

Weaverham, Cuddington and Acton Bridge Cemetery Committee

Date & time	17 th April 2024 at 19.30	Location	Cuddington & Sandiway Village Hall
Attendees	Cllr T Brocklebank (Chairperson) (ABPC) Cllr J Freeman (WPC), Cllr P Chrimes (CPC), Cllr S Brookes (CPC), Cllr D Ruchat (CPC), Cllr P Wilkinson (WPC), Cllr G Edwards (arrived 19:55), (WPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)		
Apologies	Cllr C Fifield (ABPC),		
Absent	Cllr S Fleet (CPC),		
Minutes written by	Mrs C Robinson (Clerk)		

The meeting commenced at 19:33

Agenda item	Notes & actions
1. Welcome to new Committee Member	The Chairperson welcomed new Joint Cemetery Committee member from WPC, Cllr Mills replacing Cllr Williams.
2. Apologies	Apologies for Absence – as noted above.
3. Public Open Forum	There were no members of the public present
4. Declarations of interest	There were no disclosable pecuniary interests declared.
5. Minutes of Committee meeting held on 21st February 2024	Cllr Freeman proposed and Cllr Wilkinson seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 21 st February 2024 are accepted as a true and correct record.
6. Review on Cemex Transfer of land and decision on any potential boundary changes and related costs	<p>Following the Cemetery Maintenance Managers meeting with the Cemex contact, there is a proposed change to the boundary. Cllr Freeman proposed and Cllr Chrimes seconded and it was RESOLVED to accept the proposed amendment to exclude the permitted path (for the public) from the transfer of land. The donated land will need a boundary fence installed. Action Mr Robinson</p> <p>The JCC will review the parcel of land that is the subject of the Cemex gift at the June site meeting and start to consider what they want to do with it.</p> <p>The Maintenance Manager will look to identify who placed a bench at the top of the quarry on the parcel of land being donated from Cemex, as it will need to be moved. Cemex don't know who installed it. Action Mr Robinson</p>
7. Review and decision on request to add a plaque to an existing bench	<p>The Clerk had received a request to add a plaque to one of the benches next to the 3rd Garden of Remembrance (by the war memorial). After discussion, this was considered a good idea as these benches had not been donated in memory of a specific person. The Clerk to contact Edmund Nagel to enquire about brass plaques. Action Mrs Robinson</p>
8. 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>8.1 The Clerk confirmed the new fees have been applied from 1st April 2024.</p> <p>8.2 The Clerk has returned the 'Request for Information' issued 7th February from the Valuation Office (an Executive Agency on HMRC), within the requested time frame.</p>
9. Cemetery Maintenance Managers Report	<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. He highlighted the following items in the meeting:</p> <ul style="list-style-type: none"> • The excessive amount of rain has had an impact on the amount of maintenance that could be completed, however, the wildflowers have germinated. • TCC, the current maintenance contractor, is happy to continue with the maintenance on a rolling annual basis but there is a 2.5% increase in his monthly maintenance contract to cover increased costs.

- One of the grave diggers has been dumping surplus soil under hedges. It was agreed that a letter will be written to Funeral Directors, any grave digger caught dumping soil will be banned from the cemetery. **Action Mr Robinson**
- The Maintenance Manager had created a Risk Assessment for review, which apart from a couple of typos was agreed. He had identified a few items that will be reviewed at the June site visit:
 - One headstone showing signs of decay in Section 2
 - The concrete used for the plinths in Sections 1 & 2 is showing signs of decay and needs to be monitored.
 - The path in section 1 is becoming a trip hazard
 - The bench next to section 2 and near the beehives needs to be moved
- Currently there are 281 graves that have dropped mainly due to the excessive amount of rain, 18 of which have been backfilled the past week with available soil. The Maintenance Manager will need to purchase approx. 83 tonnes of soil to finish the backfilling at an estimated cost of £3.5k for the soil alone. He will also get quotes for contractors to complete the work. Cllr Chrimes proposed and Cllr Wilkinson seconded and it was **RESOLVED** that the Maintenance Manager could spend a budget of up to £8k to rectify as it is a Health & Safety issue. **Action Mr Robinson**

