

## Weaverham, Cuddington and Acton Bridge Cemetery Committee

**Date & time** 18<sup>th</sup> October 2023 at 19.30      **Location** Cuddington & Sandiway Village Hall

**Attendees** Cllr J Freeman (WPC) (Vice Chairperson acting as Chairperson for the meeting), Cllr P Chrimes (CPC), Cllr S Brookes (CPC), Cllr S Fleet (CPC), Cllr A Crist (CPC standing in for Cllr D Ruchat), Cllr C Fifield (ABPC), Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)

**Apologies** Cllr T Brocklebank (ABPC), Cllr G Edwards, Cllr D Ruchat (CPC), (WPC), Cllr E Bland (WPC), Mr K Byrne

**Absent**

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

*The meeting commenced at 19:30*

| Agenda item  | Notes & actions   |
|--|---|
| <b>43. Apologies</b>   | Apologies for Absence – as noted above.<br>Cllr Williams (WPC) has resigned from the committee leaving a vacancy for Weaverham Parish Council.  |
| <b>44. Public Open Forum</b>   | There were no members of the public present   |
| <b>45. Election of Chairman for forthcoming year</b>   | Cllr Freeman proposed and Cllr Brookes seconded and it was <b>RESOLVED</b> to appoint Cllr Brocklebank to the post of Chairman for the coming year.   |
| <b>46. Election of Vice Chairman for forthcoming year</b>  | Cllr Fifield and Cllr Chrimes seconded and it was <b>RESOLVED</b> to appoint Cllr Freeman to the post of Vice Chairman for the coming year.   |
| <b>47. Declarations of interest</b>  | There were no disclosable pecuniary interests declared.   |
| <b>48. Minutes of Committee meeting held on 15<sup>th</sup> August 2023</b>  | Cllr Chrimes proposed and Cllr Fifield seconded and it was <b>RESOLVED</b> that, the minutes of the Cemetery Committee meeting held on 15 <sup>th</sup> August 2023 are accepted as a true and correct record.  |
| <b>49. Review and decision on Cemetery Maintenance Managers salary and hours</b>   | Following a presentation from Cllr Crist and a discussion with the Clerk and Maintenance Manager out of the room, Cllr Chrimes proposed and Cllr Brookes seconded and it was <b>RESOLVED</b> to align the Maintenance Managers salary to the Clerks salary with effect from 1 <sup>st</sup> April 2023. <b>Action Mrs Robinson</b><br>The Maintenance Manager has no capacity to increase his hours currently. This will be revisited in April 2024 when the Clerk is hoping to reduce her hours.   |
| <b>50. Review and decision of any amendments to the Cemetery Rules</b>   | Cllr Fifield proposed and Cllr Crist seconded and it was <b>RESOLVED</b> to correct the 1 <sup>st</sup> Paragraph in the rules from: 1. General Conditions a) These regulations shall apply in the Gorstage Cemetery, Sandiway, hereinafter referred to as the "Cemetery", provided and controlled by the Weaverham, Cuddington and Acton Bridge Cemetery Committee, herein after referred to as the "Committee" in the <b>Borough of Vale Royal</b> .<br>To: herein after referred to as the "Committee" in <b>Cheshire West and Chester</b> .<br><b>Action Mrs Robinson</b>               |
| <b>51. Review and decision on any amendments to the Weaverham, Cuddington and Acton Bridge Cemetery Committee Constitution</b> | Cllr Fifield proposed and Cllr Crist seconded and it was <b>RESOLVED</b> to propose to the Parish Councils an amendment to the Constitution, Section 8. Finances:<br>From 'A current account, and savings accounts will be maintained on behalf of the committee at a bank or Savings provider agreed by the committee.'<br>To: 'A current account, savings account and/or investment account will be maintained on behalf of the committee at a bank or Savings provider agreed by the committee, and in line with the JCC Investment Policy, once drafted.'<br><b>Action Mrs Robinson</b> |

