

MEETING OF SHEFFORD AND CAMPTON JOINT BURIAL BOARD

Minutes of the meeting of the Council held via Zoom On Wednesday 9th September at 10.30am.

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.

14/20 Minutes from previous meeting, matters arising:

Minutes of the previous meeting agreed as a true reflection of the meeting.

15/20 RULES AND REGULATIONS:

Approval was sought from the Committee for the adoption of the new rules and regulations (copies initially sent to members with the 5th May 2020 notes).

These are to be displayed in the new cemetery noticeboard and uploaded to the Campton and Chicksands Parish Council website, with a link to the website page on the Shefford Town Council website.

Clerks have ensured there is sufficient guidance regarding Borders.

It was agreed that there would be a case by case discussion regarding individual cases when considering charges, discretion for charging resident rates for someone who was a resident but went into a home prior to death was given as an example. If Clerks feel they cannot make a decision the JBB will happily discuss the individual case.

16/20 STAFFING:

CQ has been spending approximately 50% of her time working on the cemetery database.

FF & TM have spent considerable time working on the cemetery accounts, as well as carrying out joint working on other cemetery work via Zoom.

Due to the low levels of income, payment of the Clerks' additional hours is not possible. Therefore, approval was sought from the Committee for these hours to be absorbed into the respective Councils' time allocation, until such time that the income allows otherwise.

It was agreed that both Clerks would continue to work on uploading data but for one day a month rather than two, Clerks will look at the finances and outline how many months would be able to be funded by the JBB. There should be enough to go through till January when the JBB next meet, the situation will be reviewed at this point. Both councils may need to earmark funds in the next years budget in case the funds are not adequate for the next financial year.

17/20 Rialtas Cemetery system:

CQ has created an excel spreadsheet for all the grave information (hard copy documents cross referenced with the burial record books, together with photos of the graves/memorials in situ) for sections Q,R,T,V,W,Y,X,U and ashes plots A-L. Work is in progress on the old section of the cemetery,

although this needs more investigation due to deciphering the script writing on documents/burial records.

CQ will be starting inputting the historical data in section U (the children's section consisting of eight graves), as this is the End Point Assessment project for her Business Admin Apprenticeship.

The inputting will be reviewed by TM/FF via Zoom meetings.

The data recovery test included the JBB system.

Cllr Dawson has offered to assist Checka in deciphering the script.

18/20 GROUNDS MAINTENANCE/CHAPEL:

With fewer funerals booked over the last six months and the resulting reduced income, funding for planned works has not been available. This includes the painting of the entrance gates and railings, and the installation of additional bins. These will be carried out when funding allows.

The old flower beds have been levelled and reseeded, reinstating the area to grass (funded by STC as part of the contractor hours owed resulting from the closure of the public toilets).

The area by the newly reduced perimeter hedge has been levelled and reseeded. This area is allocated as the next section for ashes interments.

A wasp nest was uncovered and treated in the front perimeter hedge. Another larger nest has been identified in the footpath that runs from Ampthill Road to Campton Road, adjacent to the cemetery. It has been reported to Officers at Central Bedfordshire Council (copied to Cllr Tony Brown).

The grass has been cut twice in August and a further two cuts are planned for September.

Unauthorised memorials and/or loose chippings in the Garden of Remembrance will be removed when the lockdown restrictions are lifted (collected and catalogued for the grave owner to collect).

A new memorial bench is due to be installed (paid for by the family), and an existing broken bench has been replaced (again paid for by the family).

Topping up and seeding of some of the full burial plots will be carried out over the next few months (until the screened topsoil and seed is used up, and then more will be purchased when funding allows).

The front perimeter hedge (adjacent to Campton Road) has been reduced (top and side) so it is no longer overhanging the highways footpath and allows unrestricted views into the cemetery to improve safety and security. The cutting of all other hedges is in progress.

Neville Funerals have agreed to donate a dumpy bag of granite chippings for topping up of the untended kerbed graves in the old section of the cemetery. This will be carried out by Ben, our volunteer, following contact being made with grave owners (if applicable).

The new metal litter bin and recycled plastic (wood effect) noticeboard has been installed (funded by the Ward Cllrs' match-funded grant). A second application will be submitted to the Ward Cllrs grant (Cllr Tony Brown) to part-fund the supply and installation of another litter bin.

A replacement trade waste bin has been received (with lockable lid to prevent flytipping).

Campton Road has been resurfaced, including the turning area that leads to the cemetery gates.

The winter works identified include the poisoning of the tree stumps to reduce root suckering and the removal of pine needles by the main entrance.

The chapel been cleared out and all old/broken furniture has been disposed of.

It was agreed that no further ground maintenance works should be carried out, unless essential, till there is an increase in income, this includes the cleaning of the Chapel.

19/20 finance:

The National Savings Account has been closed and the balance (£2.5k) transferred to the Unity Trust Bank Cemetery account.

The Unity Trust account @ 8th September (minus remittances received in error from CBC that should have transferred into the main STC account) is showing a credit balance of £10,408.37.

We have not carried out many burials this year, which reflects in a reduced income stream for the cemetery (now mainly reliant on the Precept from STC and CCPC)

We were not eligible for a business grant from CBC.

20/20 Permission given to allow a non-resident burial:

The Clerks have given permission for Mr and Mrs Bryan Lancaster, both non-residents, to be buried in the cemetery in the future. This is due to their family connection with Shefford, and with Campton and Shefford Cemetery.

21/20 CHILD FUNERAL:

A stillborn contract funeral was carried out last week. There was no charge made to the family.

22/20 next meeting:

The next meeting will be held via Zoom on Wednesday 6th January 2021 at 10.30am.