

## Weaverham, Cuddington and Acton Bridge Cemetery Committee

**Date & time** 20<sup>th</sup> December 2022 at 19.30 **Location** Weaverham Community Centre

**Attendees** Cllr T Brocklebank (ABPC) (Chairperson), Cllr J Freeman (WPC), Cllr P Chrimes (CPC), Cllr C Fifield (ABPC), Cllr A Crist (CPC), Cllr D Ruchat (CPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)

**Apologies** Cllr E Bland (WPC), Cllr M Gerrard (WPC), Cllr S Brookes (CPC), Cllr G Edwards (WPC)

**Absent**

**Minutes written by** Mrs C Robinson (Clerk)

*The meeting commenced at 19:30*

Agenda item	Notes & actions
<b>72. Apologies</b>	Apologies for Absence – as noted above.  Cllr Brocklebank welcomed Cllr Ruchat to the Joint Cemetery Committee, the new member from Cuddington Parish Council.
<b>73. Declarations of interest</b>	There were no disclosable pecuniary interests declared.
<b>74. Public Open Forum</b>	There were no members of the public present.
<b>75. Minutes of Special Committee meeting held on 15<sup>th</sup> November 2022</b>	Cllr Fifield proposed and Cllr Crist seconded and it was <b>RESOLVED</b> that, the minutes of the Special Cemetery Committee meeting held on 15 <sup>th</sup> November 2022 are accepted as a true and correct record.
<b>76. Review and decisions relating to cold weather maintenance at the cemetery</b>	<p>The Clerk had used her emergency powers to have a delivery of a ton of grit salt (£126.24 incl. VAT) to the cemetery during the cold weather snap in mid-December due to complaints that the car park was like an ice-rink. The Maintenance Manager spent 9 hours gritting the car park, road and some paths.</p> <p>The Clerk had circulated a quote from Northwich Town Council for £350 + VAT for installation and filling of a grit box. Cllr Freeman also informed the JCC that he had found information that CW&amp;C would install a grit box for free. The JCC agreed they had a duty of care to make the cemetery as safe as possible for visitors. The 3 options the JCC discussed:</p> <ol style="list-style-type: none"> <li>1. Buy a grit box immediately (for the car park)</li> <li>2. Investigate the option of getting a grit box installed for free (for the entrance)</li> <li>3. Options 1 &amp; 2.</li> </ol> <p>Cllr Crist proposed and Cllr Chrimes seconded and it was <b>RESOLVED</b> (with one refusal – Cllr Freeman) to action option 3. The Clerk will also look into requesting funding via the Ward Councillors towards the cost. The Maintenance Manager will also complete a risk assessment. <b>Action Mrs Robinson &amp; Mr Robinson</b></p>
<b>77. Clerk pay update</b>	<p><b>‘NALC has advised that the LGA has notified that they have come to an agreement on the new pay scales for 2022-23 to be implemented from 1 April 2022.’</b> The Clerk is on the NALC model contract. The Clerk is currently on SCP 18 (since August 2020). New salary pay scales were circulated prior to the meeting, SCP 18 has increased from £13.21 to £14.21, backdated to April 2022.</p> <p>As a result of a request by the Clerk, Cllr Crist volunteered to review the Clerks contract, remuneration and appraisal. <b>Action Cllr Crist &amp; Mrs Robinson</b></p>

