

GREAT SHELFORD PARISH COUNCIL

Minutes

Meeting of the Parish Council Cemetery & Allotment Committee Meeting held in on

Wednesday 28th October 2020 at 1830hrs

NOTE. This meeting was conducted Via Zoom under the temp legislation L01-20 | THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 by the Chair to progress the Business as stated on the Agenda, due to the Corvid-19 meeting restrictions.

1. Received & Accepted apologies for absence

Cemetery & Allotment Committee Present: Councillors Greg Price (Chair), Malcolm Watson, Paula Arnold, Angela Niblett, Parish Clerk: Mike Winter and Assistant Parish Clerk Andrea Gothard

Apologies for absence:

- Councillor Barrie Ashurst, unable to attend

Public

- None

2. Received declarations of interest

- None

3. Public Session

The meeting was adjourned for up to 10 minutes when members of the public were able to ask questions of the Council and put forward points of view in respect of the business on the agenda

- None

4. Receive and Adopt Minutes of the Parish Council meeting held on 28th November 2018

These minutes are very much out of date with 4 of the 8 Councillors present no longer Councillors

Clerk proposed these minutes are noted only

Committee agreed minutes noted.

5. Consider matters arising from meeting of 28th November 2018 (new information only)

- None

6. Review Briefing Report from the Clerk on Status of the Cemetery

- Cemetery Plots in good order and sufficient space available for future requirements
- Cemetery Fees were last adjusted in January 2020 after December 2019 F&GP Committee meeting.
- Fees to be reviewed again at F&GP meeting in December 2020
- Plot of land to rear of Cemetery rented to Farmer under review for alternative use or potential Land swap if suitable
- Cutting of Cemetery grass and hedges by contractor now completed to March 2021

7. Consider need (if any) for safety survey in the Cemetery

- RISK Assessment required for December 2020 F&GP Committee meeting
 - Chair Greg Price agreed to update RISK assessment for the F&GP Committee

8. Review Briefing Report from the Clerk on Status of the Allotments

- Allotment Fees both sites were previously agreed as an Annual increase of 10% per year along with all other Parish Council charges. Invoices for April 2020 to March 2021 included a 10% increase from previous year

Stonehill Road Site

- All April 2020 to March 2021 Invoices issued in October 2020 for payment or release by end November 2020
- Some Paid, none released to date

Cemetery Site

- All April 2020 to March 2021 Invoices issued in October 2020 for payment or release by end November 2020
- Some Paid, none released to date

9. Consider need (if any) for safety survey in both Allotment sites

- RISK Assessment required for December 2020 F&GP Committee meeting
 - Chair Greg Price agreed to update RISK assessment for the F&GP Committee assisted by Councillor Paula Arnold

10. Agree process for allocating vacant Allotment plots and review waiting list

Current Status

- Two plots are available at the Cemetery site
- Seven plots are available at the Stonehill site
- The waiting list has 8 applicants (2 being existing plot holders)

Allocation Process

- Previous process to be followed
- Existing plot holders to be considered for additional plot once new applications have been confirmed
- Overgrown plots to be either cleared by new plot holder with a rental holiday or cleared by Council contractor
- Proposal for two large plots next to the orchard area to be converted into a new wildlife area was considered and rejected
- Chair Greg Price requested Clerk to circulate current Allotment Tenancy agreement for future review

11. Review Cemetery and Allotment YTD Costs v Budget & Agree proposals for 2021/22

Budget

- Clerk presented 2020/2021 Budget and YTD Aug actuals for review
 - Previous Years Allotment Budget to be utilised for 2021/2022 proposal with addition of £7,500 for cutting of main hedge at Stonehill site
 - Previous Years Cemetery Budget to be utilised for 2021/2022 proposal

12. Review new relevant external Correspondence

None

13. Consider matters for future agenda consideration

- Review Tenancy Agreement for early 2021 Committee meeting

14. Close Parish Council Meeting

With all Agenda items covered the Chair closed the meeting at 1924hrs

Note. All the above is the official minutes of the Parish Council Cemetery & Allotment Committee meeting of 28th October 2020 that have been reviewed by Parish Council Committee with full adoption awaited at the next Parish Council Committee meeting

Signed
Chair

Date
Great Shelford Parish Council