

Weaverham, Cuddington and Acton Bridge Cemetery Committee

Date & time 21st August 2024 at 19.30 **Location** Weaverham Community Centre

Attendees Cllr J Freeman (WPC) (Acting Chairperson), Cllr P Chrimes (CPC), Cllr S Brookes (CPC), Cllr D Ruchat (CPC), Cllr C Fifield (ABPC), Cllr P Wilkinson (WPC), Cllr I Mills (WPC), Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)

Apologies Cllr A Christ (CPC), Cllr G Edwards (WPC), Cllr T Brocklebank (ABPC), Mr K Byrne

Absent

Minutes written by Mrs C Robinson (Clerk)

The meeting commenced at 19:30

Agenda item	Notes & actions																												
27. Apologies	Apologies for Absence – as noted above.																												
28. Declarations of interest	There were no disclosable pecuniary interests declared.																												
29. Minutes of Committee meeting held on 19 th June 2024	Cllr Wilkinson proposed and Cllr Brooks seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 19 th June 2024 are accepted as a true and correct record.																												
30. Public Open Forum	There were no members of the public present																												
31. Decision on acceptance of payment plans	After a short discussion reviewing the information and comments supplied by ChALC, Cllr Mills proposed and Cllr Fifield seconded and it was RESOLVED to not accept payment plans for the purchase of burial rights due to the potential issues that had been highlighted.																												
32. Review and decisions on options for memorial plaques and options for scattering of ashes	Following a further 2 requests for benches and following a visit and comments from a widow who would like to have the option to scatter her husbands ashes on the land being donated by Cemex, the JCC reviewed options for the placement of memorial/plaques and scattering of ashes. In order to consider further, they agreed the next actions: - Further investigation of composite benches, prices and images for the next meeting Action Mrs Robinson - Further review of options for the site once the land had been transferred and the boundary fence is in place. Target date for review of options, the site visit June 2025 Action Mrs Robinson																												
33. Cemetery Maintenance Mangers report	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 that the weather being either too hot or too wet continued to cause challenges. However, 18T of soil had been delivered and the backfilling had started. The wild flowers will be cut back towards the middle/end of September a. Decision on minor repairs to a bench After a brief discussion, it was agreed that removal of stain from a bench should be repaired, potentially by NTC when they re-stain the other bench. Action Mrs Robinson																												
34. Clerks Report	The Clerk provided a report detailing interments from 1st April 2024 up until 18th August 2024 in advance of the meeting. In summary: <table><tr><td></td><td>Burials</td><td>Burials- C/Remains</td><td>GOR</td><td>Total</td><td>New Graves</td><td>New GOR plots</td></tr><tr><td>Parishioners</td><td>7</td><td>5</td><td>4</td><td>16</td><td>2</td><td>1</td></tr><tr><td>Non-Parishioners</td><td>4</td><td>0</td><td>0</td><td>4</td><td>3</td><td>0</td></tr><tr><td>Total</td><td>11</td><td>5</td><td>4</td><td>20</td><td>5</td><td>1</td></tr></table> Interments in new graves includes 2 interments in graves that had been reserved.		Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	7	5	4	16	2	1	Non-Parishioners	4	0	0	4	3	0	Total	11	5	4	20	5	1
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35. Finance Report	a. Total Balances as at 18th August 2024																												

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		1,581.75
Reserve A/c		30,673.82
National Savings A/c		107,968.34
Unrepresented bankings		0.00
Unpresented Chqs/DDs	733.00	
		139,490.91

Summary

Total Balance B/Fwd @ 01/04/24	138,326.57
Plus total receipts	6,479.16
Less total payments	5,314.82
Total Balance C/fwd to 18/06/24	139,490.91

- **The Precept** amount for each Parish Council was reviewed using the information sent from CWAC based on the 24/25 taxbase:

Parish	Taxbase 24/25	% Taxbase 24/25	Precept
Weaverham	2010.9	40%	£800.79
Cuddington	2688.9	54%	£1,070.78
Acton Bridge	322.5	6%	£128.43
Total	5022.3	100%	£2,000.00

Cllr Fifield proposed and Cllr Mills seconded and it was **RESOLVED** that the total precept to be charged to the Parish Councils would be £2,000.

Action Mrs Robinson

36. Updates on matters arising were given	• The Clerk has requested the forms from the NS&I to close the account • The Maintenance Manager has a draft contract to review • The Clerk distributed a draft forecast vs Spend spreadsheet, with a 5% on last year actual costs and 10% increase on receipts. The JCC agreed the costs for the new fence for the Cemex land need to be included. • Burial fees had been sent to the 3 Clerks of the Parish Councils to display on their websites. • Cllr Fifield propose and Cllr Chrimes seconded and it was RESOLVED to adopt the new interment form with a few minor revisions and after review by Mr Byrne. Action Mrs Robinson
37. Correspondence	There was no additional correspondence to bring to the attention of the JCC
38. AOB	• The Clerk and Maintenance Manager will be on holiday from 7th -14th September. Clerk will arrange for someone to have the phone. • The next Cemex meeting is to be held on 16th October at 2pm at Weaverham Community Centre. The Clerk will try to attend. Action Mrs Robinson
39. Date of next meeting	The next meeting is planned for Wednesday 16th October 2024 19:30 at Acton Bridge Parish Rooms TBC. Agenda to include: • Election of Chairperson and Vice Chairperson • Review of Constitution, fees and rules • Investment strategy review Action Cllrs Freeman & Fifield

The meeting closed at 20:20

Signed..... (Chairperson)

Date.....

