

Weaverham, Cuddington and Acton Bridge Cemetery Committee

Date & time	18 th October 2022 at 19.30	Location	Cuddington & Sandiway Village Hall
Attendees	Cllr J Freeman (WPC) (Chairperson), Cllr P Chrimes (CPC), Cllr C Fifield (ABPC), Cllr A Crist (CPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)		
Apologies	Cllr T Brocklebank (ABPC), 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
48. Apologies	Apologies for Absence – as noted above.
49. Election of Chairperson	Cllr Freeman proposed and Cllr Fifield seconded and it was RESOLVED to elect Cllr Brocklebank to the position of Chairperson for another year.
50. Election of Vice Chairperson	Cllr Fifield proposed and Cllr Chrimes seconded and it was RESOLVED to elect Cllr Freeman to the position of Vice Chairperson for another year.
51. Declarations of interest	There were no disclosable pecuniary interests declared.
52. Public Open Forum	The spokesperson, who had been appointed beforehand to represent all six members of the public present, had attended the August JCC meeting to ask for approval of a headstone that did not meet the current cemetery rules. His request had been turned down at that meeting. The spokesperson asked the Joint Cemetery Committee to give those present, information on the reason and impact, of the rule change concerning headstones in Jan 2020, particularly concerning only allowing smooth edges. After an uninterrupted 10-minute presentation from the spokesperson, followed by an uncomfortable exchange, the Chairperson closed the Public Open Forum section of the agenda, and all six members of the public left.
53. Minutes of Committee meeting held on 16th August 2022	Cllr Fifield proposed and Cllr Chrimes seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 16 th August 2022 are accepted as a true and correct record.
54. Review and decisions of Amendments to the cemetery rules	<p>54.1 The Committee noted the amendment to rule 24. Tablets in the Garden of Remembrance to add ‘and must not be cemented in place’ as per item 23 at the meeting held on 21st June 2022.</p> <p>54.2 The Committee decided to defer a decision on the member of the public's request to change the rules on headstones to: <i>Headstones should be solid shapes with uniform size of inscription. The Committee reserve the right to refuse any application for a headstone where it does not fit in with the uniformity required at a grass cemetery</i>’ to the next JCC meeting, so that the agenda could accurately reflect the request. Action Mrs Robinson</p>
55. Updates on matters arising were given	<p>More detailed information was circulated prior to the meeting in the Clerks & Cemetery Maintenance Managers reports</p> <p>55.1 Digital Mapping Project – Following the Clerk and Ken Byrnes visit to Frodsham Parish Council on the 8th September to see Edge’s Epitaph software, the Clerk has given the go-ahead to Edge and is currently working with them to get the software and training set up.</p> <p>55.2 Plot AR3 in the 2nd Garden of Remembrance (GOR) – The tablet has now been moved, by the family, to the new headstone in section 3, despite a request from the deceased’s son to let it remain. Cllr Chrimes proposed and Cllr Crist seconded and it was</p>

