

Weaverham, Cuddington and Acton Bridge Cemetery Committee

Date & time 22nd February 2022 at 19.30 **Location** Cuddington Village Hall

Attendees Cllr T Brocklebank (Chairperson, ABPC), Cllr J Freeman (WPC), Cllr P Chrimes (CPC), Cllr W Maddock (CPC), Cllr S Brookes (CPC), Cllr G Edwards (WPC), Cllr E Bland (WPC), Cllr C Fifield (CPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)

Apologies Cllr J Phillips (CPC), Cllr M Gerrard (WPC)

Absent

Minutes written by Mrs C Robinson (Clerk)

The meeting commenced at 19:35

Agenda item **Notes & actions**

- 60. Apologies & Welcome** Apologies for Absence – as noted above.
Cllr Brocklebank welcomed Cllr Fifield from Acton Bridge Parish Council onto the Joint Cemetery Committee, replacing Cllr Ballantyne-Roberts.
- 61. Declarations of interest** There were no disclosable pecuniary interests declared.
- 62. Minutes of Committee meeting held on 2nd Nov. 2021** Cllr Chrimes proposed and Cllr Freeman seconded and it was **RESOLVED** that, the minutes of the Cemetery Committee meeting held on 2nd November 2021 are accepted as a true and correct record.
- 63. Minutes of Special Meeting held on 20th Jan. 2022** Cllr Maddock proposed and Cllr Freeman seconded and it was **RESOLVED** that, the minutes of the Special Cemetery Committee meeting held on 20th January 2022 are accepted as a true and correct record.

64. Updates on matters arising were given – more detailed information was circulated prior to the meeting in the Clerks & Cemetery Managers reports

Digital Mapping Project Update: The Clerk had received an email from Pear Technology on 8th February in response to queries raised on 2nd December, with reference to mapping data and logic. After reviewing the information before the meeting with Mr Byrne, the Clerk explained that they had discovered the Pear system did not have any reporting and could only store 2 documents and a photo against each plot. This was not what had been understood from the previous discussions and presentations from Pear Technology. The Clerk agreed to do some more investigating and present her findings and possible solutions at the next JCC meeting.

Action Mrs Robinson

Reservation's project. The Clerk had now exhausted most avenues to finding people who had reserved plots. The final summary was that 80% of people with reservations had been identified and their requirements actioned. Leaving 13 plots (20%) without a contact for the reservation. The JCC agreed this was a good result and that no further action should be taken.

Car Park Project - Redburne Landscape Developments had been informed of their successful tender bid, with an amendment to double the size of the soakaway. The Cemetery Maintenance Manager was working with the Solicitor to get contracts ready, and with Redburne to get a potential start date

- 65. Decision on approval of child's headstone** Whitby's Stone Mason had submitted a request for a headstone that does not conform to the current cemetery rules: *'Headstones should be solid and regular shapes with smooth edges and uniform size of inscription. The Committee reserve the right to refuse any application for a headstone if they do not think it fits in with the uniformity required at a grass cemetery'*. Cllr Bland proposed and Cllr Brooks seconded and it was **RESOLVED** that the request be declined as the Committee did not want to set a precedent. The JCC have sympathy for the family and suggested the non-standard figure requested, be on the front of the headstone rather than part of the external shape.

66. Cemetery Maintenance Managers Report

The Cemetery Maintenance Manager’s report circulated prior to the meeting contained detailed updates on matters arising, UK Landscapes and regular tasks. Key points that were highlighted in the meeting:

- A very large % of the Cemetery Managers time had been spent clearing items that had been blown all around the cemetery in the recent storms. Plastic flowers are a particular problem, and vases/flower holders do not seem to be designed to cope with strong winds.
- There is a bench next to Section 2 that has been blown over and needs to be secured properly. **Action Mr Robinson**
- The Cemetery Maintenance Manager has obtained material costs to repair the broken fence at the back of the new land. 10 posts at £45 + Vat per post and 3 bags at postcrete at £5.90 per bag. Giving a total cost of £717. He is still trying to find a cheaper supplier. Cllr Maddock proposed and Cllr Brooks seconded and it was **RESOLVED** to go ahead with the repairs. **Action Mr Robinson**
- The JCC agreed to participate in the Christmas clearance of tributes on **Wednesday 2nd March at 11:00 a.m.** **Action Joint Cemetery Committee**
- The War Memorial area at the cemetery needs to be topped up with some additional slate. Cllr Chrimes requested that she be allowed to personally pay for the slate. **Action Mr Robinson/Cllr Chrimes**
- The Cemetery Maintenance Manager is finding 5 hours per work is only allowing time for rubbish clearing and minimal maintenance. His hours will be reviewed at the April JCC meeting.

67. Clerks Report

The Clerk provided a report detailing interments from 1st April 2021 up until 18th February 2022 in advance of the meeting. In summary:

	Burials	Burials-C/Remains	GOR	Total	New Graves
Parishioners	23	8	21	52	17
Non-Parishioners	6	1	8	15	4
Total	29	9	29	67	21

In addition, 69 memorial requests have been approved in the same period, 35 for new headstones. The clerk has completed 19 transfers of ownership and 14 additional graves have been pre-purchased.

Interments of ashes have exceeded full burials so far this year, 57% to 43%

Of the 21 new graves used for interments, 7 have been used for the interment of ashes.

68. Finance Report

Total Balances as at 18th February 2022

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		1,468.06
Reserve A/c		65,827.02
National Savings A/c		107,039.78
Unrepresented bankings 2017/18		90.00
Unrepresented bankings		210.00
Unrepresented Chqs		
		174,634.86

Summary

Total Balance B/Fwd @ 04/09/21	167,463.93
Plus total receipts	13,962.64
Less total payments	6,791.71

Total Balance C/fwd to 30/10/21 174,634.86

Detailed information on receipts received and payments made between 30/10/21 – 18/02/2022 were issued prior to the meeting in the Clerks report.

CLlr Freeman raised the possibility of moving savings to somewhere with a better return such as the CCLA Local Authority Safe Fund. He will forward the information to the Clerk and at the next meeting the JCC can review, along with a review of their risk appetite (and potential policy). **Action CLlr Freeman/Mrs Robinson**

69. Correspondence Nothing received or sent apart from the correspondence in agenda item 65, other than the normal standard correspondence.

70. AOB The Cemetery Maintenance Manager had received a request from the Beekeepers to re-site the hives to another area in the new land at the rear of the cemetery. The JCC agreed.

71. Date of next meeting The next planned meeting is **Tuesday 19th April 2022**. At this meeting the 2021/22 JCC accounts will be reviewed, ready for submission to the Auditor.

The Clerk had also issued the dates for 2022/23 Joint Cemetery Committee meetings. CLlr Brocklebank informed the JCC he would not be able to attend the meeting in August.

The meeting closed at 20:22

Signed..... (Chairperson)

Date.....