Joint Cemetery Committee meeting 21st Aug 2024

Cemetery Maintenance Manager's Report

7. Cemetery Maintenance Manager's Report

Cemex Update

The Clerk for Cuddington is waiting for the deeds. Unfortunately, Matthew from Cemex, and the Council's solicitor are both on annual leave.

Maintenance Contract

No issues.

Health & Safety

No accidents or incidents.

Regular Tasks

Task	Comment
Tidy Up	The site has been tidied.
Clear Branches & Leaves	
Garden of Remembrance	GOR1 & GOR3 have been sprayed with an off the shelf weed killer due to the nature of the weeds.
Back Fill Areas	18T of soil has been delivered to the cemetery and has been tipped at the end of the carpark. The sandy soil was purchased from Ideal Turf and delivered by tractor. Backfilling has started but has been hampered by a recurrence of my shoulder problem. The deeper subsidence is being prioritised. TCC are also filling. The work will continue as a priority weather permitting.
Replace Camera Cards	No issues.
Building Maintenance	No major problems are visible. The brickwork below the tap needs to be re-pointed and a sheet of waterproof material attached to protect from water damage. Moss removal still ongoing.
Pests	A rabbit set up house in a grave. The warren has been removed and filled. A rabbit with myxomatosis was kindly dispatched by Hollybank vets. A bid thank you for their help.
Benches	A bench near the road hedge has had about 75mm x 50mm of the stain removed at the corner. The stain that was used acts like a paint. It looks like somebody has peeled it away.

		
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Other Activities

Task	Details	Progress
Tree work		
Shrubs		
Edging	New edging will be ordered once the weather breaks. This is still ongoing and has been overtaken by the levelling work.	ONGOING
Paths	Bollard is to be installed on main path Broken slabs need to be replaced next to the hut.	ONGOING ONGOING
Hedges	Hedges throughout need a trim subject to regulations on nesting birds.	ONGOING
Building	No issues.	
Fences & Gates	Main fence still needs to be fixed. Fence to be removed following the site visit.	ONGOING ONGOING
Roads	The weeds on the road edge and down to the main road have been sprayed.	
Drains	The drain has been unblocked again and again.	COMPLETE
Field	Create soil bays – postponed until the role of the new land is confirmed.	ONGOING
Wild Flower	The wild flowers will be cut back towards the middle/end Sept. Any seeds will be collected and scattered. The site can then be weeded. The waste will be bagged and disposed of via the waste bin.	COMPLETE
Cemetery Grounds	The grass at the front of the cemetery is being slowly strimmed back.	ONGOING
Car Park	No issues. Too many people still parking on the road or blocking the entrance as was recently witnessed. We should consider yellow lines down the hill and up to the end of the building.	

Complaints	None	
Equipment	The new brushcutter/trimmer has been purchased and added to the asset register.	

Joint Cemetery Committee meeting 21st August 2024 – Clerks Report

1. Apologies – Apologies received from. Cllrs Ann Christ & Gillian Edwards

3. To approve and sign minutes of the Joint Cemetery Committee meeting held on 19th June 2024 – no amendments received to date, please let me know if you have any amendments asap.

4. Public Open Forum - I am not aware of any members of the public wishing to attend.

5. Decision on acceptance of payment plans by residents wanting to pre-purchase plots

I have been asked by a resident if I can accept part payments towards the cost of pre-purchase of burial rights to a new plot. He has already paid £90 for a reservation (in July). After I asked ChALC, if there were any financial regulations to consider, Jackie Weaver said *'No, this is for the committee to decide based on risk assessment. For example – will you set a period for which they need to complete the purchase? What if they fall behind on payments? What if they die before the final payment etc?'* **Does the JCC want to accept part payments towards a pre-purchase, and if so, on what terms?**

6. Review and decisions on options for memorial plaques and the option of scattering of ashes.

I am continuing to get occasional requests for donations of benches (another 2 since the last meeting). I think there are 2 categories that requests fall into:

