

**COOKHAM PARISH COUNCIL**  
**Minutes of a Meeting of the GENERAL PURPOSES COMMITTEE**  
**Held in the Community Room on Tuesday 15<sup>th</sup> August 2023, commencing at 7.30pm**

---

**PRESENT:** Cllr A-L Regan (Acting Chairman)  
 Cllrs C. Aisladie, L Austin, M. Brar, M. Howard and M-L Kellaway (arrived at 7.45pm).

**Also Present:** No members of public were present.  
 There were no members of the press present.

---

Cllr A-L Regan chaired the meeting.

**OPEN FORUM:**

Cllr Brar had been approached by residents regarding the size and condition of the trees on the south side of the Alfred Major recreation ground with the view to having them inspected and tidied/shaped. The Clerk will add the matter to the next General Purposes agenda. NB: The trees were last inspected in early 2021 as part of the council's tree survey. A number of the trees, mainly Oaks, have TPO's.

The Clerk was asked to contact Cookham Dean Football club to ask them to tidy their small storage area next to the bottom pitch.

**1. APOLOGIES FOR ABSENCE:**

Apologies received from Cllrs E. Bune, T. Caen, J. Edwards, H. Fleming and L. Tull.

**2. DECLARATIONS OF INTEREST:**

None.

**3. TO REVIEW AND APPROVE ANY ALLOTMENT RENT INCREASE, TO TAKE EFFECT FROM 1<sup>ST</sup> OCTOBER 2024:**

Cllr M. Brar proposed that the allotment fees will remain at £8.00 per pole from 1<sup>st</sup> October 2024. This was seconded by Cllr M. Howard and unanimously agreed.

**4. TO PROVIDE AN UPDATE ON ALLOTMENT VISITS THIS SUMMER:**

Summary of Site visits to Allotments - Summer 2023

**Alfred Major**

Total area 100 poles available

8 x 2.5 pole plots + 16 x 5 pole plots in use by 17 Tenants

No plots vacant at time of either visits – 5 names on waiting list

Site visit 1 8th June 2023 (Clerk and Assistant Clerk) 3 letters sent

Site visit 2 13 July 2023 (Clerk and Assistant Clerk): Response gained from all first letters, one remains under review. No further letters sent.

**Sutton Road**

Total area 445 poles available + mowing field

89 x 5 pole plots in use by 37 Tenants

6 vacant at time of visit

Site visit 1 25<sup>th</sup> May 2023 (Clerk and Assistant Clerk) 3 Letters sent

Site visit 2 30 June 2023 (Clerk and Assistant Clerk): 2 termination letters sent (one now terminated - 20 poles), other tenancy under review. 1 first letter sent (response received).

Site visit 3 4<sup>th</sup> August 2023 (Clerk): Brief visit to check status of relevant plots.

**Alleyns Lane**

Total area 350 poles available + grazing field of 0.72H

70 x 5 pole plots in use by 41 Tenants

4 plots vacant at time of visit

Site visit 1 1<sup>st</sup> June 2023 (Clerk and Assistant Clerk) 6 letters sent.

Site visit 2 12 July 2023 (Clerk and Assistant Clerk): Response gained from first letters: 1 relinquished (5 pole), 2 termination letters sent (termination date 14<sup>th</sup> August), 3 tidied. Four new first letters sent: 1 will stop at end of Tenancy period, 1 further response. 2<sup>nd</sup> check due w/c 14/8

The Clerk is still to set up a guided tour of the allotment sites for Councillors.

**5. TO RECEIVE AN UPDATE ON WHETHER TO RESTART THE ALLOTMENT ASSOCIATION AND DISCUSS IDEAS TO MAKE IT HAPPEN:**

Cllrs unanimously decided that a letter will be included in the allotment renewal information to gather opinion as to whether tenants wish to restart the Allotment Association. Renewals are sent in early September. The Clerk to format a letter.

