

**MINUTES OF CHOBHAM BURIAL COMMITTEE HELD AT THE PAVILION,
RECREATION GROUND, STATION ROAD, CHOBHAM, SURREY GU24 8AJ ON
THURSDAY 20th FEBRUARY 2020 at 7.30pm**

Committee Present: Cllrs Brum, Coombs, Green and Mrs Tedder
In attendance: Mrs Annette Barber– Clerk minutes

20/174 Apologies for Absence: Cllrs Hanney and Medhurst

20/175 Declarations of Interest: No declarations were received from members on any disclosable pecuniary interests or other interests in respect to matters being considered at the meeting.

20/176 Minutes of the meeting of 21st November 2019 were approved as a correct record.

20/177 Interments and Memorials

a. The following interments were noted:

M133	A Hay	18 th December 2019
P30	J Broughton	31 st December 2019
K 87	J Bailey	3 rd January 2020

b. The following booked interments, taking place after the meeting were noted: NONE

c. The following future purchases were noted:

P32	C Bedford
P33	L & K Brum
P34	B Cooper
K86	P Bailey

d. The following pre-approved memorials and inscriptions were noted:

P31	D Daborn
M32	C Street
L58	C Sandys
P24	D Fuller
K104	N Gardner
K108	C Deamer
L204	E McEvoy

e. The following interments and memorial arrived too late for inclusion in the above list was noted: NONE

20/178 Clerk's Report:

a. The contractor appointed to fell the oak tree in the cemetery, has advised the ground is too wet for his equipment and he is waiting for drier weather to complete the work.

b. The grave markers should be delivered by the end of February.

c. The daffodil bulbs and hornbeam whippets have been planted.

d. A resident had complained of the noise of children playing in the Adventure Farm's carpark which is adjacent to the cemetery.

e. Eight of the recorded delivery letters sent to the owners of the unstable memorials have been returned as "unknown at that address". Five grave owners have informed the Clerk that they have repaired their memorials. It was **AGREED** for the Chairman of the Burial Committee to carry out a further risk assessment of the memorials to determine those that are unstable and in need of repair.

20/179 Financial Statements and Payment of Accounts

- a. Payments since 22nd November 2019 were **APPROVED**
- b. Bank Reconciliations for 31st December and 31st January 2020 were **NOTED**
- c. Income and expenditure statement as at 31st January were **NOTED**
- d. The balance sheet as at 31st January 2019 was **NOTED**
- e. The Clerk had completed the merging of the Burial Committee accounts and Parish Council accounts on the RBS system which was **NOTED**.
- f. The Clerk reported that the Internal Auditor had advised the Burial Committee's separate bank accounts should be closed and for the funds to be transferred into the Parish Council's bank account. As the Burial Committee is now a standing Committee of the Parish Council, and not a Joint Committee, it cannot be treated as separate entity for banking purposes. The Clerk noted that separate income and expenditure statements for the Burial Committee would continue to be produced. It was **AGREED** to recommend to the Parish Council to close the Burial Committee's bank accounts and for the funds to be transferred to the Parish Council accounts.
- g. The Burial Committee discussed the need to purchase land for a future burial ground, given the current waterlogging at Chobham Cemetery. Other projects such as the installation of a memorial wall on the western boundary of the cemetery was also considered. It was **AGREED** to recommend to the Parish Council to transfer £60,000 to ear marked reserves for the purchase of land for future burial use and £20,000 for the development of the current burial ground.

20/180 Purchase of future burial plots

The Clerk reported she had to reallocate a burial plot as the original plot was waterlogged. The area nearer to the central hedge of the cemetery is very wet and unsuitable for burials at the moment. The Clerk noted there were currently 52 full burial plots available in the cemetery, with only approximately 22 available for burial in wet conditions. The new cemetery on the southern section of the cemetery is assessed to have a medium/high risk of flooding (Environment Agency) and may be unsuitable for full burials.

It was **RESOLVED** to discontinue the purchases of future burial plots due to the lack of cemetery plots, with immediate effect, proposed by Cllr Coombs, seconded by Cllr Tedder, all agreed.

20/181 Review of cemetery fees

The Burial Committee reviewed the fees of Chobham cemetery compared to other local cemeteries. It was **RESOLVED** to marginally increase the burial and interment fees for Parishioners for burials as shown in Appendix A, effective from 1st April 2020, proposed by Cllr Green, seconded Cllr Brum, all agreed.

20/182 Agenda Planning for next meeting:

Burial Regulations Review, income analysis 2019/20

20/183 Date of next meeting:

5th May 2020, 6th August 2020 and 5th November 2020

20/184 Exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 Section 1(2):

The Council wishes to exclude the press and public from the Meeting at this point prior to the consideration of the following item by reason of the confidential nature of the business to be transacted.

Approved as a correct record of the Meeting
Cllr Green, Chair of Chobham Burial Committee

Signed

Date

Meeting closed at 8.20pm

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Appendix A

CHOBHAM BURIAL GROUND – CEMETERY FEES

Chobham Parish Council	Fees effective from 1 st April 2020
Resident's Burial	£
Full size	600
Interment - first	595
Interment - second	590
Future Purchase	Not available
* Child	0
Casket – double full size	1100
Non-Resident's Burial	
Full size	2500
Interment- first	2500
Interment - second	1500
Future purchase	Not available
*Child	600
Casket – double full size	5000
Resident's Ashes	
Purchase	330
Insertion of ashes	220
Future Purchase	440
*Child	0
Non-Resident's Ashes	
Purchase	1000
Insertion of ashes	600
Future Purchase	1200
*Child	300
Resident's Memorials	
Headstone	200
Tablet	200
Additional inscription	100
Non-Resident's Memorials	
Headstone	300
Tablet	300
Additional inscription	150
Transfer of Exclusive Right of Burial	At time of burial no charge, at a later date £150
Term of Exclusive Right of Burial	50 years

*Child fees – Chobham Parish Council complies with the disapplication of burial fees and associated expenses for child burials governed by the Children's Funeral Fund 2019 regulations.

Please note proof of residency will be required in the form of a utility bill or driving licence. An electoral role search will also be undertaken. For those previously in assisted care, we will require dates to be confirmed by the care home.

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