

## Weaverham, Cuddington and Acton Bridge Cemetery Committee

**Date & time** 21<sup>st</sup> February 2023 at 19.30      **Location** Acton Bridge Parish Rooms

**Attendees** Cllr J Freeman (WPC) (Chairperson), Cllr P Chrimes (CPC), Cllr C Fifield (ABPC), Cllr S Brookes (CPC), Cllr G Edwards (WPC), 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 T Brocklebank (ABPC) Cllr E Bland (WPC), Cllr M Gerrard (WPC),

**Absent**

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

*The meeting commenced at 19:30*

Agenda item	Notes & actions
<b>85. Apologies</b>	Apologies for Absence – as noted above.
<b>86. Declarations of interest</b>	There were no disclosable pecuniary interests declared.
<b>87. Public Open Forum</b>	There were no members of the public present.
<b>88. Minutes of Committee meeting held on 20<sup>th</sup> December 2022</b>	Cllr Chrimes proposed and Cllr Crist seconded and it was <b>RESOLVED</b> that, the minutes of the Cemetery Committee meeting held on 20 <sup>th</sup> December 2022 are accepted as a true and correct record.
<b>89. Review and decisions on appointing a Contractor for the Cemetery Maintenance</b>	The specification has been sent to three companies, UKL (the incumbent), Northwich Town Council (NTC) and Stan Cadman. The response from UKL is £8,056 + VAT, but doesn't include all the items specified, these have been requested. NTC are quoting £10,600, but won't invoice for visits if the weather means they are not required. Stan Cadman has quoted £9,215, but it is a small outfit and has some significant caveats on how they would want to work.  Once the Maintenance Manager has all the information, he will do a full review and send a report to the Joint Cemetery Committee with a recommendation. <b>Action Mr Robinson</b>
<b>90. Decision on pruning/removal of ash tree following tree surgeons visit</b>	The crowns of the trees have been lifted and the dead branches removed as per the quote from Cliff Anderson. Cliff originally quoted to remove a number of smaller trees. This was not done as I felt it would leave the area exposed. The invoice has been reduced to reflect this.  Cliff has identified an acute angle failure on one of the ash trees. One side of the trunk will have to be removed and the crown of the tree reshaped. This amount of work is significantly more than was quoted in the original tree work. Cllr Chrimes propose and Cllr Fifield seconded and it was <b>RESOLVED</b> to approve the cost for undertaking this work at a cost of £295. <b>Action Mr Robinson</b>
<b>91. To make a decision on a proposal for siting a new donated bench</b>	Cllr Chrimes proposed and Cllr Brooks seconded and it was <b>RESOLVED</b> to approve the request for a bench in memory of 18-year-old William Glendinning who was interred at the cemetery in October last year. The Clerk was asked to re-iterate to the family that as the bench is a donation the Joint Cemetery Committee, it may be relocated at a future date, if necessary. <b>Action Mrs Robinson</b>
<b>92. Clerk pay review</b>	Following a discussion on the review completed by Cllr Crist into the Clerks contract, salary and revised job description, Cllr Crist proposed and Cllr Fifield seconded and it was <b>RESOLVED</b> to:  1. change the Clerks Contract, Section 9.1 Salary to 'As at August 2020, your salary per annum is salary point SCP18. The role is in the LC2 (18-23) below substantive range, as per NALC EMPLOYMENT BRIEFING E02-18 / 2018-2019 NATIONAL SALARY AWARD.'

