

**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, 2nd October 2024

PRESENT:	Cllr R Green (Chair) Cllr S Wright Cllr S McKenzie	Cllr M Winterton Cllr C Payne
NOT PRESENT:	Cllr D Grimley	
IN ATTENDANCE:	Mrs R Barlow Skinner (Clerk) Mrs T Willson (Deputy Clerk)	Mrs S Farrell (Cemetery Clerk)

24-114 Apologies received and accepted

None.

24-115 Declaration of Councillor's interest and requests for dispensation

None.

24-116 Matters arising from The General Purposes and Cemetery Management Committee meeting held on 5th June 2024

24-30 Cllr Wright asked if the turfing and reseeded of the graves has been done. The Cemetery Clerk confirmed that they have.

24-117 Cemetery Management Report (Cemetery Clerk to report)

The Cemetery Clerk reported;

- Ongoing problem with some memorial masons turning up to either carry out work or removing memorials without prior agreement, this could cause an issue if an interment was taking place. The Clerk has drafted a Memorial Policy for the Committee to review which refers to this issue (see 24-119).
- Request to purchase a protective covering for the notice placed for upcoming funerals. If it is placed too early, it can become tatty. Cllr Wright asked how long before each burial the notice is put in place, however this can vary depending on when the grave is dug. The Deputy Clerk has confirmed with Gambles Undertakers that Queniborough Cemetery currently does the same as other local cemeteries.

RESOLVED: That the Clerk buy an A5 plastic picture frame to be mounted on a stake for a trial period.

The Clerk advised that all new Grants will now be issued with a covering letter, the Rules and Regulations and Memorial Policy to highlight the owners' responsibilities.

RESOLVED: That the Cemetery Clerk create a covering letter to be sent out with all new Grants.

24-118 Review of Rules and Regulations

Following a recent misunderstanding with a Stonemason regarding memorial dimensions the Clerk has reviewed the Rules and Regulations to give more clarity on the maximum sizes for headstones, including the base.

RESOLVED: That the Cemetery Clerk inform the Clerk of the maximum sizes to include the width.

The Committee discussed the distance between the grave spaces and going forward agreed that all new graves should have a standard separation between each one.

RESOLVED: That the Cemetery Clerk review and advise of the acceptable distance between each grave space.

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The Cemetery Clerk advised that contrary to the Rules and Regulations not all Memorial Mason are showing the grave number on the base on the back of the stone.

RESOLVED: That the Cemetery Clerk monitor and contact any Memorial Mason not adhering to the Rules and Regulations.

RESOLVED: That the Committee agree that once the amendments have been made it can be re-published on the website and sent to all Stone Masons.

24-119 Draft Memorial Management Policy

Following issues with fallen memorial stones the Clerk has drafted a new policy for the Committee to consider.

- 5. Fixings of Memorials to include All memorial stones must have the grave number engraved on the base at the back of the stone.
- 9. Procedure for Unsafe Memorials, If the Parish Council receives no response a further letter will be sent after two months. If there is no response a third and final letter will be sent after three months.
- 10. Unauthorised Memorials be amended to show that unauthorised items will be placed in storage for 2 months and returned on request.

RESOLVED: That the Committee agreed that once the amendments have been made the Memorial Policy be adopted and published on the website. That the policy should be sent to all Stone Masons together with the amended Rules and Regulations.

RESOLVED: That the Committee agreed that when the Memorial Policy is issued with new Grants the purchaser must sign to confirm they understand their responsibilities.

RESOLVED: That the Cemetery Clerk create a form for the purchaser to sign.

24-120 Tree Work in the Cemetery update

The Clerk had received a response to the issues raised following the tree work carried out in August. All issues clarified and substantiated by contractor.

RESOLVED: That the Clerk write to the contractor to thank them for clarifying points raised.

24-121 ICCM Membership update

The Deputy Clerk has established the cost of membership to April 2025 is £50. The membership will give Council access to support, help and advice and training for staff. The Cemetery Clerk confirmed she is happy to do complete training courses on Cemetery Management and Compliance and Management of Memorials Inspection.

RESOLVED: That the Clerk complete the ICCM Corporate Membership application form.

24-122 Review of Policy on the use of Councillors personal Contact details

The Clerk has reviewed and updated the policy for the Committee to consider, it was agreed that personal Councillor addresses and phone numbers should be displayed on the website and Parish noticeboards by consent.

RESOLVED: That the Clerk amend the document to reflect this change and publish on the website.

24-123 Quotes for office Velux windows

The Deputy Clerk had obtained a quote from a local glazing company following Cllr Warner's advice and a quote had been received for removing tiles and replacing with new flashin, the total cost of these repairs came to £5,744 for the eight windows. The Deputy Clerk had contacted another roofing company to ask if they could quote for a similar repair but they had declined as it was their opinion that the pitch of the office roof was too low and this repair would therefore be ineffective. The Committee suggested trying other local contractors for further advice and prices.

RESOLVED: That the Clerk/Deputy Clerk continue to investigate options for most cost effective repairs to the Velux windows.

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24-124 Requests for Memorials

No requests had been received since the last meeting.

24-125 Planning Applications

P/24/1219/2 Variation of Condition 2 (Approved Plans), and removal of Conditions 3 (Materials) and 4 (Drainage) of Planning Application ref: P/19/1495/2 (Demolition of existing dwelling and the erection of a replacement dwelling). 30A Main Street, Queniborough, Leicestershire, LE7 3DA

RESOLVED: That the Parish Council had no objection to this planning application.

P/24/1609/2 Erection of part single storey, part two storey adjoining annexe extension. 31 Avenue Road, Queniborough, Leicestershire, LE7 3FB

RESOLVED: That the Parish Council does not think this extension should be built as it is an overdevelopment of the plot. Neighbours views must be taken in to account due to the closeness of the intended extension to the boundary of No.33 Avenue Road.

P/24/1103/2 Reserved Matters application relating to appearance, landscaping, layout and scale pursuant to Outline permission P/20/2380/2 (Appeal ref: APP/X2410/W/23/3316574) for 143 dwellings and discharge of condition nos. 6 (Site/ finished floor levels), 7 (Arboricultural Method Statement) and 17 (Scheme for the treatment of public right of way). Land off Barkby Road Queniborough Leicestershire LE7 3FB. A response from David Wilson Homes in relation to Parish Council Comments dated 14/08/24 had been received and was discussed by the Committee. It was agreed that the Clerk should still reiterate the need for the attenuation pond to be fit for purpose and managed/maintained after the development is signed off and to stress that the Council still had strong objections to the new road layout at the Crossroads, stressing the impact it would have on the existing tree and the road safety concerns.

RESOLVED: That the Clerk submit the above concerns in writing to the Planning Officer.

The meeting finished at 8:45pm