

Weaverham, Cuddington and Acton Bridge Cemetery Committee Meeting

Date & time	11 th December 2024 at 19.30	Location	Weaverham Community Centre
Attendees	Cllr J Freeman (WPC) (Chairperson), Cllr S Brookes (CPC), Cllr T Brocklebank (ABPC) Cllr P Wilkinson (WPC), Cllr I Mills (WPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)		
Apologies	Cllr P Chrimes (CPC), Cllr C Fifield (ABPC), Cllr A Christ (CPC), Cllr D Ruchat (CPC), Cllr G Edwards (WPC)		
Absent			
Minutes written by	Mrs C Robinson (Clerk)		

The meeting commenced at 19:31

Agenda item	Notes & actions
57. Apologies	Apologies for Absence – as noted above.
58. Public Open Forum	There were no members of the public present
59. Declarations of interest	There were no disclosable pecuniary interests declared.
60. Minutes of Committee meeting held on 16th October 2024	Cllr Wilkinson proposed and Cllr Brocklebank seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 16 th October 2024 are accepted as a true and correct record.
61. Review of Joint Cemetery Committee meeting dates for 2025	The Clerk had circulated a draft list of dates for the 6 meetings in 2025, and the 1st meeting in 2026. They are planned for the 3rd Wednesday of every other month (16th April, 18th June, and 15th October), with the exception of the 2nd Wednesday in December (10th December) and the 3rd Tuesday in February and August, as Acton Bridge Parish rooms only have availability on Tuesdays (18th Feb & 19th August & 17th February 2026). There were no objections raised to the proposed dates.
62. Review of the submission in response to the Consultation from the Law Commission on cemeteries, (including looking at the re-use of graves, and minimum depths).	The Clerk had circulated the link to the full consultation, a summary, and the consultation questions in October following the last meeting. The only comments submitted to the Clerk had been from Mr Byrne. The attendees reviewed the relevant questions he had raised concerns about: <i>4. We provisionally propose that in a local authority cemetery, the religious services that accompany a burial in all areas reserved or consecrated to a religious faith should be restricted to those of that faith or no service at all.</i> Those present agreed that as all areas in Gorstage are consecrated, this would be far too restrictive and unfair to those who would not want a Church of England service – they therefore do not agree. <i>13. We provisionally propose that:</i> <i>1) in its cemetery, a local authority should have the power to grant a memorial right to any relative of a person buried in a grave if no memorial has been placed on the grave two years after the burial and</i> <i>2) if there is a dispute between different relatives, or between the relatives and the owner of the exclusive burial right, a local authority should only have the right to a neutral memorial displaying the name of the deceased person and their dates of birth and death.</i> Those present agreed that this proposal would be difficult to impose, for several reasons, including: If someone has purchased the burial rights, wouldn't their rights be compromised by allowing others to place memorials? And how is the cemetery going to know who the relatives of a deceased are? They felt this proposal would cause far more issues than it is intended to solve. The Consultation closes 9th January so the Clerk will issue a draft response based on the comments for the JCC to review and comment on before 5th January. Action Mrs Robinson

