

# FENSTANTON PARISH COUNCIL

## Minutes of the meeting BURIAL BOARD of Fenstanton Parish Council Fenstanton & Hilton Primary School, Fenstanton Wednesday 8 November 2017 @ 7.30 pm

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**Present:** Cllr Lee (Chairman of Committee)  
Cllr Caswell  
Cllr Pryke  
Cllr White

**In Attendance:** Miss Annette Eggett (Clerk)  
Philip Blunt – Church Warden – Fenstanton PCC  
Ian MacKellar – Secretary – Fenstanton PCC

Cllr Lee opened the meeting at 19.35.

### **1 Apologies for absence**

1.1 Apologies had been received from Cllrs Kent and West.

1.2 It was noted that Cllr White had been co-opted onto this Committee following Cllr Dockerill's resignation.

### **2 To approve the minutes of the meeting held on Thursday 23 February 2017**

There were no comments on the minutes and they were therefore accepted and signed.

**Proposed: Cllr Pryke; Seconded Cllr Lee. All in favour.**

### **3 Matters arising from the minutes**

Cllrs Lee and White updated the Committee as follows:

#### **3.1 War memorial and headstones**

There had been a report that there were some cracks in the war memorial and it had been minuted that the Parish Council would arrange a check by stone masons however when checked in company of previous clerk no cracks could be seen. Cllr Lee circulated recent photographs of the memorial. She pointed out the memorial is marble and the base is tarmac and it was the latter where the problem appeared to be. Cllr Lee confirmed this was not a matter for the PCC but she wanted to ensure they were aware of it. Cllr White reminded those present the problem would get worse over time; Mr MacKellar suggested considering this in relation to the issue of the closed graveyard.

### **4 To discuss implications (including financial and pertaining to current risk assessment) of Parish Council responsibility for the maintenance of the closed graveyard. Ian MacKellar, Secretary Fenstanton PCC in attendance**

Cllr Lee reminded all present that this issue had been ongoing for a long time and had not been discussed at Full Council as it fell within the remit of this Committee. All colleagues have had copies of the relevant papers.

Cllr Lee summarised the position and the following points were covered in the ensuing discussions:

#### **4.1 Cremated remains**

There was a question over where cremated remains fell within the Parish Council's responsibility for the closed graveyard including the procedure for burying cremated remains in a closed churchyard

Mr MacKellar replied that canon law was involved and that this part of the graveyard was consecrated for burial of cremated remains. The church representatives tried to make this area maintenance neutral so that it did not add to any maintenance costs.

Cllr Lee pointed out that the issue was more one of any damage that might be done in that area. Mr MacKellar felt the greater risk area was to downstanding monuments and repair. The administration of that area remained with the Church as it was subject to Church of England regulations and they would deal with any issues arising from tablets in that area.

#### **4.2 Insurance and Plans**

4.2.1 All agreed that it was vital that all contractors used in this area had their professional indemnity in place in case of accidental damage.

4.2.2 Mr MacKellar stated the area for cremated remains was created piece by piece and was expanding. Cllr Lee requested an up to date and accurate plan to be sent to the Parish Council. Mr Blunt confirmed that was a plan of the new area. Cllr Caswell queried if there was an area within the closed graveyard that was still being used; Mr MacKellar confirmed there was. Cllr Caswell continued that there were insurance implications and pointed out that the budget of the Parish Council was not huge; it would therefore need all the information available to make sure all eventualities were covered. As well as the plan the Parish Council would receive an overview of the rose beds and Capability Brown memorial (see below). However Mr MacKellar added that whilst they would continue with these it should be noted they were Parish Council responsibilities.

**ACTION: The Clerk to check current insurance.**  
**ACTION: Mr Blunt to send all relevant information, quotes and plans to the Clerk.**

#### **4.3 Previous grant to the Church**

It was pointed out that the Parish Council had made a grant to the Church for remedial work which had not been carried out (Cllr Lee stated an email which indicated the Parish Council had declined to help was therefore inaccurate). Mr Blunt confirmed that this sum of money (£200) would be

repaid if the Parish Council wished. He also confirmed that it had been necessary to involve the Church architect resulting in a much more expensive quote for this work (in excess of £1,500) and he would forward all relevant information including this quote to the Parish Council. To note Parish Council grants to Parish Churches were no longer permitted.

**ACTION: Mr Blunt to send all relevant information to the Clerk**

#### **4.4 Rose beds and new Capability Brown monument**

The Church currently has as volunteer who looks after the rose beds and has been keeping the Capability Brown Monument clean. The Church representatives confirmed they would continue to cover these for the time being.

#### **4.5 Costs of interring cremated remains**

This cost which was approximately £50 covered administration costs such as maintenance of records; the fee is split between the diocese, the vicar and the PCC.

#### **4.6 Safety checks on headstones**

It was confirmed that this was an ongoing process and that the Church would inform the Parish Council of any that needed addressing. All information and costs would be discussed at Full Council.

#### **4.7 Trees**

Cllr White requested that the Church did not plant any more trees in the churchyard without Parish Council permission. Mr Blunt agreed to this request.

### **5 War Graves**

#### **5.1 Signage request**

Cllr Lee had received some email correspondence which had not been seen by the Church representatives. There was some doubt as to whether the Church needed to be involved in graves that were looked after by the War Graves Commission. Mr MacKellar stated that if these were in the churchyard then they were outwith the Church jurisdiction.

Cllr Lee continued that there had been request for a small sign for one of the graves to repeat the inscription on the war memorial. Without sufficient information on this the Church representatives could not comment. The information would be handed to the Clerk who would look further into this request.

**ACTION: Clerk to progress this.**

**Mr MacKellar and Mr Blunt left the meeting.**

#### **5.2 Recommendation to Full Council**

*It was decided that following the discussion with the PCC representatives the Burial Board would recommend to Full Council the acceptance of the responsibility passed to the Parish Council in 1958 by Order in Council. The*

*PCC would be sending full and further information to the Parish Council to include fee information, quotes and plans.*

**Proposed: Cllr White; Seconded Cllr Pryke. All in favour.**

**5.3 Additional Memorials**

Cllr Lee confirmed both Alfred Bond and Allen Tack, who both died in the 1914-18 war, were remembered at the bottom of their parents' memorials.

**6 Update on available burial plots and action to be taken**

**6.1 Plans**

Cllr Lee circulated updated plans she had created. All members thanked Cllr Lee and Terry Lee for all the hard work that had gone into the research for the plan update. There were three pages of notes to be used as guidance for the future. There were some reserved plots; Cllr Caswell suggested trying to find out who these were registered to.

**6.2 Hedge/Action**

Cllr Lee's recommendation was to cut the hedge right back to get another row of plots in. Cllr Caswell suggested going further and taking the hedge out completely as there was a boundary fence next to it. All agreed this would be a good idea along with digging out the path. It would be important to have a proper plan as this would have to go out to tender.

**7 To note faulty light in the churchyard and remedial action required**

The Clerk was instructed to contact Tony Way and arrange light repair.

**ACTION : Clerk**

**Proposed: Cllr Caswell; Seconded Cllr Pryke. All in favour.**

It was felt the Clerk should be informed of which lights the Parish Council was responsible for.

**8 Parish Matters to note**

**8.1 Approval of memorial for the late Mrs Doreen Johnson**

This was approved.

**8.2 Fire Safe for the office**

Cllr Caswell reminded members that a fireproof safe was an outstanding item for the office and this was vital for the protection of the burial registers. This item would be on the agenda for the forthcoming Finance & Constitution meeting.

**There being no other business the meeting was closed at 20.59**