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|--|--|
| <p><b>52. Review and decision on any increase on Cemetery fees</b></p>                                 | <p>The cemetery fees have not been increased since January 2021, when a 5% increase was applied. Costs have risen since then, particularly maintenance fees. Cllr Crist proposed and Cllr Fleet seconded and it was <b>RESOLVED</b> to increase the cemetery fees by 10% with effect from 1<sup>st</sup> January 2024. Cllr Chrimes opposed the resolution preferring an increase of 5%.</p> <p style="text-align: right;"><b>Action Mrs Robinson</b></p>  |
| <p><b>53. Decision on request to donate a bench overlooking the 2nd Garden of Remembrance</b></p>      | <p>The Clerk had received a request to allow a donation of a bench into one of the last gaps on the grass next to GOR 2, to overlook GOR2. The JCC were concerned that the siting of the new notice board would potentially mean the area would look overcrowded. Without the benefit of a site visit to review areas suitable for a bench (the next site visit will be June 2024), Cllr Chrimes proposed and Cllr Brookes seconded and it was <b>RESOLVED</b> to decline the request.</p> <p style="text-align: right;"><b>Action Mrs Robinson</b></p>  |
| <p><b>54. Decision on request for a temporary marker for plot 1098 section 6</b></p>                   | <p>The Clerk had received a request to allow a wooden cross as a temporary marker, for a few months but not longer than a year, until they can get a headstone. The rules do not allow for any temporary marker apart from ‘a stone tablet of approved design not exceeding eighteen inches in width and fifteen inches in height and not less than two inches thick bearing only the name of the deceased and the grave number may be erected as a temporary headstone.’</p> <p>Cllr Brookes proposed and Cllr Fifield seconded and it was <b>RESOLVED</b> to decline the request and to not make an exception to the rules.</p> <p style="text-align: right;"><b>Action Mrs Robinson</b></p>   |
| <p><b>55. Decision on request to refund a pre-purchase of burial rights to plot 1056 from 2020</b></p> | <p>The Clerk had been asked if the JCC would consider refunding a pre-purchase fee as the purchasers have changed their minds. They paid £370.00. The current purchase price is £390 (for residents) £760 (non-resident). Cllr Chrimes proposed and Cllr Brookes seconded and it was <b>RESOLVED</b> to agree to the request minus an admin fee of £25.</p> <p style="text-align: right;"><b>Action Mrs Robinson</b></p>   |
| <p><b>56. Decision on request to pre-purchase plot 527 in section 3</b></p>                            | <p>The Clerk had had a request for a plot as near as possible to a grandson and plot 527 is empty with no record of it being reserved. There is no information as to why this plot was not used at the time, the Clerk brought Mrs Lewis’s register of grave spaces showing it as empty with no notes. Cllr Crist proposed and Cllr Fleet seconded and it was <b>RESOLVED</b> to release the plot for purchase.</p> <p style="text-align: right;"><b>Action Mrs Robinson</b></p>   |
| <p><b>57. 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>57.1</b> The wildflower meadow has been rotovated and seeded</p> <p><b>57.2</b> The holes for the Noticeboard have been dug, the Maintenance Manager is hoping to install on Saturday</p> <p style="text-align: right;"><b>Action Mr Robinson</b></p> <p><b>57.3</b> The Surveyor’s report on the cemetery entrance was circulated prior to the meeting. He concluded the slabs at the entrance are in a satisfactory condition and suitable for their current use. The JCC noted that the buildings etc should be checked at least once every 5 years.</p>   |
| <p><b>58. 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, contractor maintenance and regular tasks.</p> <ul style="list-style-type: none"> <li>• It is the worst time of the year for maintenance due to the falling leaves on the paths.</li> <li>• The new gravel etc on GOR 3 is resulting in less weeds</li> <li>• The new camera has been purchased and installed</li> <li>• The Maintenance Managers own strimmer has been fixed, but the cemetery still needs to purchase one</li> <li>• Visitors to the cemetery still like to park on the road rather than the car park, and one or two have been seen parking on the grass – A notice should be put in the new notice board asking visitors to park in the car park</li> </ul> <p style="text-align: right;"><b>Action Mr Robinson</b></p> |