<p><b>78. Updates on matters arising were given</b></p>	<p><b>More detailed information was circulated prior to the meeting in the Clerks &amp; Cemetery Maintenance Managers reports</b></p> <p><b>78.1 Digital Mapping Project</b> – Edge have installed the new software (HeritEDGE) on the Clerks PC and the first training session has taken place. Invoices have been received, cheques totalling £1,282.00 have been sent. This includes a payment of £51.00 + vat for conversion of data from Pear, this was reduced by 50% by Edge as they hadn't included it their quote, but the Clerk agreed as it replaces the original quote for £200 received from Pear. Pear have not responded to the Clerks response/refusal to their request for an additional £375 for work they hadn't quoted for. As the Clerk has paid Edge £51 instead of the budgeted £200 to Pear, it does mean there is still £149 in the original JCC agreed budget – this could potentially be offered to Pear as a compromise to complete the outstanding work. The Clerk has the HeritEdge system, but the digital map has yet to be incorporated, an update has been requested from Edge.</p> <p><b>78.2 Update on the wildflower area</b> - Clerk is still waiting for any update from CW&amp;C about using the Neighbourhood Pride scheme for the cost of the seed (approx. £662 +VAT)</p>																												
<p><b>79. Cemetery Maintenance Managers Report</b></p>	<p>The Cemetery Maintenance Manager's report was circulated prior to the meeting and contained detailed updates on matters arising, UK Landscapes and regular tasks. Key points that were highlighted in the meeting:</p> <p><b>79.1</b> UK Landscapes last visit to the cemetery under the current contract will be Monday 19<sup>th</sup> December. The Maintenance Manager had circulated a specification of the current requirements and the JCC agreed not to remove anything for the current tender process. Cllr Freeman suggested contacting the Weaverham PC for some potential contacts for the tender process. <b>Action Mr Robinson</b></p> <p><b>79.2</b> The Maintenance Manager agreed to engage a structural engineer to provide a report on the condition of the entrance, for review at the next JCC meeting. <b>Action Mr Robinson</b></p> <p><b>79.3</b> The hedges around the cemetery have been reduced in height; the trees will be addressed after Christmas.</p> <p><b>79.4</b> The main job the Maintenance Manager has done in December is the gritting of the car park and pavements. Unfortunately, this has caused damage to his shoulder. Cllr Crist Proposed and Cllr Freeman seconded and it was <b>RESOLVED</b> to purchase a grit spreader up to the value of £200. <b>Action Mr Robinson</b></p> <p><b>79.5</b> There is an issue with 1 gravedigger using soil to top up graves and leaving a mess. The Clerk will write to the Funeral Directors that use him, to formally warn them that he will not be allowed to work in the cemetery if he doesn't take the soil away and leave graves in a good state. <b>Action Mrs Robinson</b></p> <p><b>79.6</b> Cllr Chrimes highlighted the distress the mole hills can cause to visitors of the cemetery. Unfortunately, there is no easy and humane answer to the problem and the moles seem to migrate from the quarry to the cemetery in very wet weather. Cllr Crist suggested that the Maintenance Manager keeps an eye on the damage and that the JCC revisit the issue if it can't be managed in house. <b>Action Mr Robinson</b></p>																												
<p><b>80. Clerks Report</b></p>	<p>The Clerk provided a report detailing interments from 1<sup>st</sup> April 2022 up until 15<sup>th</sup> December 2022 in advance of the meeting. In summary:</p> <table border="1" data-bbox="376 1832 1437 2123"> <thead> <tr> <th></th> <th>Burials</th> <th>Burials-C/Remains</th> <th>GOR</th> <th>Total</th> <th>New Graves</th> <th>New GOR plots</th> </tr> </thead> <tbody> <tr> <td>Parishioners</td> <td>15</td> <td>4</td> <td>10</td> <td>29</td> <td>5</td> <td>7</td> </tr> <tr> <td>Non-Parishioners</td> <td>6</td> <td>2</td> <td>3</td> <td>11</td> <td>5</td> <td>1</td> </tr> <tr> <td><b>Total</b></td> <td><b>21</b></td> <td><b>6</b></td> <td><b>13</b></td> <td><b>40</b></td> <td><b>10</b></td> <td><b>8</b></td> </tr> </tbody> </table>		Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	15	4	10	29	5	7	Non-Parishioners	6	2	3	11	5	1	<b>Total</b>	<b>21</b>	<b>6</b>	<b>13</b>	<b>40</b>	<b>10</b>	<b>8</b>
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**81. Finance Report**      a. **Total Balances as at 15<sup>th</sup> December 2022**

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		213.47
Reserve A/c		24,802.33
National Savings A/c		107,039.78
Unrepresented bankings 2017/18		90.00
Unrepresented bankings		1,925.00
Unrepresented Chqs/DDs	3,240.05	
		<u><u>130,830.53</u></u>

**Summary**

Total Balance B/Fwd @ 15/10/22	122,135.60
Plus total receipts	15,917.96
Less total payments	7,223.03

**Total Balance C/fwd to 16/12/22**      130,830.53

A full breakdown of the receipts and payments was circulated prior to the meeting. Cllr Brocklebank proposed and Cllr Freeman seconded and it was **RESOLVED** that the figures were an true and accurate reflection of the Cemetery's financial activity.

**Unrepresented bankings 2017/18** – Cllr Chrimes will speak to the family about the plot on GOR2 before the JCC vote on whether to write off the outstanding figure of £90.      **Action Cllr Chrimes**

**Buildings insurance** - Outstanding action for the Clerk to confirm if Cuddington PC or the JCC need to pay buildings insurance. C/F      **Action Mrs Robinson**

- b. Review of Budget and decision on Precept request to the Parish Councils 2023/24** -The Clerk had circulated spreadsheets showing income and spend to date and forecasts for the year end.  
 Total Forecast income (excluding VAT reclaim) circa £23,000  
 Total Forecast Regular running costs Circa £20,000+ (significant increases due to employing Maintenance Manager and forecast increase in Maintenance Contract costs).

At the June 2018 JCC meeting, Cllr Brookes proposed, Cllr Lees seconded and it was RESOLVED that there would be a 5 year holiday for the parishes from paying the precept, from 2018/19 to 2022/23.

Previously the total precept was £1,900 most recent split: 52% Cuddington PC, 41% Weaverham PC, 7% Acton Bridge PC. Following discussion on the calculation and review of each parishes current band D equivalent properties, Cllr Fifield agreed to review the Constitution with the Clerk to ensure the correct split was achieved.      **Action Cllr Fifield & Mrs Robinson**

Cllr Freeman proposed and Cllr Brocklebank seconded and it was **RESOLVED** to increase the precept for 2023/24 to £2,000.      **Action Mrs Robinson**

<b>82. Correspondence</b>	Apart from items already highlighted, the Clerk had not received or sent any additional correspondence other than standard items.
<b>83. AOB</b>	There were no items of AOB raised other than to wish everyone a Merry Christmas and a Happy New Year.
<b>84. Date of next meeting</b>	The next meeting is planned for <b>Tuesday 21<sup>st</sup> February 2023 at 19:30</b> – venue TBC, but it should be Acton Bridge

*The meeting closed at 20:50*

Signed..... (Chairperson)

Date.....