	<p>2. And to move the Clerk's salary to SCP 21 from 1<sup>st</sup> April 2023. (as per 9.2 of the Clerks contract: Subject to satisfactory performance, you will progress automatically through the LC salary scale range by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April 2019 and thereafter on the <u>1st April each year</u> until you reach the maximum of the scale), to compensate for the increments that should have been applied on 1<sup>st</sup> April 2021 and 1<sup>st</sup> April 2022.</p> <p>Cllr Crist will complete an appraisal with the Clerk prior to the April meeting.</p> <p style="text-align: right;"><b>Action Cllr Crist &amp; Mrs Robinson</b></p>
<p><b>93. 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>93.1 Digital Mapping Project</b> – 2 out of 3 training modules have been completed. The Clerk is running both systems for the rest of the financial year. The Digital Map is still not on the Epitaph/HeritEdge system. Despite Pear emailing to say the revised charge stands before the digital map can be added, Edge have agreed to liaise with Pear, to find an acceptable solution.</p> <p style="text-align: right;"><b>Action Mrs Robinson</b></p> <p><b>93.2 Update on the wildflower area</b> – CWAC have sent remittance using the Neighbourhood Pride scheme for £362.40 towards the cost of the seed (approx. £662 +VAT). The grass is growing back with a vengeance. As there isn't an organic way to remove the grass and the grass will significantly inhibit the growth of the wild flowers. the Maintenance Manager will spray the beds. The proposed hire of a rotavator is on hold for now.</p> <p style="text-align: right;"><b>Action Mr Robinson</b></p> <p><b>93.3 Update on survey of the entrance to the cemetery</b> - A Structural Engineer still needs to be identified and instructed. <b>C/F</b> In addition, there are potholes beginning to appear at the entrance.</p> <p style="text-align: right;"><b>Action Mr Robinson</b></p> <p><b>93.4 Decision on siting of proposed notice board</b> - Notice board still to be purchased, Maintenance Manager will need to install. Cllr Crist proposed and Cllr Brookes seconded and it was <b>RESOLVED</b> to allow the Maintenance Manager to make the decision on where the notice board should be sited.</p> <p style="text-align: right;"><b>Action Mr Robinson</b></p> <p><b>93.5 Grit bins</b> - The 200L grit bin has been sited beside the entrance to sections 1 &amp;2, not in the car park. Cllr Crist and Cllr Brookes seconded and it was <b>RESOLVED</b> to accept the quote from Northwich Town Council for £240 (incl. vat) for another grit bin (for the car park, as 200L isn't enough salt for the paths, car park and road) including grit (which is £120). It isn't brand new, hence the lower price.</p> <p style="text-align: right;"><b>Action Mr Robinson</b></p> <p>CWAC has sent £400 remittance Winters members budget towards the supply of the grit bin &amp; grit spreader following Clerk submitting request (with Cllr Fifields help). Despite the Clerk raising a 'report a problem' on the CWAC website, Ref. HW480926761 to request a grit bin as the cemetery entrance has 'a slope over 10 per cent or where there are special circumstances', the enquiry now showing as 'Closed, job complete'. No additional grit bin has been installed on the steep entrance road, as per the request.</p> <p><b>93.6 Letter to Funeral Directors re grave digger</b> - The Clerk has spoken to both the Funeral Directors who employ the grave digger that hasn't been respecting the cemetery rules and requirements. A draft letter was circulated prior to the meeting and approved to be sent.</p> <p style="text-align: right;"><b>Action Mrs Robinson</b></p> <p><b>93.7 Update on Cemex</b> – The Clerk has received emails from the Cuddington PC Clerk and Cemex who appear to be looking at the possibility of donating the section of the Cemex Quarry adjacent to the hedge. The JCC extended their thanks to Julie Chrimes, Cuddington PC Clerk, for persisting with Cemex.</p>