10. Clerks Report

The Clerk provided a report detailing interments from 1st April 2023 up until 31st March 2024 in advance of the meeting. In summary:

	Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	24	5	15	44	12	6
Non-Parishioners	8	4	2	14	10	1
Total	32	9	17	58	22	7

11. Finance Report

a. Total Balances as at 31st March 2024 – Year-End Accounts review and approval

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		6,679.83
Reserve A/c		24,940.17
National Savings A/c		107,968.34
Unrepresented bankings		105.00
Unpresented Chqs/DDs	972.00	
		138,721.34

Summary

Total Balance B/Fwd @ 01/04/23	130,350.44
Plus total receipts	41,228.01
Less total payments	32,857.11
Total Balance C/fwd to 01/04/24	138,721.34

Income vs Expenditure – The overall balance has increased by £8k in the last year.

VAT claim to be submitted is for **£1,591.54**

Action Mrs Robinson

Internal Auditor – the new Internal Auditor Jo O’Donoghue has agreed Friday 19th April for a review with the Clerk.

Action Mrs Robinson

After the JCC reviewed the Accounts, Cllr Freeman proposed and Cllr Wilkinson seconded and it was **RESOLVED** that, the 2023/24 Accounts are accepted as a true and correct record.

The Clerk will review if any Band D changes across the 3 parishes impact the precept split for review in the Autumn.

Action Mrs Robinson

12. Correspondence	No items were raised for review
13. AOB	<ul style="list-style-type: none"> • The Clerk informed the JCC that a stone mason had put in a request for a memorial that included the shape of an angel as part of the outline. The JCC agreed this was not a regular shape, as per the cemetery rules, and so was not permitted. • Cllr Brocklebank thanked the Clerk for managing her workload during a challenging personal time. • Cllr Wilkinson has information from NALC on a private motion in Parliament in relation to cemeteries that he will send the Clerk. Action Cllr Wilkinson
14. Date of next meeting	The next meeting is planned for Wednesday 19th June 2024 18:30 – Site visit at Gorstage Cemetery followed by Weaverham Community Centre.

The meeting closed at 20:30

Signed..... (Chairperson)

