

## MEETING OF SHEFFORD AND CAMPTON JOINT BURIAL BOARD

Minutes of the meeting of the Council held in

Shefford House, 15 High St Shefford, SG17 5DD.

On Monday 3<sup>rd</sup> February 2020 at 7pm.

Present: Cllr Booton and Cllr Longson for Campton and Cllrs Dawson, Pollard, Fowler, Mackin for Shefford. Clerk for Shefford Francesca Fitch, Clerk for Campton and Chicksands Tammy Medley.

### **1/20 Minutes from previous meeting, matters arising.**

The ICCM course was excellent and corporate membership of the ICCM has been applied for to allow both Clerks to access support and guidance in all cemetery matters (annual cost of £95). The Clerks have already had to contact them for guidance on the process required for three transfers of Deed of Grant of Exclusive Rights to Burial.

The JBB Committee minutes from 24<sup>th</sup> January 1986 note that a letter has been received from the Bishop of St Albans confirming that they can find no trace of consecration taking place in the cemetery. Cllrs agreed that this was sufficient evidence and that the Clerks do not have to investigate this matter further.

The Committee is to review the complaint from a resident regarding edging, an email received by TM was read to the Councillors, TM will respond confirming it was read.

It was found that the cost of the skip (£180) was greater than GM Maintenance removing the pine needles (£130) so approval was sought for instruction to be given to GM Maintenance, all Cllrs agreed.

The Minutes of the meeting held on 18<sup>th</sup> November 2019 were signed as a true record of the meeting.

### **2/20 Bank accounts. Update on the recording of income and expenditure for the financial year and current financial position.**

Approval was requested from the Committee to close the JBB national savings certificate of £2,427 and transfer it to the Unity Trust Bank account. TM provided Cllr Pollard with the contact details. It was agreed that alternative investments could be investigated at a later time if necessary.

The Unity Bank Cemetery account (not including national savings funds) @ 3<sup>rd</sup> February is showing a credit balance of £10,906. Outstanding invoices still to be paid out from the account are for Shefford Clerks' time (November to February) of £1,176, and a cheque is due from Benedicts Funerals of £600 therefore funds available to spend are £10,330.

### **3/20 Staff costs**

Approval sought for Clerks to continue to work two days a month for the inputting works (to train Checka) for March and April, Cllrs agreed. Cllr Booton that the Clerks keep a record of the hours they work, this will be kept by individual Councils as part of the clerk's general hours.

#### **4/20 Website**

Both Clerks feel that it would be beneficial to have a Campton and Shefford Cemetery page on the Town and Parish Council websites. Are Councillors in agreement for this? The page would have details of the rules and regulations for the cemetery as well as contact details and possibly fees? All Cllrs agreed and suggested a link from both Councils to the same page.

#### **5/20 Chapel Improvements.**

The Clerks would like to investigate possible sources of funding for refurbishing the Chapel for use for burial services and possible weddings and blessings. This may involve more than one funding/grant application such as a Greensand Country Partnership grant or Community Asset grant from CBC. The works required would include:

- Roof repairs - quotation received for £295
- Upgrade of lighting, heating and electrics (heating was installed in 1968), including external lighting - we are awaiting a quotation from BME
- Acid wash the exterior brickwork to remove algae and repair interior cracking in brickwork.
- Redecoration carried out by a specialist decorator for all wood (panelling, lectern, coffin holders and pew dividers), walls and altar (if required)
- Works to have the floor renovated and sealed.
- External decoration of doors and soffits and guttering, damp proofing (if required, repair of broken glass windows, and fittings and fixtures.

All Cllrs agreed for the Clerks to investigate possible funding. The question was asked if the JBB were required to provide anything specific if the Chapel was to be used as an emergency morgue, nothing is required.

