



## TO ALL MEMBERS OF THE CEMETERY & ALLOTMENTS COMMITTEE

Cllr C Webb (Chairman)

Cllr M Morris Cllr

Cllr M Sharman

Cllr M Walker (Vice Chairman)

Cllr J Sennington

Cllr M Stokell

Cllr Jan Garfield

By Invitation: FSALG Representatives

You are hereby summoned to attend a meeting of the **CEMETERY & ALLOTMENTS COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Monday 18 November 2014** at **9.15am** for the transaction of the following business:

### A G E N D A

**1. Apologies**

To receive any apologies for absence.

**2. Declarations of Interest**

*Members and Officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.*

**3. Requests for Dispensation**

*To consider any dispensation requests received from Councillors with a pecuniary interest in an item on this agenda who wish to remain, speak and/or vote at consideration of that item. Councillors are advised to submit any dispensation request in writing to the Town Clerk prior to the meeting.*

**4. Minutes of the Previous Meeting**

To confirm the minutes of the meeting held on 15 September 2014 as a true record.

**(Pages 3-5)**

**5. Allotments Update and Matters Raised by FSALG**

To receive an update on matters relating to Council's Allotment sites and to consider matters raised by the Felixstowe Society of Allotment & Leisure Gardeners.

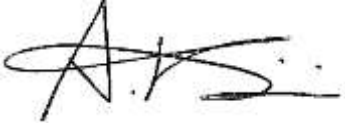
**(Pages 6)**

**6. Update on the Cemetery**

To receive an update on any matters relating to Felixstowe Cemetery.

**7. Closure**

To close proceedings and confirm the date of the next meeting.

A handwritten signature in black ink, appearing to read 'A. Tadjrishi', with a stylized flourish at the end.

**Ash Tadjrishi**

**Town Clerk**

**12 November 2014**

For information (via email): All Town Councillors.

## **AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETING**

**MINUTES** of the **CEMETERY & ALLOTMENTS COMMITTEE** meeting held at Felixstowe Town Hall on **Monday 15<sup>th</sup> September 2014** at **10am**

**PRESENT:** Cllr C Webb (Chairman)                      Cllr M Sharman  
                  Cllr Jan Garfield                                      Cllr J Sennington  
                  Cllr M Morris    Cllr M Walker

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs S Faversham (Cemeteries & Allotments Officer)

### **245. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Stokell.

### **246. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Member</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr M Sharman	239	Local Non-Pecuniary (Treasurer of 7 <sup>th</sup> Felixstowe Scouts Group, located on land adjacent to Cemetery)

### **247. REQUESTS FOR DISPENSATIONS**

There were none.

### **248. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Cemetery & Allotments Committee Meeting held on 22 July 2014 be signed by the Chairman as a true record.**

### **249. UPDATE ON THE ALLOTMENTS**

The Town Clerk and Cemeteries & Allotments Officer provided an update on Council's allotments.

In response to a query on the lack of staffing provision in the Allotments budget, the Clerk confirmed that this would be reviewed as part of the 2015/16 budget process in order that a fairer reflection of the cost for this service be presented. Staffing resources were currently being provided from the Cemetery budget as the Council's grounds team were based at the Cemetery and the majority of their work was undertaken at that site.

The Council's Cemeteries & Allotments Officer provided an update on the number of available plots and corresponding waiting lists at the allotments:

<b>SITE</b>	<b>WAITING</b>	<b>VACANCIES</b>
COWPASTURE	7	12
RAILWAY HILL	3	4
FERRY ROAD	3	4
CEMETERY	4	1
TAUNTON ROAD	0	6

Committee noted that most of those on the waiting list were waiting for specific plots to become available. Cultivation notice letters were being issued more regularly which had allowed for the waiting list to be cut considerably since the previous year and new tenants able to take on an allotment. Members considered the possibility of re-letting plots at the Taunton Road site and whether to halt any new tenancies at the Cemetery allotments site. It was agreed that the Cemetery site would operate as usual at this time but to advise new tenants that should the land be required for Cemetery provision, notice may be given within the next two years.

