



# DEEPING ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, PE6 8EP  
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Parish Clerk: Julie Fortnum

Minutes of the Cemetery Committee meeting which was held on Tuesday 6 March 2024 at 1.00pm in the meeting at the Institute.

Present: Councillors Halls, Hosking, Shinkins-Hoppe and Townsin  
The minutes were taken by the Parish Clerk

24.29 To receive apologies of absence.

Apologies had been received and were accepted from Councillor Stevens

24.30 To receive any declarations of interest.

None declared.

24.31 To agree the minutes of the last meeting held on Tuesday 9 January 2024.

Agreed and signed.

24.32 Clerks report.

Since the last meeting on 9 January 2024 there have been a further 6 burials and 2 reservations for grave spaces.

The freedom of information request asking for information about the compromised reserved grave space, which had been received on Sunday 11 February 2024, had been fulfilled on 29 February 2024. The Parish Council Chair, Councillor Shinkins-Hoppe, and the Parish Clerk had met with the family members of the deceased on Wednesday 28 February 2024 and following legal advice the matter was being progressed.

Following an initial quote for work to be completed to reduce the height of the Conifer trees along the boundary of the properties on Burghley Close a second quote had been obtained and it had also been established that planning permission would be required as the Cemetery was in the Conservation Area and these trees although probably originally planted as a hedge could no longer be classed as one due to their height and width. Councillor Smith had completed the planning application on behalf of Deeping St James Parish Council. This would delay the commencement of the work meaning that it was not likely to commence until after the end of the bird nesting season in September 2024.

24.33 To review and update the current procedures relating to burial requests and applications to install memorials in Deeping St James Cemetery

The procedure document was reviewed and changes were agreed.

24.34 To review and update the burial and memorial regulations and fees applicable in Deeping St James Cemetery.

For comparative purposes the Parish Clerk had supplied documents from neighbouring Parish and Town Councils who also acted as Burial Authorities. Discussion followed and the Committee agreed to increase burial fees to bring these into line with the neighbouring Councils.

The Parish Clerk left the meeting.

24.35 To review and update the rules applicable to Deeping St James Cemetery. The committee decided that the Clerk deals with this on a very regular basis and that these should be reviewed and amended initially by her and then agreed by Committee.

24.36 To note the date of the next meeting –To be agreed at the Annual Parish Council meeting scheduled to be held on Tuesday 21 May 2024