL TREE AVENUE  
The Chairman reminded the committee about the high nitrate level in the Cemetery and that it had been suggested that the planting of trees and bushes could help reduce this level. The Works Foreman had approached various local tree nurseries and the best value for money and growth were pot grown flowering cherry trees in pink and white at a cost of £12.50 per tree. The Works Foreman estimated 30 trees would be needed to form an avenue of flowering cherry trees and he would measure the length of the proposed avenue. After a discussion Councillor C Harvey proposed and Councillor D Crawford seconded that the Council purchase 30 flowering cherry trees to form a memorial tree avenue at an approximate cost of £400.  
**RECOMMENDATION: The Council purchase 30 flowering cherry trees from the existing budget to form a memorial tree avenue at an approximate cost of £400.**
- 996/15            MEMORIAL STABILITY TESTING  
The Works Foreman updated the committee on the stability testing that was taking place. The works team had completed about three-quarters of the cemetery. The headstones that failed the test were either laid down or staked with a rope with a sign explaining why this had been done.
- 997/15            CHAPEL REPAIRS  
The Works Foreman reported that there was some stonework on the Chapel that was looking distressed and needs attention. Andrew Gayton,

Listed Buildings Office, has been informed and will visit the Chapel shortly and will report on the damage..

998/15

FENCE ADJOINING ICKNIELD WAY ALLOTMENTS

The PPP&C Officer informed the Committee that either side of the fence adjoining the Icknield Way allotments to the Cemetery is on Council land. In the circumstances the two committees have agreed to split this cost on a 50%/50% basis. It was agreed that the Works Foreman would obtain three quotations for the fence. He will make sure the good side of the fence is set on the cemetery side.

999/15

CHAPEL PLANT BOXES

The Works Foreman reported that the wood provided to make the plant boxes was not solid enough to use on this project. He would try to source the correct timber and report back to the committee.

1000/15

DIGGER SHED

The Works Foreman reported that it had been decided that the digger shed could be made by the works team building an end wall and a roof between the two containers where there is already a hard standing. The cost of the ply wood, felt, bolts and nails will amount to £605 (Inclusive of V.A.T.). After a discussion Councillor J Moorman proposed and Councillor D Crawford seconded that the Works Team build the digger shed at a cost of £605 and start the work in the new financial year with the budget coming from Cemetery Maintenance (7255).

**RESOLVED: The Works Team build the digger shed at a cost of £605 and start the work in the new financial year with the budget coming from Cemetery Maintenance (7255).**

1001/15

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.

1002/15

INSURANCE CLAIM

The PPP&C Office reported that she had received a potential insurance claim from a member of the public. At this point Councillor D Crawford declared he knows the lady and would not take place in this discussion. The lady was visiting the cemetery and on leaving the path had tripped on a small metal plate that stated "Reserved" which donated a reserved grave plot. This information was passed to our insurance company.

1003/15

PRESS RELEASES

None.

1004/15

ITEMS OF URGENT BUSINESS

None.

Chairman.

<b>ACTION POINT</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
The Works Foreman to source wood suitable to build plant boxes.	Works Foreman	Ongoing