**It was RESOLVED that the update on the allotments be noted and that any vacant plots at Taunton Road allotments be made available to let.**

## **250. ALLOTMENTS FEES AND CHARGES 2015/16**

Members considered the scale of Fees & Charges for Allotments as presented.

**It was RESOLVED that:**

- i. The annual rent for an allotment be set at £5.25 per 25m<sup>2</sup> ('rod')**
- ii. Senior citizens (on evidence of being in receipt of state pension) or Long-Term Unemployed (on evidence of associated unemployment benefits) be offered a 50% discount on allotment rents whether the allotment be let as a single or joint tenancy, provided that at least one tenant qualifies;**
- iii. The annual charge for water be set at £5.75 per single plot, with no discount applicable excepting for those tenants who are presently charged on a whole-plot basis;**
- iv. The scale of Fees and Charges for 2015/16 as set out above take effect from 1 April 2015 for all new tenancies and those renewing in October 2015; and,**
- v. Twelve months' notification of the above be included within the annual rental invoice sent in October 2014.**

## **251. UPDATE ON THE CEMETERY**

The Town Clerk and Cemeteries & Allotments Officer provided an update on the Cemetery.

It was noted that of those benches which had been removed due to severe deterioration only two had name plaques. Though every attempt had been made to advise that the benches would be taken away, these two would be kept in storage for as long as practicality allowed.

The matter of digitising Burial Records was due to be brought to the next Council meeting for approval.

The Town Council's Technical Advisor had met with a local forge to find out the likely cost of restoring the Cemetery Railings.

**It was RESOLVED that the update on the Cemetery be noted.**

## **252. CEMETERY FEES AND CHARGES 2015/16**

Members considered the draft scale of Fees & Charges for the Cemetery as presented.

**It was RESOLVED that:**

- i. Fees and Charges for the Cemetery be increased by 10%, to the nearest £5 as per the agenda report;**
- ii. The withdrawal of the arrangement for Trimley St. Martin residents to be buried in the cemetery without the charging of double fees, in return for an annual contribution by Trimley St Martin Parish Council be noted; and,**
- iii. That these arrangements to take effect from 1 April 2015.**

## **253. CLOSURE**

The meeting closed at 11.57am. The date and time of the next meeting was confirmed as being 9.15am on Tuesday 18<sup>th</sup> November 2014 at the Town Hall.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_

## **AGENDA ITEM 5: UPDATE ON ALLOTMENTS AND MATTERS RAISED BY FSALG**

Representatives from FSALG have been invited to attend this meeting to discuss matters relating to the allotments and submitted the following in advance:

*Felixstowe Society for Allotment & Leisure Gardeners would like to put on record their appreciation for the cooperation and helpful attitude shown by the Interim Town Clerk, and the new Town Clerk over the past year.*

*Items for discussion;*

- 1) To ascertain the Council's position regarding the very recent possible application for development around Cowpasture allotments adjacent to Candlet Road.*
- 2) To establish whether any further progress has been made with the development on Ferry Road and its potential impact on Ferry Road Allotments.*
- 3) To consider the proposal for improved access across the roundabout and provision of a footpath towards Cowpasture main gate.*
- 4) To review the present state of waiting lists on all sites and the problem of neglected/untenanted plots on all sites, and to consider mutually beneficial ways of improving such plots.*
- 5) Rent renewal notices recently had caused one or two problems, and FSALG were expecting that tenants were to have been asked to sign a disclaimer releasing their details so that in an emergency, appropriate action could be taken by FSALG.*
- 6) Roadway repairs - to confirm arrangements.*

A further update on the Council's Allotments will be provided at the meeting.

**Committee is requested to consider and decide any action it deems necessary.**