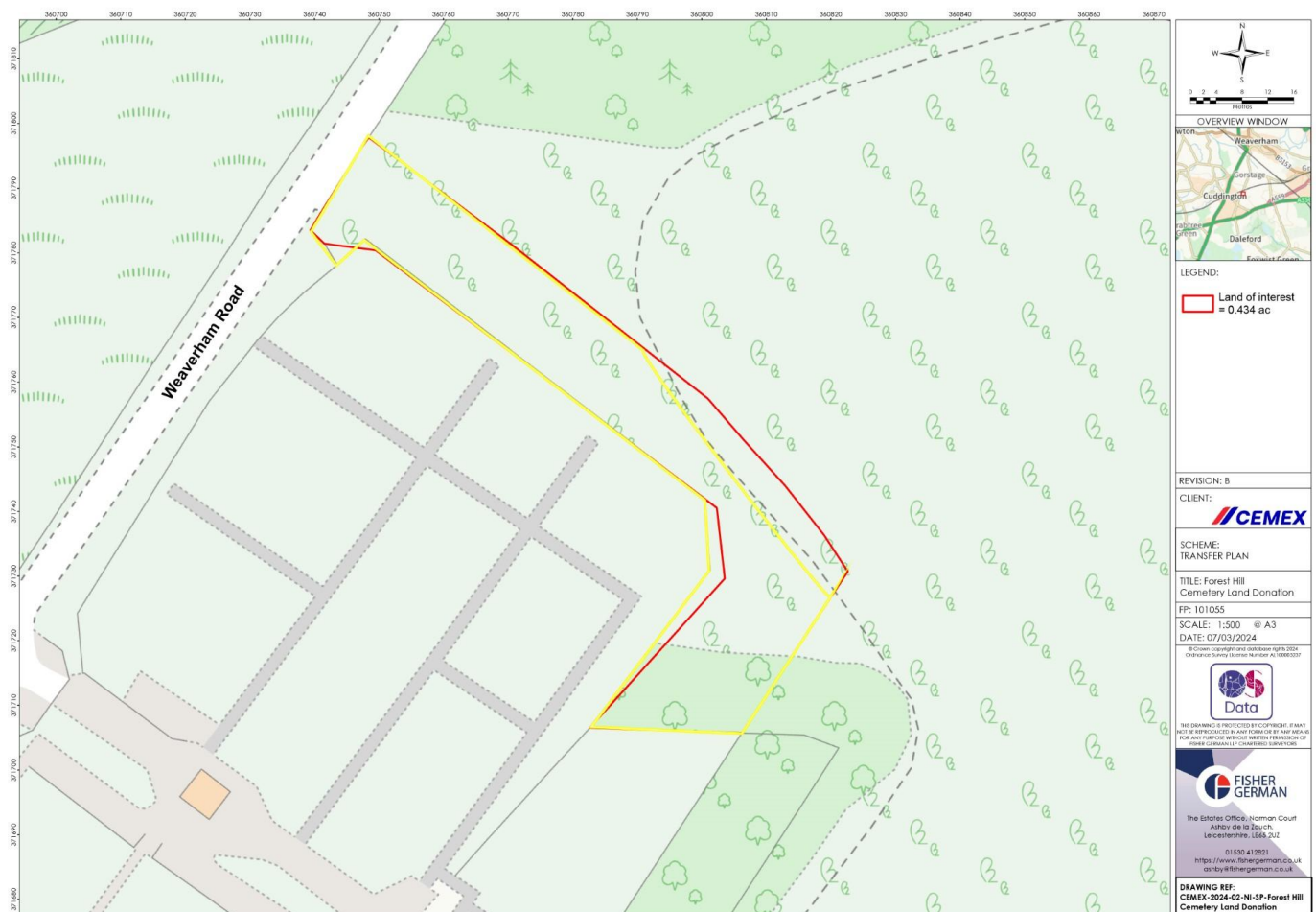
Date.....

Joint Cemetery Committee meeting 21st April 2024

Cemetery Maintenance Manager's Update and Report

6. Review on Cemex Transfer of land and decision on any potential boundary changes and related costs.

Following the Cemetery Maintenance Managers meeting with the Cemex contact at Gorstage Cemetery, the proposed change is from the red line to the yellow line, to exclude the current permitted path (for the public). For discussion at the meeting along with all associated risks and costs that could be incurred.



9. Cemetery Maintenance Manager's Report

Maintenance Contract

TCC are happy to continue with the maintenance contract on a rolling annual basis.

There will be an increase in the contract price to cover increased costs. Details will be given at the meeting.

Health & Safety

No accidents or incidents.

I have identified a Cemeteries Health & Safety audit assessment that can be followed. See attached pdf.

I have created a risk assessment for lone working at the cemetery.

Regular Tasks

Task	Comment
Tidy Up	The site has been tidied but the rain has severely hampered progress.

Clear Branches & Leaves	Ongoing with the winds
Garden of Remembrance	
Back Fill Areas	<p>With the continued, non-stop rain there are now 281 graves throughout the cemetery that are showing subsidence of over 25mm (1 inch) with most 50mm or more. There is approx. 1 ton of soil left. On average it takes 3 wheelbarrows of soil to level a grave. We will need to purchase approx. 83T of soil to backfill. Due to the limitations on getting large deliveries on site, we cannot do this efficiently and backfilling will be time-consuming.</p> <p>We will get less good soil going forward as we have hit a clay seam in the cemetery. We may need to purchase soil going forward.</p>
Replace Camera Cards	No issues.
Building Maintenance	<p>No major problems are visible.</p> <p>The brickwork below the tap needs to be re-pointed and possibly a sheet of waterproof material attached to protect from water damage.</p> <p>Moss removal still ongoing.</p>
Pests	
Benches	The bench under the tree will have to be moved. It is becoming unsafe as the tree has moved the slabs. I suggest moving it to the wildflower area.