	<p><b>93.8 Mole hill complaint</b> – The Clerk received complaint of a molehill close to a headstone. The Maintenance Manger continues to monitor, and clear any molehills to discourage any moles.</p>																																
<p><b>94. 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. No points that were highlighted in the meeting for further discussion other than those already separately itemised on the agenda.</p>																																
<p><b>95. Clerks Report</b></p>	<p>The Clerk provided a report detailing interments from 1<sup>st</sup> April 2022 up until 18<sup>th</sup> February 2023 in advance of the meeting. In summary:</p> <table border="1" data-bbox="375 510 1437 808"> <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>19</td> <td>6</td> <td>14</td> <td>39</td> <td>5</td> <td>9</td> </tr> <tr> <td>Non-Parishioners</td> <td>7</td> <td>3</td> <td>6</td> <td>16</td> <td>7</td> <td>1</td> </tr> <tr> <td><b>Total</b></td> <td><b>26</b></td> <td><b>9</b></td> <td><b>20</b></td> <td><b>55</b></td> <td><b>12</b></td> <td><b>10</b></td> </tr> </tbody> </table>		Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	19	6	14	39	5	9	Non-Parishioners	7	3	6	16	7	1	<b>Total</b>	<b>26</b>	<b>9</b>	<b>20</b>	<b>55</b>	<b>12</b>	<b>10</b>				
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<p><b>96. Finance Report</b></p>	<p><b>a. <u>Total Balances as at 17<sup>th</sup> February 2023</u></b></p> <table data-bbox="391 913 1220 1209"> <thead> <tr> <th></th> <th style="text-align: right;"><u>DR -ve</u></th> <th style="text-align: right;"><u>CR +ve</u></th> </tr> </thead> <tbody> <tr> <td>Current A/c</td> <td></td> <td style="text-align: right;">1,785.64</td> </tr> <tr> <td>Reserve A/c</td> <td></td> <td style="text-align: right;">21,331.324</td> </tr> <tr> <td>National Savings A/c</td> <td></td> <td style="text-align: right;">107,139.40</td> </tr> <tr> <td>Unrepresented bankings 2017/18</td> <td></td> <td style="text-align: right;">90.00</td> </tr> <tr> <td>Unrepresented bankings</td> <td></td> <td style="text-align: right;">1,220.00</td> </tr> <tr> <td>Unpresented Chqs/DDs</td> <td style="text-align: right;">22.09</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><u><u><b>131,544.19</b></u></u></td> </tr> </tbody> </table> <p><b><u>Summary</u></b></p> <table data-bbox="391 1299 1220 1478"> <tbody> <tr> <td>Total Balance B/Fwd @ 15/10/22</td> <td style="text-align: right;">130,830.53</td> </tr> <tr> <td>Plus total receipts</td> <td style="text-align: right;">5,410.93</td> </tr> <tr> <td>Less total payments</td> <td style="text-align: right;">4,697.27</td> </tr> <tr> <td><b>Total Balance C/fwd to 16/12/22</b></td> <td style="text-align: right;"><u><u><b>131,544.19</b></u></u></td> </tr> </tbody> </table> <p><b>Unrepresented bankings 2017/18</b> – Cllr Chrimes has spoken to the family about the plot on GOR2, they have decided they do not want to keep it.</p> <p><b>UKL</b> – Despite having notified the Maintenance Manager they did not want to continue under the current ‘contract’ as at the end of December, UKL have sent an invoice for visits in January. The Clerk has queried and waiting a response from UKL.</p> <p><b>Buildings insurance</b> - The Clerk has confirmed it is usual for the entity responsible for maintenance should insure buildings. In addition to the brick huts, the insurance should also cover the gates etc. The Clerk to review the insurance cover. <span style="float: right;"><b>Action Mrs Robinson</b></span></p> <p><b>Interest rates</b> – Cllr Fifield will liaise with the Clerk to look at options for better interest rates. <span style="float: right;"><b>Action Cllr Fifield &amp; Mrs Robinson</b></span></p> <p><b>b. Review of Budget and decision on Precept request to the Parish Councils 2023/24</b> - Cllr Fifield reviewed the Constitution with the Clerk and the correct split (notified to each of the Parish Councils) for the total precept of £2,000 for 2023/24 is Cuddington PC 54%, Weaverham PC 40% and Acton Bridge PC 6%.</p>		<u>DR -ve</u>	<u>CR +ve</u>	Current A/c		1,785.64	Reserve A/c		21,331.324	National Savings A/c		107,139.40	Unrepresented bankings 2017/18		90.00	Unrepresented bankings		1,220.00	Unpresented Chqs/DDs	22.09				<u><u><b>131,544.19</b></u></u>	Total Balance B/Fwd @ 15/10/22	130,830.53	Plus total receipts	5,410.93	Less total payments	4,697.27	<b>Total Balance C/fwd to 16/12/22</b>	<u><u><b>131,544.19</b></u></u>
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<b>97. Correspondence</b>	Apart from items already highlighted, the Clerk had not received or sent any additional correspondence other than standard items.
<b>98. AOB</b>	Cllr Freeman proposed change to a meeting date in October from Tuesday 17 <sup>th</sup> October to Wednesday 18 <sup>th</sup> October, which was agreed by those present. The Christmas clear up at the Cemetery was agreed as <b>Thursday 2<sup>nd</sup> March 14:30</b>
<b>99. Date of next meeting</b>	The next meeting is planned for <b>Tuesday 18<sup>th</sup> April at 19:30</b> – venue TBC, but it should be Cuddington Village Hall. A new list of meeting dates had been circulated prior to the meeting. This will be updated and re-circulated with the new date for October. <b>Action Mrs Robinson</b>

*The meeting closed at 21:05*

Signed..... (Chairperson)

Date.....