1. Families/friends of people interred at Gorstage – they already have either a headstone or plaque and so want a memorial such as a bench, as an additional memorial. A plaque on an existing bench could be the answer, but I have yet to have anyone pursue this option, but I haven't really pushed it either. The ones who recently wanted benches on the area where the noticeboard is, have relatives in GOR 2 – it will be difficult to put plaques on these benches. Plaques on benches potentially fall into 2 options:
 - a. Add plaques to the benches by the war memorial (already agreed by the JCC)
 - b. **New benches bought and installed by the JCC, potentially where the wildflower meadows are? Does the JCC want me to look into this option further?** Northwich Town Council have bought composite benches (no maintenance) for this exact purpose.
2. Families/friends of people not interred at Gorstage, often when ashes have been scattered, and they want somewhere to put a memorial. Any memorial would be appreciated by this category – it doesn't necessarily need to be on a bench. There is also a subset to this group:
 - a. **Can ashes be scattered at Gorstage?** The area under the trees in the new Cemex donation, overlooking the quarry with far reaching views would lend itself to this option. It could also be an area for a remembrance wall with plaques. I recently had a meeting with someone who wanted to talk about a bench donation. She had planned to scatter her husbands' ashes in Yorkshire, but if they could be scattered at the top of the quarry she would want to do that. **Could this be an option the JCC would consider?**

8. Cemetery Clerk's report

From 1st April 2024 up until 18th August 2024:

- There have been 11 burials, 5 cremated remains burials and 4 cremated remains interred in the GOR.
- 7 burials, 5 cremated remains burials and 4 cremated remains in the Garden of Remembrance were of parishioners.
- 4 burials were of non -parishioners.
- 3 further interments are in the diary for August
- 6 cremated remain interments are still to be arranged.
- 23 memorial requests have been approved, 14 for new headstones
- 1 grave has been pre-purchased (0 by non-residents)
- 3 Transfers of ownership have been completed
- 2 Reservations (Residents only) – Section 6

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Interments in new graves, includes 2 interments in graves that had been reserved

9. Finance Report

Total Balances as at 18th August 2024

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Current A/c		1,581.75
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Unpaid Chqs/DDs (yet to be presented)	733.00	
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Receipts 18/06/23 – 18/08/24

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	1,700.00
Interment fees	2,115.00
Memorial fees	820.00
Misc (Incl. Transfers & Reservations)	180.00
Precept from Parish Councils	
Donations	
Interest & VAT reclaim	1,664.16
Total	6,479.16

Payments 18/06/24 – 18/08/2024

Date debited from bank Account	Cheque no./DD	Payee	Details	Total
19/06/2024	DD 05775349/001	O2 Monthly charge	Mobile phone charges	7.82
02/07/2024	DD4073150757	Water Plus	Water Supply	20.08
12/07/2024	Standing order	Graeme Robinson	Salary	347.10
12/07/2024	Standing order	Carole Robinson	Salary	608.60
16/07/2024	DD PC-51168	Propel Finance	Mobile Phone finance	11.68
16/07/2024	002021	S Cadman	June Maintenance	733.00
19/07/2024	DD 05775349/001	O2 Monthly charge	Mobile phone charges	7.82
22/07/2024	002020	HMRC	PAYE C & G Robinson April, May and June	257.00
26/07/2024	002022	Carole Robinson	Expenses - Stamps, ink, soil, grass seed, strimmer	1582.26
31/07/2024	DD ZA269757	ICO	Data Protection certification	35.00
31/07/2024	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	4.08
12/08/2024	Standing order	Graeme Robinson	Salary	347.10
12/08/2024	Standing order	Carole Robinson	Salary	608.60

16/08/2024	DD PC-51168	Propel Finance	Mobile Phone finance	11.68
	15/07/1905	S Cadman	July Maintenance	733.00
Total				5314.82

Precept review

From the Constitution:

‘For the annual precept calculation a contribution to the costs of developing and maintaining the Cemetery (figure to be agreed annually by the committee) shall be shared between the three parishes in proportion to their respective rateable values as determined at the date of the last official return. Such costs shall include remuneration paid to the Clerk.’

The precept figure last year was a total of £2,000.

The only information CWAC holds on each parish is the taxbase (number of band D properties) and the requested precept for the parish council for the year (which is the figure previously used to do the calculation).

Parish	Taxbase 24/25	Precept 24/25
Weaverham	2010.9	133,000
Cuddington	2688.9	99,970
Acton Bridge	322.5	5,620

Which gives the following breakdown if the JCC wants to raise £2,000 through the precept again:

Parish	Taxbase 24/25	% Taxbase 24/25	Precept
Weaverham	2010.9	40%	£800.79
Cuddington	2688.9	54%	£1,070.78
Acton Bridge	322.5	6%	£128.43
Total	5022.3	100%	£2,000.00

Does the JCC want to approve the above precept figure of £2,000?

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

- Clerk to give updates at the meeting

11. Correspondence

No correspondence outside the usual day to day business activities.

12. AOB – The Clerk and Maintenance Manager will be away for a week 7th – 14th September. Clerk to arrange for someone to have the phone.

13. Date of next meeting - Wednesday 16th October 2024 19:30 – Acton Bridge Parish Rooms TBC

Agenda to include:

- Election of Chairperson and Vice Chairperson
- Review of Constitution, fees and rules