

Weaverham, Cuddington and Acton Bridge Cemetery Committee

Date & time	19 th June 2024 at 19.15	Location	Gorstage Cemetery, Cuddington
Attendees	Cllr J Freeman (WPC) (Acting Chairperson), Cllr P Chrimes (CPC), Cllr S Brookes (CPC), Cllr D Ruchat (CPC), Cllr A Christ (CPC), Cllr Mills (WPC), Cllr P Wilkinson (WPC)(arrived 20:00), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)		
Apologies	Cllr C Fifield (ABPC), Cllr T Brocklebank (ABPC)		
Absent	Cllr G Edwards (WPC),		
Minutes written by	Mrs C Robinson (Clerk)		

The meeting commenced at 19:15

Agenda item	Notes & actions
15. Apologies	Apologies for Absence – as noted above.
16. Declarations of interest	There were no disclosable pecuniary interests declared.
17. Minutes of Committee meeting held on 17th April 2024	Cllr Ruchat proposed and Cllr Brooks seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 17 th April 2024 are accepted as a true and correct record.
18. Public Open Forum	There were no members of the public present
19. Review of the site meeting	a. Review of the land being donated by Cemex. The JCC had reviewed the proposed land donation from Cemex and are happy to progress the land transfer. The cost for the required gate and boundary (fence or hedge) will fall to the JCC. The Maintenance Manager will look at solutions. Action Mr Robinson b. After a very detailed discussion on the 2 bench requests received, Cllr Crist proposed and Mr Byrne seconded and it was RESOLVED by all Committee members, apart from Cllr Chrimes who abstained, that there would be a moratorium on accepting bench donations while other options were investigated, due to maintenance costs and lack of suitable space Action Mrs Robinson c. Cllr Chrimes proposed and Cllr Brookes seconded and it was RESOLVED that a standard size plaque could be added to the existing bench next to GOR3. The plaque would need to be ordered through the Clerk with a fee, to ensure all future plaques conform to the same standards, to be confirmed. Action Mrs Robinson d. Review of Risk Assessment i. There are 2 Headstones, one in section 1 and one in section 2, showing signs of decay. The Clerk to try and identify owners and get repairs undertaken. Action Mrs Robinson ii. After inspection the JCC decided that the concrete plinths in sections 1 & 2 that are starting to show signs of decay do not need any immediate remedial action. iii. The JCC agreed to get a price for a sign warning of a trip hazard for the path in section 1. Action Mrs Robinson iv. Cllr Brookes proposed and Cllr Freeman seconded and it was RESOLVED to move the bench in section 2 affected by the tree roots to in front of the fence between the neighbour and section 2, dependant on confirmation it will not impact maintenance. Action Mr Robinson e. After inspection of the failing fence between sections 1 & 2 and the neighbouring property, Cllr Chrimes proposed and Cllr Crist seconded and it was RESOLVED to remove it, leaving the neighbours fence as the boundary. Action Mr Robinson
20. Cemetery Maintenance Managers 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 there has been an issue with stone masons leaving cores on the grass. This is an issue for the lawnmower that throws up the core which is very dangerous. He will write to the most frequently used stone masons. Action Mr Robinson a. Decision on upgrading the strimmer After a brief discussion, Cllr Freeman proposed and Cllr Chrimes seconded and it was RESOLVED that the Maintenance Manager could upgrade the proposed strimmer, that is only capable of strimming grass to an Brushcutter that is capable of strimming grass and brush, at a maximum spend of £590.00. Action Mr Robinson																													