Other Activities

Task	Details	Progress
Tree work	A lot of small branches have been collected. This is ongoing with the winds.	ONGOING
Shrubs	The camellia is in full flower and looking good.	
Edging	New edging will be ordered once the weather breaks.	ONGOING
Paths	<p>Bollard is to be installed on main path</p> <p>Broken slabs need to be replaced next to the hut.</p>	<p>ONGOING</p> <p>ONGOING</p>
Hedges	Hedges on quarry side needs to be cut back.	ONGOING
Building		
Fences & Gates	<p>Wood will be ordered when weather breaks.</p> <p>Fence to be removed to be reviewed after site visit.</p>	
Roads		COMPLETE
Drains	The drain has been unblocked again.	COMPLETE
Field	Create soil bays	ONGOING
Wild Flower	The beds are beginning to fill out.	COMPLETE
Cemetery Grounds	No issues.	

Car Park	No issues.	
Complaints	None.	
Equipment	Strimmer has been ordered	COMPLETE

Joint Cemetery Committee meeting 17th April 2024 – Clerks Report

- 1. Welcome to Cllr Mills from WPC, replacing Cllr Williams.**
- 2. Apologies** – Apologies received from Cllr Fifield.
- 3. Public Open Forum** - I am not aware of any members of the public wishing to attend.

5. To approve and sign minutes of the Joint Cemetery Committee meeting held on 21st February 2024 – no amendments received to date, please let me know if you have any amendments asap.

6. Review on Cemex Transfer of land and decision on any potential boundary changes and related costs - See Maintenance Managers report

7. Review and decision on request to add a plaque to an existing bench – I have received a request to add a plaque to one of the benches next to the Third Garden of Remembrance, one side of the War memorial.

8. Matter arising (Clerks updates) (Also see Maintenance Managers report)

- The new fees have been applied from 1st April 2024, with only a slight issue from a Stone Mason that only occasionally does work at Gorstage
- The Clerk has returned the ‘Request for Information’ issued 7th February from the Valuation Office (an Executive Agency on HMRC), within the requested time frame.

10. Cemetery Clerk’s report

From 1st April 2023 up until 31st March 2024:

- There have been 32 burials, 9 cremated remains burials and 17 cremated remains interred in the GOR.
- 24 burials, 5 cremated remains burials and 15 cremated remains in the Garden of Remembrance were of parishioners.
- 8 burials, 4 cremated remains burials and 2 cremated remains in the Garden of Remembrance were of non - parishioners.
- 9 further interments are in the diary for April and May
- 2 cremated remain interments are still to be arranged.
- 55 memorial requests have been approved, 29 for new headstones.
- 15 graves have been pre-purchased (8 by non-residents), 1 pre-purchase has been refunded
- 15 Transfers of ownership have been completed (2 paid for in the previous financial year, due to delays in granting probate).
- 1 Reservations (Residents only) – Garden of Remembrance

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Interments in new graves, includes 2 interments in grave that had been pre-purchased

The Clerk has been dealing with some time-consuming personal issues since beginning January, March was also very difficult as she spent most of the month working remotely, and April has brought further very different issues.

12. Finance Report – *please see separate file with detailed year end information including the breakdown per Parish Council*

Total Balances as at 31st March 2024

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		6,679.83
Reserve A/c		24,940.17
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Receipts 01/04/23 – 31/03/24

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	19,385.00
Interment fees	11,505.00
Memorial fees	4,665.00
Misc (Incl. Transfers & Reservations)	915.00
Precept from Parish Councils	2,000.00
Donations	1,003.00
Interest & VAT reclaim	1,755.01
Total	41,228.01

Payments 01/04/23 – 31/03/2024

Please see separate spreadsheet

Income vs Expenditure – The overall balance has increased by over £8k in the last year.

VAT claim to be submitted is for £1,591.54

Internal Auditor – As long as the accounts are been approved, the new Internal Auditor Jo O’Donoghue has pencilled in Friday 19th April for a review with the Clerk.

18. Correspondence

Nothing of note to raise with the JCC

19. Date of next meeting - Wednesday 19th June 2024 18:30 – site visit, followed by Weaverham Community Centre. TBC