

Weaverham, Cuddington and Acton Bridge Cemetery Committee

Annual Meeting

Date & time	16 th October 2024 at 19.30	Location	Cuddington & Sandiway Village Hall
Attendees	Cllr T Brocklebank (ABPC) (Chairperson for 1st 2 Agenda Items). Cllr J Freeman (WPC) (Chairperson), Cllr D Ruchat (CPC), Cllr P Chrimes (CPC), Cllr S Brookes (CPC), Cllr C Fifield (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 A Christ (CPC), Cllr G Edwards (WPC)		
Absent			
Minutes written by	Mrs C Robinson (Clerk)		

The meeting commenced at 19:35

Agenda item	Notes & actions
40. Apologies	Apologies for Absence – as noted above.
41. Public Open Forum	There were no members of the public present
42. Election of Chairman	Cllr Wilkinson proposed and Cllr Fifield seconded and it was RESOLVED that Cllr Freeman was elected to the position of Chairperson for the forthcoming year.
43. Election of Vice Chairman	Cllr Brookes proposed and Cllr Fifield seconded and it was RESOLVED that Cllr Ruchat was elected to the position of Vice Chairperson for the forthcoming year.
44. Declarations of interest	There were no disclosable pecuniary interests declared.
45. Minutes of Committee meeting held on 21st August 2024	Cllr Chrimes proposed and Cllr Brookes seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 21 st August 2024 are accepted as a true and correct record.
46. Review and decision of any amendments to the Cemetery Rules	No amendments had been submitted for consideration.
47. Review and decision on any amendments to the Cemetery Committee Constitution	Cllr Brookes explained the reasons for submitting the proposed change to the JCC Constitution, basing the charge on population rather than band D equivalent, as population seemed to be the more relevant figure for a cemetery. After a discussion reviewing the information on the latest census figures (2021, done every 10 years) and the reasons why Band D (updated annually) equivalent has been used historically for the calculation of each Parish's precept, Cllr Brooks proposed and Cllr Ruchat seconded that the JCC Constitution be changed to ' <i>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 populations as determined by the latest census</i> '. Three Cllrs voted for the resolution, 5 voted against and there was 1 abstention, the resolution was not carried.
48. Review and decision on any increase on Cemetery fees	The Clerk had circulated an example of fees if they were increased by 2%, the latest inflation figure, rounded to the nearest £5. After a brief discussion, Cllr Chrimes proposed and Cllr Brookes seconded and it was RESOLVED not to increase the fees for 2025/26.
49. Investment Strategy review	Cllrs Freeman and Fifield gave an update following their review of the Investment Strategy. They have decided not to recommend any changes to the wording of the Investment Strategy. The Clerk had moved £85k to Nat West from N&SI in readiness for the JCC's decision on where to move it to. Cllr Fifield proposed and Cllr Freeman seconded and it was RESOLVED to place £85k with CCLA for 12 months, decision to be reviewed in October, annually. Action Mrs Robinson