21. Clerks Report	The Clerk provided a report detailing interments from 1st April 2024 up until 17th June 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>5</td><td>2</td><td>3</td><td>10</td><td>1</td><td>1</td></tr><tr><td>Non-Parishioners</td><td>1</td><td>0</td><td>0</td><td>1</td><td>1</td><td>0</td></tr><tr><td>Total</td><td>6</td><td>2</td><td>3</td><td>11</td><td>2</td><td>1</td></tr></table> <i>Interments in new graves includes 1 interment in a grave that had been reserved.</i>		Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	5	2	3	10	1	1	Non-Parishioners	1	0	0	1	1	0	Total	6	2	3	11	2	1	
	Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots																								
Parishioners	5	2	3	10	1	1																								
Non-Parishioners	1	0	0	1	1	0																								
Total	6	2	3	11	2	1																								
22. Finance Report	a. Total Balances as at 17th June 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>1512.05</td></tr><tr><td>Reserve A/c</td><td></td><td>29,009.66</td></tr><tr><td>National Savings A/c</td><td></td><td>107,968.34</td></tr><tr><td>Unrepresented bankings</td><td></td><td>0.00</td></tr><tr><td>Unpresented Chqs/DDs</td><td>163.48</td><td></td></tr><tr><td></td><td></td><td>138,326.57</td></tr></table> <u>Summary</u> <table><tr><td>Total Balance B/Fwd @ 01/04/24</td><td>138,721.34</td></tr><tr><td>Plus total receipts</td><td>5,721.99</td></tr><tr><td>Less total payments</td><td>6,116.76</td></tr><tr><td>Total Balance C/fwd to 18/06/24</td><td>138,326.57</td></tr></table> VAT claim has been submitted for £1,591.54 The Precept amount for each Parish Council needs to be reviewed – this will be discussed at the next JCC meeting – Clerk to add to the agenda Action Mrs Robinson b. Review of the Internal Auditors Report The Internal Auditors report was circulated prior to the meeting; the areas highlighted for discussion were: - Recommendation to put a budget in place – after discussion the JCC decided that this was necessary, but the JCC would consider a forecast vs actual spent instead. Action Mrs Robinson - Recommendation to have a contract for the Maintenance Manager – the JCC agreed Action Mrs Robinson - The Sub Committee (for investment review) wasn’t quorate, should the JCC recommend an amendment to the Constitution? The JCC agreed that as any sub-committees were only making recommendations for the JCC to consider, this was not necessary. - Recommendation that Burial fees should be on all 3 PCs websites – the Clerk will circulate the fees to all 3 Parish Clerks with the recommendation for them to put on their websites. Action Mrs Robinson - Recommendation for a form to be signed for new interment to abide by cemetery rules – the Clerk will amend the standard form and circulate to all the local funeral Directors Action Mrs Robinson		<u>DR -ve</u>	<u>CR +ve</u>	Current A/c		1512.05	Reserve A/c		29,009.66	National Savings A/c		107,968.34	Unrepresented bankings		0.00	Unpresented Chqs/DDs	163.48				138,326.57	Total Balance B/Fwd @ 01/04/24	138,721.34	Plus total receipts	5,721.99	Less total payments	6,116.76	Total Balance C/fwd to 18/06/24	138,326.57
	<u>DR -ve</u>	<u>CR +ve</u>																												
Current A/c		1512.05																												
Reserve A/c		29,009.66																												
National Savings A/c		107,968.34																												
Unrepresented bankings		0.00																												
Unpresented Chqs/DDs	163.48																													
		138,326.57																												
Total Balance B/Fwd @ 01/04/24	138,721.34																													
Plus total receipts	5,721.99																													
Less total payments	6,116.76																													
Total Balance C/fwd to 18/06/24	138,326.57																													

