

Great Shelford Parish Council

Minutes of the Cemetery and Allotments Committee Meeting, held at Great Shelford Pavilion on Wednesday 8th September 2021 at 7.03pm

Present: Cllr Price (Chairman), Cllr Ashurst and Cllr Watson

Clerk: Libby White, BEM Fda FSLCC

In attendance: 0 members of the public

1 Apologies for Absence

Apologies were received and accepted from Cllr Niblett (work commitments).

Absent: Cllr Fane.

2 Councillors' Declarations of Interest

Declarations of interest from Councillors on items on the agenda: Cllr Price declared that he has an allotment

Requests to Speak: Yes – permission granted

To receive requests for dispensations: None

Grant of dispensations: None.

3 Public Participation Session (10 min)

None.

4 Approval of Minutes

It was **RESOLVED** that the minutes of the Cemetery and Allotment Committee Meeting held on 28th October 2020 be approved and signed.

5 Matters Arising (for information only)

None.

6 Cemetery Matters

a) The Clerk informed members that having taken on the role in June, it is clear that there has been very little paperwork completed for the Cemetery. It was noted that some time will be required to get all the paperwork up to date and accurate.

It was **noted** that the old shed at the Cemetery is in a poor state of repair and that there may be a bees' nest within it.

The trees at the cemetery are due to be surveyed during September along with the rest of the parish council owned trees.

It was **noted** that there are several leaning headstones and that no-one on the council (members or staff) are trained to risk assess headstones. The Clerk will join the council to the ICCM (Institute for Crematoria and Cemeteries) at a cost of £95 per annum, so that there is professional support available to the council. Once joined, the Clerk will seek a professional to look at carrying out the risk assessments.

b) It was noted that the fees for the cemetery had not been reviewed since 2017. There was some concern that some fees were very low and others high. The Clerk is to find 6 comparisons (locally) and bring back to next meeting. It was also noted that the rules for the cemetery have not been reviewed.

Action: Clerk to bring a comparison of Cemetery fees to next meeting.

c) It was noted that at least three residents have approached Cllr Price about the state of the cemetery, both in the lack of maintenance/cuts and the way the area is left once the grass cutting has been completed. CGM have not been collecting the grass meaning that the cut grass is left stuck all over headstones which is upsetting for residents who visit their loved ones. It was **noted** that an official complaint has been sent to CGM and the Clerk is awaiting a response.

d) The budget against current spend for the Cemetery was reviewed by members.

7 Allotment Matters

a) The Clerk informed members that she has contacted all holders to let them know about the change in personnel. She also noted that all allotments were allocated and the invoices had been sent out for the season (April 2021-March 2022). There is a waiting list of approximately 7 people. 2 allotment holders are relinquishing their allotments from March 2022. All holders have been asked to let the Clerk know by end of October if they wish to relinquish their's at end of March 2022.

It was **noted** that there is space at Stonehill for two smaller plots. Clerk to contact contractor to look at creating these for the 2022 season.

Action: Clerk to contact contractor for price to create 2 smaller allotments.

b) The current fees for the allotments were considered by members. It was noted that the prices are high and complicated with several different bands. It was asked that the Clerk bring back a comparison of prices to the next meeting. The Clerk noted that a query had been raised about the invoicing and it was confirmed that the cost is per allotment not for the combined size when a holder has more than one allotment. The Clerk will liaise with the allotment holder.

Action: Clerk to liaise with allotment holder and seek price comparison.

c) Communication from an allotment holder expressing an interest in running the allotments was considered by members. It noted that communication in the past has been lacking but with the new Clerk in place it is hoped that this will be better. The Clerk will contact holders to confirm that Committee meetings are to be held more regularly and that holders are welcome to attend and update them on the situation within the Council. At this time there is no intention to hand over responsibility to the allotment holders.

Action: Clerk to communicate with holders.

d) The budget against current spend for the Allotments was reviewed by members.

8 Close of Meeting

Next meeting to be held November 2021.

Meeting closed at 8.37pm

Signed: Date:
Chairman