63. 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: • The wet weather has continued to wreak havoc with graves sinking and some graves will need to be filled, even though grass seed won’t germinate in winter. • As there is a seam of clay in the new area currently being used for new graves, the Maintenance Manager asked for a decision on allowing the grave digger to use a wheeled digger to curtail the amount of time spent inside the grave. Those present agreed to a trial period to ensure the digger doesn’t cause any damage. • The recent storm had caused a lot of flowers to be blown around. Those present agreed to the Maintenance Manager posting on the 3 local Facebook pages asking people to reclaim items from a communal box. Action Mr Robinson • The site was gritted three times during the recent snow fall. One grit box needs to be refilled. Action Mr Robinson																													
64. Clerks Report	The Clerk provided a report detailing interments from 1st April 2024 up until 9th December 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>10</td><td>6</td><td>10</td><td>26</td><td>5</td><td>5</td></tr><tr><td>Non-Parishioners</td><td>7</td><td>3</td><td>1</td><td>11</td><td>5</td><td>1</td></tr><tr><td>Total</td><td>17</td><td>9</td><td>11</td><td>37</td><td>10</td><td>6</td></tr></table> <i>Interments in new graves includes 2 interments in graves that had been reserved.</i> The number of interments is currently quite a low figure compared to recent years.		Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	10	6	10	26	5	5	Non-Parishioners	7	3	1	11	5	1	Total	17	9	11	37	10	6	
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65. Finance Report	a. Total Balances as at 9th December 2024 <table><tr><td></td><td><u>DR -ve</u></td><td><u>CR +ve</u></td></tr><tr><td>Current A/c</td><td></td><td>2,269.98</td></tr><tr><td>Reserve A/c</td><td></td><td>119,053.75</td></tr><tr><td>National Savings A/c</td><td></td><td>22,968.34</td></tr><tr><td>Unrepresented bankings</td><td></td><td>115.00</td></tr><tr><td>Unpresented Chqs/DDs</td><td>748.00</td><td></td></tr><tr><td></td><td></td><td>143,659.07</td></tr></table> <u>Summary</u> <table><tr><td>Total Balance B/Fwd @ 15/10/24</td><td>144,577.02</td></tr><tr><td>Plus total receipts</td><td>3,541.84</td></tr><tr><td>Less total payments</td><td>4,459.79</td></tr><tr><td>Total Balance C/fwd to 10/12/24</td><td>143,659.07</td></tr></table>		<u>DR -ve</u>	<u>CR +ve</u>	Current A/c		2,269.98	Reserve A/c		119,053.75	National Savings A/c		22,968.34	Unrepresented bankings		115.00	Unpresented Chqs/DDs	748.00				143,659.07	Total Balance B/Fwd @ 15/10/24	144,577.02	Plus total receipts	3,541.84	Less total payments	4,459.79	Total Balance C/fwd to 10/12/24	143,659.07
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The Clerk also included a forecast vs Actuals report, full details circulated prior to the meeting: <table><tr><td></td><td>Actual 2023/24</td><td>Forecast 2024/25</td><td>Received to date</td><td>Forecast remaining</td></tr><tr><td>Total Payments</td><td>32,857.11</td><td>34,499.97</td><td>19,083.67</td><td>15,416.30</td></tr><tr><td>Total Receipts</td><td>41,228.01</td><td>47,112.21</td><td>24,781.08</td><td>22,331.13</td></tr></table> <i>% of the year to date 69%</i> The JCC reviewed the figures and Cllr Brookes proposed and Cllr Brocklebank seconded and it was RESOLVED that the figures are an accurate reflection of the cemeteries accounts. Investment Strategy – the £85,000 moved from NS&I remains in the Nat West Reserve savings account; as upon further investigation it transpired the CCLA fund is not covered by the FSCS guarantee. After a discussion			Actual 2023/24	Forecast 2024/25	Received to date	Forecast remaining	Total Payments	32,857.11	34,499.97	19,083.67	15,416.30	Total Receipts	41,228.01	47,112.21	24,781.08	22,331.13														
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it was agreed Cllrs Freeman, Fifield and Mills should meet to review options and make recommendations to the JCC.

Action Cllrs Freeman, Fifield & Mills

Insurance - Zurich renewal quote had been received (as from 22nd December) £395.91, it was £395.93 in December 2023. No concerns were raised.

Action Mrs Robinson

Salary – The Clerk had circulated the new National Payscales (backdated to 1st April 2024. The Clerk and Maintenance Manager are currently on SCP 21, which has increased from £16.02 to £16.65 per hour. The Clerk is on the model contract which allows for the increase automatically (and backdated). The Maintenance Manager has still to agree a Model Contract, so Cllr Freeman proposed and Cllr Wilkinson seconded and it was **RESOLVED** to raise the Maintenance Managers salary to the new rate and backdate it to 1st April 2024.

Action Mrs Robinson

66. Updates on matters arising were given	• There is no update on the transfer of the land from CEMEX; the Cuddington PC Clerk is now on holiday until January. The Clerk was advised that the next Cemex meeting is currently planned for 26th March.
67. Correspondence	There was no additional correspondence to bring to the attention of the JCC
68. AOB	• The Maintenance Manager had a conversation with a local stonemason about the loose gravestone in section 1, and they felt it would be around £2k to put right. There are no records identifying the owner of the burial rights. The Maintenance Manager will put tape, a cone and a notice on the stone and ask any visitors to the grave to contact the Clerk. An update to be given at the next meeting Action Mr Robinson
69. Date of next meeting	The next meeting is planned for Tuesday 18th February 2025 19:30 at Acton Bridge Parish Rooms.

The meeting closed at 20:18

Signed..... (Chairperson)

Date.....

Cemetery Maintenance Manager's Report

7. Cemetery Maintenance Manager's Report

Maintenance Contract

No issues. Officially any grass cutting will stop for Winter. Stan has done a great job collecting leaves on the site as there were a lot and they were late this year.

Health & Safety

No accidents or incidents.