23. Updates on matters arising were given	• The Clerk confirmed the number of years granted for the granting of Exclusive Burial rights: for Frodsham Cemetery is 100 years, Swanlow Cemetery is 90 years, and Northwich cemeteries (Witton & Dane Valley) 100 years. • The Clerks conversation with the owner of the adjoining residential property had raised no issues with the cemetery, just the issues he and other residents have with the national speed limit on the road. They would like CWAC to consider lowering the speed limit on Weaverham road. Action Cllr Edwards • The Maintenance Manager has emailed all the Funeral Directors relating to fly tipping of soil and informed them at any grave digger found fly tipping will be automatically banned from the cemetery.
24. Correspondence	Two emails have been received thanking the Cemetery Committee for the Wildflower Meadow – and one included ‘thank you for caring’.
25. AOB	• None raised
26. Date of next meeting	The next meeting is planned for Wednesday 21st August 2024 19:30 at Acton Bridge Parish Rooms TBC.

The meeting closed at 20:09

Signed..... (Chairperson)

Date.....

Cemetery Maintenance Manager's Report

6. Cemetery Maintenance Manager's Report

Maintenance Contract

TCC have managed to keep on top of the grass cutting despite the weather. We are at the peak of the growing season and the amount of rain that we have had has meant that the grass is growing very quickly.

Health & Safety

No accidents or incidents.

I have had no comments back on the risk assessments and therefore I assume that the committee agree to them in full.

Regular Tasks

Task	Comment
Tidy Up	The site has been tidied but the rain has severely hampered progress.
Clear Branches & Leaves	
Garden of Remembrance	GOR2 has been weeded and sprayed with an off the shelf weed killer.
Back Fill Areas	Neither landscaping/maintenance companies have been able to give me a quote for all the work. Instead it was agreed that I would source soil as needed and they would work on a day rate to backfill. Redburne have limited availability and at £500 per day are expensive. I propose that we use TCC and my time to start the work. TCC charged £240 per day to backfill last time. I am still waiting for costs.
	I have contacted 5 soil companies and while they all talk a good game on their websites, only one can guarantee their soil. An initial order has been placed with Ideal Turf for Class II soil. The initial order will be for 10T.
Replace Camera Cards	No issues.
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	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	
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 to be reviewed after site visit.		ONGOING
DECISION REQUIRED		
Roads		
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	In full bloom and have had many compliments.	COMPLETE
Cemetery Grounds	I have started to address the grass at the front of the cemetery. This will have to be cut back in stages.	
I have identified the person that installed the bench on the Cemex land. I have messaged but no response so far.		
		ONGOING
Car Park	No issues. Too many people still parking on the road or grass.	
Complaints	There has been an issue with stone masons leaving cores on the grass. This is an issue for the lawnmower that throws up the core which is very dangerous. I will write to the most frequently used stone masons.	
I have emailed all the Funeral Directors relating to fly tipping of soil and informed them at any grave digger found fly tipping will be automatically banned from the cemetery as per the last meeting.		

Equipment

Approval required to upgrade the proposed trimmer, (FSA57), that is only capable of trimming grass to an FSA80R Brushcutter that is capable of trimming grass and brush.

I have been using my FSA57 and while it is ok for paths, it has struggled with the bank at the front and is incapable of cutting below the hedges. We will also need a better machine to start clearing the new land and to cut back the wildflowers. The cost that was approved for the FSA57 was £313.47. (updated to latest prices). This includes two AK10 batteries. The cost of the proposed brushcutter would be £587.42. This includes two AK30 batteries and a brushcutting head conversion kit and head. DECISION REQUIRED

Joint Cemetery Committee meeting 19th June 2024 – Clerks Report

1. **Apologies** – Apologies received from Cllr Fifield.

3. **To approve and sign minutes of the Joint Cemetery Committee meeting held on 17th April 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. **Review of the site meeting (Clerks items):**

b. **Decision on request for the placement of 2 new benches**, both requests are for the grass next to GOR2. One from the requester who was turned down at a previous meeting (due to the placement of the noticeboard), who has asked now the noticeboard is in situ – please could the JCC reconsider? I have set the expectations of the later requester, that one request has already been declined.

c. **Decision on adding a plaque to an existing bench**, the JCC to decide on size, maximum wording, font etc and are they to be ordered through the same supplier, e.g. the Clerk orders? Or the JCC give rules?

