

**N.B. All Minutes are deemed as draft until formally approved  
and signed by the Chairman at the following Parish Council Meeting**

**QUENIBOROUGH PARISH COUNCIL**

Minutes of the General Purposes and Cemetery Management Committee held at 7.30 pm in the Parish Council Meeting Room on Wednesday, 7<sup>th</sup> February 2024

**PRESENT:** Cllr R Green (Chair) Cllr M Winterton  
Cllr S McKenzie Cllr D Warner  
Cllr S Wright Cllr C Payne

**NOT PRESENT:**

**IN ATTENDANCE:** Mrs R Barlow Skinner (Clerk) Mrs S Farrell (Cemetery Clerk/Groundsman)  
Mrs T Willson (Deputy Clerk)

**8182 Apologies received and accepted**

None.

**8183 Declaration of Councillor's interest and requests for dispensation**

None.

**8184 Matters arising from The General Purposes and Cemetery Management Committee meeting held on 4<sup>th</sup> October 2023**

Min 8072 – Consider price for purchasing a statue/flag from the RBLI. The Clerk confirmed that the credit card has been received. The flag was purchased from the RBLI and flown outside of the Parish Office for Armistice Day.

**8185 Cemetery Management Report (Cemetery Clerk to report)**

- The Cemetery Clerk has received a request to place ashes in a grave which already has two full burials interred. The rules and regulations state that a maximum of two full burials can be interred in one grave. The Cemetery Clerk has spoken to a local undertaker who has confirmed that other cemeteries allow more than this and asked the Committee to consider a change in the current rules and regulations.

**RESOLVED:** That the Deputy Clerk contact the grave digger to establish the maximum depth a grave in the cemetery can be dug. That the Deputy Clerk also contact local undertakers for more information on the Burial Authority rules before the Committee can make an informed decision on changing the current rules and regulations.

- The problem with moles in the cemetery has been resolved.
- The bird boxes have all been put up.
- There is a problem with the compound gate, it has swelled in the cold weather and no longer shuts properly.

**RESOLVED:** That the Groundsman fix the gate, monitor and report back if a further repair is needed.

The previous Groundsman has been offering to help at the cemetery, a concern has been raised over Councils liability, should any issues arise, as he would not be covered by the Councils insurance.

**RESOLVED:** That the Clerk write to the retired Groundsman to advise him of the Councils position.

- An incident has arisen with a headstone being erected without prior authorisation being obtained from the Cemetery Clerk.

**RESOLVED:** That the Clerk write to the Memorial Company to remind them of the Rules and Regulations.

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**8186 Consecration update (Deputy Clerk to report)**

The Deputy Clerk reported that although the consecration register records confirm the consecration of the cemetery took place on 20<sup>th</sup> June 1978, there is no documentation showing the actual area consecrated, so it is not clear if the wildflower meadow was included. The Deputy Clerk explained the process Council will need to follow to have the Wildflower Meadow consecrated. Currently there are approximately 49 Burial and 125 Cremation plots unallocated in the cemetery. Cllr Wright asked for an average number of grants allocated over the last three years so Council can decide how soon to start the consecration process.

**RESOLVED:** That the Clerk review the number of grants allocated over the last three years and report back at the next council meeting.

**8187 Damaged Grave Stone**

A letter from a resident has been received regarding damage to the base of a gravestone installed in 2022. The cost to have it repaired on site by the stonemason who supplied it is £100.

**RESOLVED:** That the Clerk arrange for the repairs to be carried out and advise the resident.

**8188 Website provision**

The Clerk has prepared a report for the Committee on the future website provision for the Parish Council to consider. The present website has now migrated over to Cuttlefish.

**RESOLVED:** That the Clerk renew the contract with Cuttlefish in June.

**8189 Review of Complaints Policy**

No updates were made to the policy.

**RESOLVED:** That the Policy is re-adopted and published on the Parish Website.

**8190 Review of Guidance for Contractors Policy**

The Policy is unchanged. Cllr Wright queried the minimum amount of Public Liability currently set at £3,000,000.

**RESOLVED:** That the Clerk review all of the Council contractors Public Liability Certificates and report back at the next Council meeting.

**8191 Review of Staff Harassment Policy**

No updates were made to the policy.

**RESOLVED:** That the Policy is re-adopted and published on the Parish Website.

**8192 Cremation Plot Marker Stones (Cemetery Clerk)**

The Cemetery Clerk asked the Committee what the rationale was for having marker stones on the Cremation plots, Queniborough Cemetery is the only burial ground in the area that has these as they would normally be supplied by the stonemason upon erection of a desk piece. Cllr Wright explained that these had originally been purchased in order to clarify where each plot was for anyone purchasing a grant. There are only five spare markers left and the Cemetery Clerk felt that this was an unnecessary expense.

**RESOLVED:** That the Committee agreed that no further marker stones should be purchased.

**8193 Requests for Memorials**

A request has been received for a memorial bench in the new burial area along the drive. The current rules and regulations state that benches are not being granted permission to be placed at the moment. The Committee discussed whether this restriction should be lifted but agreed that it should remain in place due to the amount of benches currently sited at the cemetery. However, when older benches need to be removed due to age and condition new benches could then be considered.

**RESOLVED:** That the Clerk write to the resident informing him of the Committees decision.

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**8194 Planning Applications**

P/24/0047/2 Reserved Matters application pursuant to Outline Approval ref: P/20/2349/2, seeking approval of Appearance, Landscaping, Layout and Scale for the erection of 47 dwellings and associated works. Land off Boonton Meadows Way Queniborough Leicestershire.

**RESOLVED:** That the Parish Council had no further comments to make on this application.

P/23/2060/2 Erection of 2m fence to side of property to replace existing wall. 3 Curzon Close Queniborough Leicestershire LE7 3TY

**RESOLVED:** That the Parish Council had no objections to this application.

**For Information**

P/24/0046/2\_Variation of Condition 15 of planning permission P/20/2349/2 to allow for the removal of the Leylandii tree belt on the western boundary. Land off Boonton Meadows Way Queniborough Leicestershire

P/23/2322/2 Pre-Application Advice - Removal of the existing outdoor tennis courts and the construction of a new indoor tennis courts facility; the removal of the existing outdoor cricket nets and the construction of a new indoor cricket nets facility; the reconfiguration of a path to the north of the new indoor cricket nets facility; and the construction of new paths for the new buildings. LCS Cricket & Athletics Academy, Barkby Road, Queniborough, Leicestershire, LE7 3GD.

The meeting finished at 8:37pm