**6. TO CONSIDER AN ADVERTISING CAMPAIGN TO GET NEW TENANTS FOR THE CPC ALLOTMENT SITES:**

The Clerk has contacted the RBWM Outdoor Facilities Team, who have passed on details of the vacant plots at Sutton Rd and Alleyns Lane allotments to those on their allotment waiting lists. There have since been several requests for more information. Cllrs will wait to see the effect of this on the vacant plots before starting any further advertising campaign.

The Clerk to contact the organisers of the Cookham Dean flower and produce show in September to ask if they will display an allotment poster.

**7. TO REVIEW AND APPROVE ANY CHANGES TO THE COOKHAM PARISH CEMETERY BURIAL CHARGES TO TAKE EFFECT FROM 1ST JANUARY 2024:**

Cllrs reviewed the information supplied by the Office. Cllr M. Howard proposed an increase in the Cemetery fees of 5% for Cookham Parish residents and by 30% for non-residents, both to be rounded up to the nearest £5. This was unanimously approved. These increases will take effect from 1<sup>st</sup> January 2024. The revised fees are shown below.

		Charges for Residents (£)		Charges for Non-Residents (£)	
		Current Price (Jan 2023)	Price from 1st Jan 2024	Current Price (Jan 2023)	Price from 1st Jan 2024
<b>Exclusive Rights</b>	Full Burial (Adult)	325	345	1035	1350
	Full Burial (Child)	135	145	425	555
	Ashes	160	170	760	990
<b>Sexton Charges</b>	Full Burial (Adult single/double)	500	525	1425	1855
	Full Burial (child)	110	120	210/340	275/445
	Ashes	140	150	335	440
<b>Clerk fees</b>	Registry/Clerk	40	45	90	120

NB: Price may vary if it is a non standard coffin (e.g. Wicker, over sized). Price will be on application.

8. **TO REVIEW AND APPROVE ANY CHANGES TO THE MEMORIAL PERMIT FEES TO TAKE EFFECT FROM 1ST JANUARY 2024.:**

Cllrs reviewed the information supplied by the Office. Cllr M. Howard proposed an increase in the Cemetery fees of 5% for Cookham Parish residents and by 30% for non-residents, both to be rounded up to the nearest £5. This was unanimously approved. These increases will take effect from 1<sup>st</sup> January 2024. The revised fees are shown below.

		Charges for Residents (£)		Charges for Non-Residents (£)	
		Current Price (Jan 2023)	Price from 1st Jan 2024	Current Price (Jan 2023)	Price from 1st Jan 2024
<b>Memorial Permits</b>	Headstone (under 4ft)	70	75	180	235
	Headstone with kerbs	70	75	180	235
	Headstone with kerbs and top block	70	75	180	235
	Vase - not over 18"	40	45	90	120
	Tablet - not over 18"x18"	40	45	90	120
	Additional Inscription	45	50	105	140

9. **TO AUTHORISE THE PURCHASE, INSTALLATION, AND SUBSEQUENT REMOVAL OF THE CHRISTMAS TREES FOR THE MOOR AND STATION PARADE:**

Cllrs were keen to have two trees as previous years. This was unanimously approved. Costs are currently unknown, but the Clerk will provide an update as the information becomes available.

10. **TO REVIEW AND PROVIDE UPDATES FOR THE GENERAL PURPOSES ACTIONS LIST:**

The list was reviewed.

The Clerk is waiting on updates regarding the Dean Lane phone box, HAGS replacements for the outdoor gym and the bathroom tiling at cemetery lodge.

11. **TO CONSIDER PROJECTS FOR INCLUSION IN THE OCTOBER BUDGETING PROCESS FOR THE NEXT FINANCIAL YEAR:**

The Clerk will bring together a list of projects based on outstanding items on the action list including, but not limited to: Signage, noticeboards, works to the Hillcrest Ave entrance to the Alfred Major recreation ground, investigate PCSO/Warden, Cemetery memorial checks, War Memorial checks. This will be reviewed in the October meeting to put forward to the Finance Cmte at the end of October.

12. **CHAIRMAN'S SUBMISSIONS:**

None.

The Meeting closed at 9.00pm