7. Cemetery Clerk's report

From 1st April 2024 up until 17th June 2024:

- There have been 6 burials, 2 cremated remains burials and 3 cremated remains interred in the GOR.
- 5 burials, 2 cremated remains burials and 3 cremated remains in the Garden of Remembrance were of parishioners.
- 1 burial, 0 cremated remains burials and 0 cremated remains in the Garden of Remembrance were of non - parishioners.
- 4 further interments are in the diary for June and July
- 3 cremated remain interments are still to be arranged.
- 13 memorial requests have been approved, 10 for new headstones
- 0 graves have been pre-purchased (0 by non-residents)
- 3 Transfers of ownership have been completed
- 0 Reservations (Residents only) – Garden of Remembrance

	Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	5	2	3	10	1	1
Non-Parishioners	1	0	0	1	1	0
Total	6	2	3	11	2	1

Interments in new graves, includes 1 interment in grave that had been reserved

The Clerk has continued with dealing with some time-consuming personal issues (since beginning January).

Outstanding items: Investment policy enactment (move reserves from NS&I), ensure digital system up to date.

8. Finance Report

Total Balances as at 17th June 2024

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		1,512.05
Reserve A/c		29,009.66
National Savings A/c		107,968.34
Unrepresented Bankings		0.00
Unpaid Chqs/DDs (yet to be presented)	163.48	
		138,326.57

Summary

Total Balance B/Fwd @ 01/04/2024	138,721.34	Receipts 01/04/23 – 17/06/24
Plus total receipts	5,721.99	
Less total payments	6,116.76	
Total Balance C/fwd to 18/06/24	138,326.57	

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	1,270.00
Interment fees	2,825.00
Memorial fees	1,475.00
Misc (Incl. Transfers & Reservations)	82.50
Precept from Parish Councils	
Donations	
Interest & VAT reclaim	69.49
Total	5,721.99

VAT claim still to be submitted for £1,591.54, precept invoices to PCs to be sent (proportion tbc)

Payments 01/04/24 – 17/06/2024

Date debited from Bank account	Cheque no./DD	Payee	Details	Total
03/04/2024	DD4073150757	Water Plus	Water Supply	22.15
12/04/2024	Standing order	Graeme Robinson	Salary	347.10
12/04/2024	Standing order	Carole Robinson	Salary	608.60
16/04/2024	DD PC-51168	Propel Finance	Mobile Phone finance	11.68
18/04/2024	DD 05775349/001	O2 Monthly charge	Mobile phone charges	6.47
30/04/2024	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	62.40
30/04/2024	002013	S Cadman	Grave refilling	240.00
30/04/2024	002014	Jo O'Donoghue	Internal Audit 2023/24	150.00
13/05/2024	Standing order	Graeme Robinson	Salary	347.10
13/05/2024	Standing order	Carole Robinson	Salary	608.60
16/05/2024	DD PC-51168	Propel Finance	Mobile Phone finance	11.68
21/05/2024	DD 05775349/001	O2 Monthly charge	Mobile phone charges	7.82
29/05/2024	002015	S Cadman	April Maintenance	715.00
31/05/2024	DD0014101734	SUEZ R&R UK LTD	Refuse collection	1114.30
12/06/2024	Standing order	Graeme Robinson	Salary	347.10
12/06/2024	Standing order	Carole Robinson	Salary	608.60
13/06/2024	002017	S Cadman	May Maintenance	733.00
17/06/2024	DD PC-51168	Propel Finance	Mobile Phone finance	11.68
	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	0.48
	002016	C&SPPFA Ltd	April meeting room hire	15.00
	002019	SLCC	Annual subscription	148.00
Total				6116.76

b. Review of the Internal Auditors Report The report is attached; the areas to highlight for discussion:

- Recommendation to put a budget in place
- Recommendation to have a contract for the Maintenance Manager
- Sub Committee (for investment review) wasn't quorate, amend Constitution?
- Recommendation that Burial fees should be on all 3 PCs websites
- Recommendation for a form to be signed for new interment to abide by cemetery rules.

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

- The number of years granted for the granting of Exclusive Burial rights: Frodsham Cemetery - 100 years, Swanlow Cemetery – 90 years, Northwich cemeteries (Witton & Dane Valley) 100 years.

10. Correspondence

One email received thanking the Cemetery Committee for the Wildflower Meadow – and for caring.

12. Date of next meeting - Wednesday 21st August 2024 19:30 – Acton Bridge Parish Rooms TBC