

## Minutes of the Cemetery and Allotments Committee Meeting, held at Great Shelford Pavilion on Monday 21<sup>st</sup> March 2021 at 8.38pm

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

Clerk: Libby White, BEM Fda FSLCC

In attendance: 0 members of the public

### CA22-1 Apologies for Absence

Absent: Cllr Fane.

### CA22-2 Councillors' Declarations of Interest

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

**Requests to Speak:** Yes – permission granted

**To receive requests for dispensations:** None

**Grant of dispensations:** None.

### CA22-3 Public Participation Session (10 min)

None.

### CA22-4 Approval of Minutes

- a) It was **RESOLVED** that the minutes of the Cemetery and Allotment Committee Meeting held on 8<sup>th</sup> November 2021 be approved and signed.
- b) None.

### CA22-5 Cemetery Matters

- a) The Clerk informed members that the new secure shed for the cemetery had been received and constructed, that the equipment was on site and the Ranger is ready to start maintaining the cemetery.
- b) The proposed cemetery regulations were considered by members. After a short discussion it was **RESOLVED** with a unanimous vote to change the memorial stone section to say that the stone is to be sourced from UK or EU and that it 'resident' information be updated to be consistent with the recently adopted fees.  
**Action:** Clerk to update cemetery regulations and post on website.
- c) The Clerk suggested that serious consideration needs to be made to the possibility of the cemetery becoming close to full over the next couple of years. Cllr Watson **noted** that he had a meeting with Trumpington Farms in his diary and would ask speaking to Jesus College would cause problems for the farm as the tenant. If acceptable, to then look at getting a meeting in the diary.  
**Action:** Cllr Watson to speak to Trumpington Farms.
- d) It was **noted** that Cllr Price had been invited to attend the interviews for the Clerical Assistant in his role as Chairman of this committee. This is especially important as the role will involve a lot of admin for the cemetery and allotments.
- e) The Clerk informed members that there are Cemetery of the Year Awards being held, which are supported by the Institute of Cemetery and Crematorium Management and the Society of Local Council Clerks, to name a few. After a brief discussion it was **RESOLVED** to enter the Great Shelford Cemetery to see how the cemetery fairs against the others.  
**Action:** Clerk to put in nomination for the relevant award.

**CA22-6 Allotment Matters**

- a) Correspondence from allotment holders about some areas they would like to see improved were considered by members. It was **noted** that one allotment holder had been able to clear a large proportion of the brambles at the entrance and far end at Stonehill Allotments which now need clearing by the ground care company.
- b) The Clerk illustrated the model Tenancy Agreement for Council owned allotments available from the National Allotment Association. After some discussion it was **RESOLVED** to use the model document and create the agreements for a 5-year period and ensure that there was a mechanism to remove people if they do not maintain their allotments.

*Action: Clerk to update and send to allotment holders.*

**CA22-7 Matters for Future Consideration**

None.

**CA22-8 Next Meeting**

Next meeting to be held 22<sup>nd</sup> June 2022.

Meeting closed at 9.12pm

Signed: ..... Date: .....  
Chairman

DRAFT