#### **6/20 Furniture inside the chapel, benches, bin, and noticeboard.**

A quotation has been obtained for a replacement noticeboard of £890.35 (existing one falling apart and hanging on by a rusty nail). The Clerks would like to apply for the Ward Councillors grant of £250 (or possibly more) towards the cost of the noticeboard which will be match funded from the JBB account. Cllrs agreed.

A quotation has been obtained for a new bin (installed by the main entrance gates) totalling £411.76 (installation costs TBC). The Clerks would like to apply for the Ward Councillors grant of £205 towards the cost of the bin which will be match funded from the JBB account. Cllrs agreed.

The two benches stored in the Chapel have been renovated for installation in the grounds when funding allows (location TBA). There are three further benches located in the grounds that need renovation – the Clerks requested approval to instruct works when funding allows, all Cllrs agreed.

### **7/20 Cemetery wall repairs and insurance.**

The chapel was recently valued at £180,000, the gates at £3,000 and the wall at £8000. The insurance has been adjusted accordingly. The insurers however will not ensure the wall until it is repaired. A quotation has been received for the repair of the wall totalling £340, all Cllrs agreed to the works being carried out.

### **8/20 Grounds maintenance.**

There has been considerable work carried out at the cemetery recently, all the trees have been removed as agreed at the previous meeting. The shrub beds have now been cleared and the trees at the entrance have had the lower branches removed so the cemetery feels a lot more open and inviting for visitors.

A quotation has been received for review by the Committee for additional winter works required to clear vegetation at both entrances and around the substation, plus the reduction of the front hedge (top and roadside) totalling £1,190. All Cllrs agreed.

2 Elms have submitted pricing for next year showing an increase from £365 a cut to £401.50 a cut, these prices will be fixed for two years, all Cllrs agreed.

2 Elms have submitted pricing for next year's hedge cutting totalling £735. All Cllrs agreed.

Quotations has been received for review by the Committee: the painting of the railings by Ampthill Road totalling £775, and for the painting of the entrance gates totalling £195. Works to be carried out when funding allows, Cllrs agreed.

A number of graves, the cleared shrub beds and the raised areas will need soiling and seeding in the coming weeks. Soil and seed will need to be purchased; Clerks will investigate this.

The Clerks have approached Neville's Funeral Directors for a donation of stone chippings to top up the chippings on some of the older graves to stop the weeds and grass growing through the grave. The request will be considered by the Neville's Board of Directors on the 11<sup>th</sup> February. If successful, the colour of the stones may only be one colour (the green is considerably more expensive than the grey). The Clerks will need to put up notices including on the website if unable to contact the grave owner for permission to carry out the work. One particular grave is at an angle and is potentially dangerous, it was agreed to fill the hole with stones.

### **9/20 War Grave Maintenance**

Checka has updated the War Grave register.

The War Graves are maintained by the War Grave Commission; however, they are employing volunteers to carry out their work. Mel at Neville's is one of the volunteer team leaders who is arranging the volunteers in Bedfordshire.

### **10/20 Rialtas system**

Clerks and Checka are inputting historical data into the system, the JBB now hold a multi-use licence to enable more than one user access at the same time. STC to perform a Disaster Recovery Test on all data held digitally on 6<sup>th</sup> February, including the Cemetery Rialtas software database, timings will be recorded as requested by a Cllr.

### **11/20 Rules and Regulations**

These are in progress; the Clerks hope to have a draft copy approved at the next JBB meeting.

### **12/20 Correspondence**

Two letters received thanking the Clerks and JBB for the improvements to the cemetery.

Cllrs received a letter of complaint from a grave owner, the situation was discussed and it was agreed that the new grave does not infringe on an existing grave, it appears closer due to the fact that the existing grave is surrounded by stones which are not permitted within the cemetery. No cremated remains were disturbed in existing graves and there was soil between the cremated remains, therefore the internment was complying with the Local Authority Cemetery Order 1977. Cllr Pollard to write a response to the grave owner.

### **13/20 Next meeting.**

Provisionally agreed for 30<sup>th</sup> April 2020 at 10am.