50. Updates on matters arising were given	• Cllrs Freeman and Wilkinson and the Clerk had attended the Cemex meeting held earlier in the day. There is no update on the transfer of land. The CEMEX solicitor has been off sick but is now back in work. The Cuddington PC Clerk had also confirmed the bench on the strip of land had approval from CEMEX and she will arrange for it to be moved. • The Cemetery Maintenance Manager is a 1/3 of the way through cutting back the wildflowers. Some seeds have been collected for reseeded. The waste will need to be disposed of. Cllr Chrimes proposed, and Cllr Brookes seconded, and it was RESOLVED to give the Maintenance Manager a budget of £80 for more wildflower seeds for the spring. • Continued rainfall has pretty much put a stop to backfilling dropped graves. There is now the issue that grass seed won't germinate on backfilled areas. The Cemetery Maintenance Manager will only backfill graves with a significant drop until spring. • The Bench has been beautifully refurbished by Northwich Town Council, and they have offered to do the repair to the damaged bench for free, but it hasn't yet been done. • The Parish Councils have been sent their precepts invoices – Weaverham PC & Cuddington PC payments have been received																												
51. 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 once again highlighted that the wet weather continued to cause challenges. In addition to the items mentioned under Matters Arising: • 2 of the CCTV cameras don't seem to be working. Mr Byrne suggested trying AA batteries before looking at any other remedial action. Action Mr Robinson • The Maintenance Contractor has highlighted an issue with trying to maintain the hedge along the roadside of the cemetery due to the steep incline. The Maintenance Manger recommended the situation should be reviewed next year. • The Maintenance Manager will assess if the dead shrubs on the entrance can be removed without destabilising the entrance area. If they can, he will require a skip to take away the dead shrubs, and it could also be used for the wildflower waste. . Action Mr Robinson																												
52. Clerks Report	The Clerk provided a report detailing interments from 1st April 2024 up until 14th October 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>9</td><td>5</td><td>9</td><td>23</td><td>4</td><td>5</td></tr><tr><td>Non-Parishioners</td><td>7</td><td>0</td><td>01</td><td>8</td><td>4</td><td>1</td></tr><tr><td>Total</td><td>16</td><td>5</td><td>10</td><td>31</td><td>8</td><td>6</td></tr></table> <i>Interments in new graves includes 2 interments in graves that had been reserved.</i>		Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	9	5	9	23	4	5	Non-Parishioners	7	0	01	8	4	1	Total	16	5	10	31	8	6
	Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots																							
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53. Finance Report	a. Total Balances as at 14th October 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>2,040.34</td></tr><tr><td>Reserve A/c</td><td></td><td>119,785.34</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>280.00</td></tr><tr><td>Unpresented Chqs/DDs</td><td>497.00</td><td></td></tr><tr><td></td><td></td><td><u>144,577.02</u></td></tr></table> Summary		<u>DR -ve</u>	<u>CR +ve</u>	Current A/c		2,040.34	Reserve A/c		119,785.34	National Savings A/c		22,968.34	Unrepresented bankings		280.00	Unpresented Chqs/DDs	497.00				<u>144,577.02</u>							
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Total Balance B/Fwd @ 19/08/24	139,490.91
Plus total receipts	9,038.09
Less total payments	3,951.98
Total Balance C/fwd to 15/10/24	144,577.02

Total Receipts included payment of the precept by Cuddington PC and Weaverham PC.

The Clerk also included a forecast vs Actuals report, full details circulated prior to the meeting:

	Actual 2023/24	Forecast 2024/25	Received to date	Forecast remaining
Total Payments	32,857.11	34,499.97	16,612.14	17,887.83
Total Receipts	41,228.01	47,112.21	21,239.24	25,872.97

% of the year to date 54%

The JCC reviewed the figures and raised no concerns.

54. Correspondence	There was no additional correspondence to bring to the attention of the JCC
55. AOB	• Cllr Ruchat informed the JCC of a Consultation from the Law Commission on cemeteries, including looking at the re-use of graves, and minimum depths. The Consultation closes in January so the JCC can review a draft submission at the December meeting. Cllr Ruchat to send to the Clerk to circulate. Action Cllr Ruchat and Mrs Robinson • The Clerk and Maintenance Manager will be working remotely for a week from Monday 28th October. • The Clerk informed the JCC that the Acton Bridge Parish rooms were not available for hire on a Wednesday evening. Cllr Freeman asked the Clerk to enquire if the rooms were free on a Tuesday or Thursday with a view to changing the JCC meetings on the 2 occasions in the year they are due to be held in Acton Bridge. Action Mrs Robinson
56. Date of next meeting	The next meeting is planned for Wednesday 11th December 2024 19:30 at Weaverham Community Centre. Cllr Freeman had already booked the room. Cllr Chrimes gave her apologies for not being able to attend the December meeting.

The meeting closed at 20:15

Signed..... (Chairperson)

Date.....

Joint Cemetery Committee meeting 16th Oct 2024

Cemetery Maintenance Manager's Report

11. Matters Arising:

See **Wild flowers** and **Back fill areas** highlighted below

12. Cemetery Maintenance Manager's Report

Maintenance Contract

No issues. We are fast approaching leaf collection time.

Health & Safety

No accidents or incidents.

Regular Tasks

Task	Comment
Tidy Up	The site has been tidied. Almost all of the paths have been strimmed.
Clear Branches & Leaves	
Garden of Remembrance	GOR 2 has been weeded. We have a slight issue with mushrooms due to the wet weather.
Back Fill Areas	Graves on the first section of Section 4 have all be filled and seeded. A number of deeper graves have also been filled and seeded including the three graves in Section 2, one of which had collapsed. The rain has severely hampered progress. September was the best time to fill and seed. Unfortunately it rained most of September making it impossible to work the soil. We can no longer seed as it will not germinate. I can still fill but it cannot be seeded until April.
Replace Camera Cards	Two cameras have stopped working. I suspect that there is an issue with the cable to that side of the building. I will need to contact the company that installed it for a quote to fix the issue. DECISION REQUIRED.
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	I am keeping on top of the mole hills and rabbit damage.
Benches	The bench has been returned. They will repair the other bench this week.