	<p>RESOLVED that if contacted, the Clerk could request the £90 outstanding fee, if they wanted the tablet returned to the original plot in the 2nd GOR.</p> <p>55.3 Update on the wildflower area - CW&C Your Street should be turning the ground w/c 24th October. The Clerk has approached CW&C about using the Neighbourhood Pride scheme for the cost of the seed (approx.£662). Cllr Fifield requested that the Clerk send the information to all 3 Ward Councillors. Action Mrs Robinson</p>																												
56. Review of JCC Constitution	No requests for amendments had been received.																												
57. Review of Cemetery Fees	Cllr Freeman proposed and Cllr Crist seconded and it was RESOLVED to leave the cemetery fees at the 2022 level for 2023.																												
58. Article on Gorstage Cemetery	The Committee had been sent by email on 26 th August, an article on Gorstage Cemetery to review for publication, from a local historian. Cllr Chrimes had some additional information to add about the monetary contribution made by Weaverham and Acton Bridge Parish Councils. The Committee were happy with the content of the article.																												
59. Decision on purchase of a notice board	Following a request from the Cemetery Maintenance Manager and the Clerk, Cllr Chrimes proposed and Cllr Fifield seconded and it was RESOLVED that a suitable notice board to a maximum value of £1,000 (incl. installation) could be purchased to be sited next to the new car park. In addition to information about activities at the cemetery, the Clerk will post agendas and minutes on the notice board. The Committee noted it would be also useful to have these documents available online, the Clerk will review with the 3 Parish Clerks the best way forward, potentially posting the documents on Acton Bridge PC website with a link from the other 2 PC websites. Cllr Fifield also asked the Clerk to forward the Ward Cllrs the cost information for consideration under their Ward budgets. Action Mrs Robinson																												
60. Cemetery Maintenance Managers Report	<p>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:</p> <p>60.1 There has been a complete change of UKL staff that work with/at the cemetery and they are indicating they want to look at increasing their costs as they are not making any money from the Cemetery with the amount of work required under the current specification. A formal contract was never put in place by the previous Account Manager.</p> <p>60.2 UKL have also advised they cannot cut the hedges as they no longer have anyone trained to use ladders and the hedges are now too high to do any other way.</p> <p>60.3 A tree survey should be undertaken to identify any work required to ensure there is minimal risk of damage/injury due to falling trees/branches. Action Mr Robinson</p> <p>60.4 The drain under the tap at the cemetery has been blocked by a cement like substance. The only stonemason to do work at the cemetery in the timeframe swears it could not have been them. The Maintenance Manager has managed to clear for now.</p> <p>The Committee gave thanks to the Cemetery Maintenance Manager for the good state of the cemetery.</p>																												
61. Clerks Report	<p>The Clerk provided a report detailing interments from 1st April 2022 up until 14th October 2022 in advance of the meeting. In summary:</p> <table border="1"> <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>9</td> <td>3</td> <td>7</td> <td>19</td> <td>2</td> <td>5</td> </tr> <tr> <td>Non-Parishioners</td> <td>5</td> <td>2</td> <td>3</td> <td>10</td> <td>4</td> <td>0</td> </tr> <tr> <td>Total</td> <td>14</td> <td>5</td> <td>10</td> <td>29</td> <td>6</td> <td>5</td> </tr> </tbody> </table>		Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	9	3	7	19	2	5	Non-Parishioners	5	2	3	10	4	0	Total	14	5	10	29	6	5
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62. Finance Report		<u>Total Balances as at 14th October 2022</u>	
		<u>DR -ve</u>	<u>CR +ve</u>
	Current A/c		3,644.55
	Reserve A/c		12,709.37
	National Savings A/c		107,039.78
	Unrepresented bankings 2017/18		90.00
	Unrepresented bankings		670.00
	Unpresented Chqs	2,018.10	
			<u>122,135.60</u>
 <u>Summary</u>			
	Total Balance B/Fwd @ 13/08/22		121,129.94
	Plus total receipts		6,035.50
	Less total payments		5,029.84
	Total Balance C/fwd to 15/10/22		<u>122,135.60</u>
 62.1 Car park – The final payment for Redburne Landscapes for £1,364.70 for the car park has been issued (3 months after successful completion)			
62.2 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			
62.2 Internal Auditor – The Clerk had met with Paul Durrant to discuss the vacant role of Internal Auditor, he seemed keen and capable. The Clerk will also ask Julie Chrimes, Cuddington PC Clerk, for the details of their newly appointed Internal Auditor. Action Mrs Robinson			
63. Correspondence	Apart from items already highlighted, the Clerk had not received or sent any additional correspondence other than standard items.		
64. AOB	64.1. The Committee asked the Clerk to provide a draft appeal process for review at the next meeting. Action Mrs Robinson 64.2. The Committee asked the Clerk to draft a letter for the JCC to review in response to the 2 questions raised in the public open forum. Action Mrs Robinson 64.3. Cllr Fifield proposed and Cllr Chrimes seconded and it was RESOLVED to Co-opt Ken Byrne onto the Joint Cemetery Committee for another year.		
65. Date of next meeting	The next meeting is planned for Tuesday 20th December 2022 at 19:30, venue TBC, but should be Weaverham Community Centre.		

The meeting closed at 21:40

Signed..... (Chairperson)

Date.....