|                                 | <ul style="list-style-type: none"> <li>There is a bench in Section 2 that needs to be moved, due to the tree roots, the Clerk will attempt to contact the person who donated it <b>Action Mrs Robinson</b></li> <li>Cllr Chrimes and Cllr Brookes seconded and it was <b>RESOLVED</b> for the Cemetery to pay for the Maintenance Managers leaf blower to be serviced. <b>Action Mr Robinson</b></li> </ul> <p>The Maintenance Manager will bring costings for replacement of the timber on the GOR2 to the December meeting. <b>Action Mr Robinson</b></p>  |                                 |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
|---------------------------------|--|---------------------------------|---------------|-----------------------|---------------|------------------|---------------|------------------|--------------|-----------|----------------------|----|------------|--------------------------------|---|------------------|------------------------|---|------|----------------------|----------|---|--------------|-----------|---------------------------------|--------------------------------|------------|---------------------|----------|---------------------|----------|
| <b>59. Clerks Report</b>        | <p>The Clerk provided a report detailing interments from 1<sup>st</sup> April 2023 up until 13<sup>th</sup> August 2023 in advance of the meeting. In summary:</p> <table border="1" data-bbox="376 421 1477 611"> <thead> <tr> <th></th> <th>Burials</th> <th>Burials-<br/>C/Remains</th> <th>GOR</th> <th>Total</th> <th>New<br/>Graves</th> <th>New GOR<br/>plots</th> </tr> </thead> <tbody> <tr> <td>Parishioners</td> <td>12</td> <td>3</td> <td>10</td> <td>25</td> <td>7</td> <td>4</td> </tr> <tr> <td>Non-Parishioners</td> <td>3</td> <td>2</td> <td>2</td> <td>7</td> <td>5</td> <td>1</td> </tr> <tr> <td><b>Total</b></td> <td><b>15</b></td> <td><b>5</b></td> <td><b>12</b></td> <td><b>32</b></td> <td><b>12</b></td> <td><b>5</b></td> </tr> </tbody> </table> <p>Cllr Freeman queried if the Constitution/rules required the JCC to check all memorial requests. <b>Action Mrs Robinson</b></p>   |                                 | Burials       | Burials-<br>C/Remains | GOR           | Total            | New<br>Graves | New GOR<br>plots | Parishioners | 12        | 3                    | 10 | 25         | 7                              | 4 | Non-Parishioners | 3                      | 2 | 2    | 7                    | 5        | 1 | <b>Total</b> | <b>15</b> | <b>5</b>                        | <b>12</b>                      | <b>32</b>  | <b>12</b>           | <b>5</b> |                     |          |
|                                 | Burials  | Burials-<br>C/Remains           | GOR           | Total                 | New<br>Graves | New GOR<br>plots |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| Parishioners                    | 12   | 3                               | 10            | 25                    | 7             | 4                |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| Non-Parishioners                | 3  | 2                               | 2             | 7                     | 5             | 1                |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| <b>Total</b>                    | <b>15</b>  | <b>5</b>                        | <b>12</b>     | <b>32</b>             | <b>12</b>     | <b>5</b>         |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| <b>60. Finance Report</b>       | <p><b>a. <u>Total Balances as at 13<sup>th</sup> October 2023</u></b></p> <table data-bbox="387 808 1222 1099"> <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;">5,477.94</td> </tr> <tr> <td>Reserve A/c</td> <td></td> <td style="text-align: right;">26,107.10</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;">10.00</td> </tr> <tr> <td>Unrepresented bankings</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Unpresented Chqs/DDs</td> <td style="text-align: right;">3,123.60</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><u><u><b>135,610.84</b></u></u></td> </tr> </tbody> </table> <p><b><u>Summary</u></b></p> <table data-bbox="387 1193 1222 1301"> <tbody> <tr> <td>Total Balance B/Fwd @ 12/08/23</td> <td style="text-align: right;">137,409.62</td> </tr> <tr> <td>Plus total receipts</td> <td style="text-align: right;">6,723.85</td> </tr> <tr> <td>Less total payments</td> <td style="text-align: right;">8,522.63</td> </tr> </tbody> </table> <p style="text-align: right;"><b><u><u>135,610.84</u></u></b></p> <p><b>Income vs Expenditure</b> – The overall balance has dropped by £2k in the last 2 months, despite the Weaverham PC precept being paid. However, there has also been additional expenditure of £3,340.</p> <p><b>Incorrect fee</b> – The Clerk brought to the attention of the JCC that she had given an incorrect fee of £575 instead of £760. Cllr Freeman proposed and Cllr Fifield seconded and it was <b>RESOLVED</b> to write off the mistake rather than request the difference.</p> |                                 | <u>DR -ve</u> | <u>CR +ve</u>         | Current A/c   |                  | 5,477.94      | Reserve A/c      |              | 26,107.10 | National Savings A/c |    | 107,139.40 | Unrepresented bankings 2017/18 |   | 10.00            | Unrepresented bankings |   | 0.00 | Unpresented Chqs/DDs | 3,123.60 |   |              |           | <u><u><b>135,610.84</b></u></u> | Total Balance B/Fwd @ 12/08/23 | 137,409.62 | Plus total receipts | 6,723.85 | Less total payments | 8,522.63 |
|                                 | <u>DR -ve</u>  | <u>CR +ve</u>                   |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| Current A/c                     |  | 5,477.94                        |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| Reserve A/c                     |  | 26,107.10                       |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| National Savings A/c            |  | 107,139.40                      |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| Unrepresented bankings 2017/18  |  | 10.00                           |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| Unrepresented bankings          |  | 0.00                            |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| Unpresented Chqs/DDs            | 3,123.60   |                                 |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
|                                 |  | <u><u><b>135,610.84</b></u></u> |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| Total Balance B/Fwd @ 12/08/23  | 137,409.62   |                                 |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| Plus total receipts             | 6,723.85   |                                 |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| Less total payments             | 8,522.63   |                                 |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| <b>61. Correspondence</b>       | <p>There was no correspondence to bring to the attention of the JCC outside anything already on the agenda/detailed in the Clerks report.</p>  |                                 |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| <b>62. AOB</b>                  | <ul style="list-style-type: none"> <li>None raised</li> </ul>  |                                 |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |
| <b>63. Date of next meeting</b> | <p>The next meeting is planned for <b>Tuesday 19<sup>th</sup> December at 19:30</b> Weaverham Community Centre TBC</p>   |                                 |               |                       |               |                  |               |                  |              |           |                      |    |            |                                |   |                  |                        |   |      |                      |          |   |              |           |                                 |                                |            |                     |          |                     |          |

The meeting closed at 21:05

Signed..... (Chairperson)

Date.....