

MEETING OF SHEFFORD AND CAMPTON JOINT BURIAL BOARD

Minutes of the meeting of the Board held via Zoom on Monday, 20th September 2021 at 10.30am.

Present: Cllr Booton for Campton and Cllrs, Pollard, Fowler, Mackin for Shefford. Clerk for Shefford Francesca Fitch, Clerk for Campton and Chicksands, Tammy medley and Admin Assistant for Shefford Checka Quinlan.

Apologies received from Cllr Fensome.

28/21 MINUTES FROM THE PREVIOUS MEETING, MATTERS ARISING

The minutes of the 21st of June 2021 meeting were agreed as a true reflection of the meeting.

It was reported by Cllr Booton that page 2 of the minutes refers to 'missing money' it should actually be missing documents. Page 3 refers to insurance, Cllr Booton felt that the JBB owns the land in Campton Church, Francesca was of the view that the JBB only maintained, did not own the land. To be discussed as a later point.

29/21 'TOPPLE TESTING' OF MEMORIALS

FF has spoken with Keith Green (who retired from Neville Memorial Masons in 2019), who has offered to assist the Clerks in carrying out a manual inspection of the memorials in the new section of the cemetery. It may be that Keith is also able to assist the Clerks in carrying out or sourcing the services of a stonemason to carry out a 'topple test' on the memorials in the older section of the cemetery. All Cllrs are in favour of this.

30/21 STAFFING

Clerks have not carried out any joint working in July and August due to other commitments and holidays. The Clerk have also spent considerable time in August working towards the audit. FF highlighted that a recent advertisement for a full-time cemetery manager in Aylesbury was with a salary of £34,567- £35,330.

31/21 RIALTAS CEMETERY SYSTEM

No further work has been carried out on the Rialtas Cemetery System since the last committee meeting. CQ attend a webinar hosted by Rialtas on their Cemetery System. They are in the process of rolling out their new upgraded Cemetery system, which will be free to all existing users. Cllr Booton asked the committee if they were happy to proceed with the inputting of data at this rate, as the Clerks had been unable to progress any further or whether an alternative solution should be sought? It was agreed that Clerks should continue.

32/21 GROUNDS MAINTENANCE

The railings and kissing gate at the pedestrian entrance from Ampthill Road have been painted.

Approval was sought from the Committee to install a third litter bin, as the existing two bins are often filled to overflowing over a weekend and are generally very heavily used. Cllr Pollard felt that the Clerks should not be having to empty the bins. Cllrs agreed to the purchase and installation of the bin.

Further grass seed was applied in the R section by FF + CQ. An order has been raised to LEF Landscaping for the application of a weed and feed to the grass in this area, and for topping up several graves identified by FF/CQ elsewhere in cemetery.

Evidence in the form of maps and statements from the Shefford P3 and Shefford Greenspace Conservation Groups has been gathered to support the application for a Definitive Map Modification Order in order to secure that the footpath adjacent to the Cemetery (Amphill to Campton Road) is added to the Definitive map to better ensure the path always remains in the future. The statements will need to be signed, and then the application can be submitted.

Four grass cuts were carried out in June, three in July and two in August.

2 Elms of Shefford have started the annual hedge cut. They have completed the front hedge (adjacent to Campton Road) and will now continue cutting the rest of the hedges.

Approval was sought from the Committee for the Shefford Greenspace Conservation Group to hold a working party on 30th October to plant four thousand purple crocuses in the cemetery that are being donated by the Biggleswade Ivel Rotary Club to bring awareness to the fight against Polio. Cllrs all agreed to the planting.

A new memorial bench (paid for by the family) has been installed facing the Garden of Remembrance.

Two volunteers from the Shefford Allotment and Leisure Gardens Association have replaced the wooden tap box. The only cost to the Joint Burial Board was for the timber and shingle.

Following a presentation from Rachel Macfarlane from the Heritage Lottery Fund at the last ParksEast meeting, local craftsmen have been contacted to explore options for renovating the Chapel, with a view of making an application for a Heritage Lottery grant (an initial project enquiry form will be submitted to see if the restoration would be considered by the HLB) to fund the works. Works would include an upgrade of electrics/lighting/heating, specialist decoration, restoration/manufacture of furniture and flooring, and the installation of solar panels and a compost toilet to bring the Chapel back into use. We are also looking at including the resurfacing of the car park, and the creation of three dedicated parking spaces on Campton Road.

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).

33/21 CAMPTON CHURCHYARD

PB reported on his findings when researching through historical records, documents and minutes of Campton Church, and the Joint Burial Board, relating to the responsibility of the churchyard maintenance. He has been through the minutes of meetings for the previous 50 years and found a closure notice, however this does not indicate whether the whole churchyard is closed? The issue of ownership was discussed, and it was agreed that the Land Registry should be checked will forward the closure document to FF and TM and he will explore whether the Church side of the cemetery is closed, FF and TM will look into the JBB side, whether it is closed and who owns the land?

CQ checked the Land Registry, and the land is owned by the Diocese.

34/21 AUDIT

- Approval was sought from the Committee to employ Leena Bains to carry out the Internal Audit Service for the Joint Burial Board for the next three financial years 2021/22, 2022/23 and 2023/24 at a cost of £150 per year. All agreed.

35/21 FINANCE

- The bank balance @ 17.09.2021 is £11,866.81 in credit.
- There have been seven funerals since the last committee meeting, consisting of four ashes interments (2 new, 2 reopen; all residents) + three full burials (3 new graves; all residents).
- The fees for the cemetery were last reviewed and the new charges took effect from 1st January 2019. It was agreed that FF and Tm would look at comparable rates and put forward a recommendation at the next meeting. There have been 16 funerals from 1/4/21 to now.

36/21 NEXT MEETING

The next meeting will be held via Zoom at 10:30am on the 29th of November 2021.