Our graves are dug by hand as our paths can not cope with weight of machinery. So far that has not been an issue as we are a sandy site. Unfortunately the grave diggers have found a seam of clay that starts about 2 feet down. This is compacted and very difficult to dig out prolonging the time the grave digger has to spend in the hole. Sean has a wheeled digger that he would like to use as they are struggling to dig out new graves which are deeper.

DECISION REQUIRED

Regular Tasks

Task	Comment
Tidy Up	The site has been tidied after the storm. A lot of plastic flowers have been collected from the field. I intend to put them in a box and advertise them should anybody wish to find their flowers. I would like permission to post this on social media. DECISION REQUIRED.
Clear Branches & Leaves	The storm brought down a lot of smaller branches. One larger branch has also fallen in the wooded area. The majority of leaves have been picked up. The wind has blown in even more. I will try to get these picked up before Christmas.
Garden of Remembrance	GOR 1 & 2 need to have leaves collected.
Back Fill Areas	More graves have sunk following the snow and rain. I have filled a further 6 graves that were particularly deep. These will look awful until end April when they can be seeded. I will have to fill a few others once the soil dries out.
Replace Camera Cards	
Building Maintenance	No major problems are visible. The brickwork below the tap needs to be re-pointed and possibly a sheet of waterproof material attached to protect from water damage. Moss removal still ongoing.
Pests	
Benches	All ok.

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	ONGOING
	Broken slabs need to be replaced next to the hut.	ONGOING
Hedges	No issues other than rubbish thrown in from the quarry.	
Building	No issues.	
Fences & Gates	Main fence still needs to be fixed.	ONGOING
	Fence to be removed following the site visit.	ONGOING
Roads	The site was gritted three times during the snow. We need to refill one grit box DECISION REQUIRED The tarmac next to the gully in the turning circle has dropped and collects water. I will look at what can be done to repair it.	
Drains	The drain has been unblocked again and again and again and again.	COMPLETE
Field		
Wild Flower	All the beds have been cut and the waste from the larger side collected. I have purchased five new ton bags to store the waste until it can be removed from site via the bins. I have used three of the new bags and all of the old bags so far.	ONGOING
Cemetery Grounds		
Car Park	No issues	
Complaints	None	
Equipment		

Joint Cemetery Committee meeting 11th December 2024 – Clerks Report

1. Apologies – Apologies received to date from Cllrs Chrimes, Fifield and Crist.

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

4 To approve and sign minutes of the Joint Cemetery Committee meeting held on 16th October 2024 – no amendments received to date, please let me know if you have any amendments asap.

5. Review of Joint Cemetery Committee meeting dates for 2025, including decision on meetings to be held in Acton Bridge on Tuesdays instead of Wednesdays- I attach a copy of proposed dates, being the third Wednesday (or Tuesday for Acton Bridge), apart from December.

6. Review of the submission in response to the Consultation from the Law Commission on cemeteries, (including looking at the re-use of graves, and minimum depths). The Consultation closes in January. Separate email sent with the documents for review.

8. Cemetery Clerk's report

From 1st April 2024 up until 9th December 2024:

- There have been 17 burials, 9 cremated remains burials and 11 cremated remains interred in the GOR.
- 10 burials, 6 cremated remains burials and 10 cremated remains in the GOR were of parishioners.
- 7 burials, 3 cremated remains burials and 1 cremated remains in the GOR were of non -parishioners.
- 1 further interment is in the diary for December
- 2 cremated remain interments are still to be arranged.
- 40 memorial requests have been approved, 25 for new headstones
- 2 graves have been pre-purchased (0 by non-residents)
- 7 Transfers of ownership have been completed
- 3 Reservations (Residents only) – Section 6

	Burials	Burials-C/Remains		GOR	Total	New Graves	New GOR plots
Parishioners	10	6		10	26	5	5
Non-Parishioners	7	3		1	11	5	1
Total	17	9		11	37	10	6

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

9. Finance Report

Total Balances as at 9th December 2024

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		2,269.98
Reserve A/c		119,053.75
National Savings A/c		22,968.34
Unrepresented Bankings		115.00
Unpaid Chqs/DDs (yet to be presented)	748.00	
		143,659.07

Summary

Total Balance B/Fwd @ 15/10/2024	144,577.02
Plus total receipts	3,541.84

Less total payments
Total Balance C/fwd to 10/12/24

4,459.79
143,659.07

Receipts 15/10/23 – 9/12/24

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	1,270.00
Interment fees	1,325.00
Memorial fees	405.00
Misc (Incl. Transfers & Reservations)	145.00
Precept from Parish Councils	128.43
Donations	
Interest & VAT reclaim	268.41
Total	3,541.84

