

Impington Parish Council Burial Ground Committee

Minutes of Meeting, Monday 30th April 2007 4.30 p.m.

held at The Parish Office, New Road, Impington

Present: Cllrs D W Payne (Chairman for the meeting), G B Waters, J P Teague

Clerk: Mrs A Young

Pages: 2

Apologies received from Cllr P D Gooden (personal)

Action By Clerk/Cllrs:

1. Election of Chairman

All agreed Cllr D Payne to be elected as Chairman for the meeting following the resignation of the elected Chairman Trevor Silk

2. Members Declarations of Interest

None

3. Sign and Approve Minutes 15 August and 26 June

Accepted at Full Council. Signed as correct

4. Matters arising from minutes 26 June and 15 August 2006

26 June

Refuse Agreed to investigate alternative local disposal

Hawthorn now in place on allotment boundary. Thanks to Enviro Group

Main Gate Work complete

Memorial Tree now planted on boundary with Spring Close

15 August

Trees on New Boundary 2 replacements now planted

War Grave – A Leet Stone now in place

Blacksmith Grave Mr Eade, Chairman Village Society advised Village Society unable to carry out maintenance work to grave. He suggested works which could be done in situ. Agreed to request quote from Site & Maintenance Services

Tree Works Appropriate works had been carried out on Spring Close boundary. Any further work deferred to future years

5. Risk Assessment Review

Letter from dca on Memorial Safety. To be referred to Cllrs Lawton and Abdullah for forthcoming review now due **MRL / HSA**

Committee agreed to following outstanding issues from Risk Assessment September 2006:

- Approach local residents/businesses for access to toilet facilities for groundsman
- Purchase composter at up to £10 (also to purchase watering cans with handles)
- Request Cllr Lawton to look at COSHH hazardous substance list **MRL**
- Purchase metal drip trays x 3
- Look at signs identified – No Smoking; Council not responsible for any loss
- Purchase eye wash station

Noted control identified for sharps disposal and supply of clothing. Agreed to re-assess if needles ever found on site. Clerk to check overall consistency of Risk Assessment requirements for clothing for Parish Council staff

Committee discussed use of contractors and would use best endeavours to employ contractors who can supply the appropriate paperwork identified in the Risk Assessment. Agreed grave diggers were contractors to the Funeral Director arranging the funeral

6. ABA Information

Collective advice on burial grounds now received and available for all for reference

7. Management Policies

Request from family for purchase of a burial plot to accommodate 6 ashes in future. All agreed a policy would be acceptable for family arrangements but not single ashes burial in a full size plot. 2.5 cost would apply for non-residents proving link in the villages.

Agreed clerk to compile a list of subjects requiring policies for next agenda to include adornments on graves; memorial seats and trees; ashes scattering

8. Allotments

Hedgerow now in place; all holders had access to gate key with £5 deposit. Fees now due in. Waiting List for plots. Agreed to add rule next year advising bonfires are prohibited. Greenhouse allowed at Plot 6 (Mr Garmey) Cllr Nudds had been approached by plotholder regarding water supply. All agreed water had never been supplied to the site, in common with all sites in Histon and Impington

9. Correspondence

CCC Emergency Planning for Pandemic Flu Information requested to assist in emergency planning process. Agreed to respond, advising no price reduction could be considered by the Parish Council
6 Spring Close – Fence Resident advised Burial Ground fence was in need of repair on her boundary. Request to replace with new fence supplied by resident. Agreed to instruct Mr Farr to remove broken fence and ivy and dispose. Resident could then erect new fence. Height of fence to be confirmed beforehand as needed to be of acceptable height

Various brochures and Parochial fees available for inspection

10. Budgets – 3/5 Year Plan

Finance Committee had requested figures for input to overall plan. Agreed in first instance to obtain indicative quote from contractor to maintain Burial Ground after retirement of currently employed Groundsman. Approximate net expenditure to IPC on Burial Ground currently standing at some £2,000 pa. Need for an allotment site in future flagged up and required consideration under any plan

11. Employment

Group meeting 30 April. IPC Special meeting to be called for 9 May.

12. Date & Place of Next Meeting

Walkabout and meeting due Monday 20 August from 6 p.m.

Meeting closed at 5.40 p.m.