Payments 15/10/24 – 9/12/2024

Date debited from bank Account	Cheque no./DD	Payee	Details	Total
16/10/2024	DD PC-51168	Propel Finance	Mobile Phone finance	11.68
21/10/2024	DD 05775349/001	O2 Monthly charge	Mobile phone charges	8.18
21/10/2024	002029	Carole Robinson	Expenses - Stamps, ink, envelopes. Tarpaulin	119.47
31/10/2024	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	17.04
07/11/2024	Standing Order	Edge IT Systems Ltd	Epitaph & HeritEDGE annual fees	630.00
12/11/2024	Standing order	Graeme Robinson	Salary	347.10
12/11/2024	Standing order	Carole Robinson	Salary	608.60
13/11/2024	002030	S Cadman	October Maintenance	733.00
18/11/2024	DD PC-51168	Propel Finance	Mobile Phone finance	11.68
20/11/2024	DD 05775349/001	O2 Monthly charge	Mobile phone charges	7.82
29/11/2024	DD0014101734	SUEZ R&R UK LTD	Refuse collection	1203.36
29/11/2024	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	13.86
	002031	C&SPPFA Ltd	October meeting room hire	15.00
	002032	S Cadman	November Maintenance	733.00
Total				4,459.79

Forecast vs Actuals:

Forecast vs Actuals 9th December

Payments (Current Account) 1st April to 9th December 2024

	Actual 2023/24	Forecast 2024/25 (5% increase)	Spend to date	Amount remaining
Cemetery Maintenance	15415.98	16186.78	8902.53	7284.25
Cemetery Infrastructure	736.00	772.80	0.00	772.80
Salaries & NI	12462.38	13085.50	8159.60	4925.90
Admin	865.82	909.11	504.19	404.92
Insurance	395.93	415.73	0.00	415.73
Subscriptions	212.00	222.60	183.00	39.60
IT	654.98	687.73	525.00	162.73
VAT	1594.02	1673.72	809.35	864.37
Training	0.00	0.00	0.00	0.00
Misc	520.00	546.00	0.00	546.00
Total Payments	32857.11	34499.97	19083.67	15416.30
			55%	

01/04/2024	
09/12/2024	
Number days	252
Days in the year	366
% of year	69%

Receipts 1st April - 9th December 2024

	Actual 2023/24	Forecast 2024/25 (10% increase)	Receipts to date	Amount remaining
Pre-purchase	8440.00	9706.00	860.00	8846.00
Plot	10945.00	12586.75	6350.00	6236.75
Interments	11505.00	13230.75	8945.00	4285.75
Headstone	4665.00	5364.75	4050.00	1314.75
Transfer of ownership	325.00	373.75	282.50	91.25
Reservations	80.00	92.00	180.00	-88.00
Donations	1003.00	1153.45	0.00	1153.45
Precept	2000.00	2000.00	0.00	2000.00
Misc (Incl precept)	510.00	586.50	2000.00	-1413.50
Interest	1158.13	1331.85	522.04	809.81
VAT reclaim	596.88	686.41	1591.54	-905.13
Total Receipts	41228.01	47112.21	24781.08	22331.13
			53%	

Investment Strategy – Note the £85,000 moved from NS&I remains in the Nat West Reserve savings account; upon further investigation it transpired the CCLA fund is not covered by the FSCS guarantee. One potential option is to leave £85k with Nat West and transfer the surplus (circa £25k - £30k) to the CCLA fund. The interest rate (from 24th Jan 2025) will be an AER of 1.26%, down from 1.36%. Cllrs Fifield & Freeman to make recommendation(s).

Insurance – Zurich renewal quote (from 22nd December) £395.91, it was £395.93 December 23.

Salary – the backdated (to 1st April 2024) national payscales have been published, scales attached. The Clerk and Maintenance Manager are currently on SCP 21, which has increased from £16.02 to £16.65 per hour. The Clerk is on the model contract which allows for the increase automatically (and backdated). **The Maintenance Manager still to agree Model Contract – does the JCC want to increase Maintenance Managers salary and backdate to April 24?**

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

- Still waiting on Cemex re the transfer of land – no update received. Cuddington PC's Clerk now on holiday until January.

11. Correspondence - No correspondence outside the usual day to day business activities.

13. Date of next meeting - Tuesday 18th February 2025 19:30 – Acton Bridge Parish Rooms TBC (Agenda item 5)