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 have all been cut for the year.	COMPLETE
Building	No issues.	
Fences & Gates	Main fence still needs to be fixed. Fence to be removed following the site visit.	ONGOING ONGOING
Roads		
Drains	The drain has been unblocked again and again and again.	COMPLETE
Field	Create soil bays – postponed until the role of the new land is confirmed.	ONGOING
Wild Flower	I am 1/3 of the way through cutting back the wildflowers. The weather has stopped any progress as they cannot be cut when wet. I have also collected some of the cornflower seeds for reseedling. I will need to purchase top up seed in April. There is a lot of grass that has invaded the beds. I will initially weed and sow rattle to help reduce its impact. It may be nice to purchase some daffodils to give some Spring interest to the beds.	ONGOING
Cemetery Grounds		
Car Park	Usual poor parking including parking on the grass just beyond the notice board even though the car park was empty.	
Complaints	None	
Equipment		

Joint Cemetery Committee meeting 16th October 2024 – Clerks Report

1. **Apologies** – No apologies received to date

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

3. **Election of Chairperson for forthcoming year.** As per the Constitution, the Chair should be a Parish Councillor from Weaverham PC

4. **Election of Vice-Chairperson for forthcoming year.** As per the Constitution, the Vice Chair should be a Parish Councillor from Cuddington & Sandiway PC

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

7. **Review and decision of any amendments to the Cemetery Rules** - I attach a copy of the current rules, no suggestions of any amendments have been made to date.

8. **Review and decision on any amendments to the Weaverham, Cuddington and Acton Bridge Cemetery Committee Constitution**

One proposed amendment:

From: '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.**'

To: '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 **populations as determined by the latest census.**'

Impact of the proposed change if the precept total is kept at £2,000:

	Population 2021 census	% of total population	Proposed Amount of precept 2025/6	% of band D properties	Current precept 2024/25	Difference in Precept paid	PC Precept 24/25	% Total residents interments
Cuddington & Sandiway	6,145	46.10%	921.91	53.54%	1070.78	-148.87	99,970	47.6%
Weaverham	6,584	49.39%	987.77	40.04%	800.79	186.98	133,000	49.7%
Acton Bridge	602	4.52%	90.32	6.42%	128.43	-38.11	5,620	2.7%
	13,331	100%	2,000.00	100%	2,000.00	0.00		100%

9. **Review and decision on any increase on Cemetery fees**

I have attached current fees and draft fees with a 2% increase current rate of inflation) for review and decision.

10. **Investment Strategy review**

Cllrs Freeman and Fifield to update following their review of the Investment Strategy. The Clerk has moved £85k to Nat West from N&SI in readiness for the JCC's decision on where to move it to.

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

– Still waiting on Cemex re the transfer of land – their solicitor has been off sick

13. **Cemetery Clerk's report**

From 1st April 2024 up until 14th October 2024:

- There have been 16 burials, 5 cremated remains burials and 10 cremated remains interred in the GOR.
- 9 burials, 5 cremated remains burials and 9 cremated remains in the GOR were of parishioners.
- 7 burials and 1 cremated remains interred in the GOR were of non-parishioners.
- 1 further interment is in the diary for October, and 1 for December
- 2 cremated remain interments are still to be arranged.
- 35 memorial requests have been approved, 23 for new headstones
- 2 graves have been pre-purchased (0 by non-residents)

- 5 Transfers of ownership have been completed
- 2 Reservations (Residents only) – Section 6

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Total	16	5		10	31	8	6

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

14. Finance Report

Total Balances as at 14th October 2024

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		2,040.34
Reserve A/c		119,785.34
National Savings A/c		22,968.34
Unrepresented Bankings		280.00
Unpaid Chqs/DDs (yet to be presented)	497.00	
		144,577.02

Summary

Total Balance B/Fwd @ 19/08/2024	139,490.91
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Receipts 19/08/23 – 14/10/24

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	2,970.00
Interment fees	2,680.00
Memorial fees	1,350.00
Misc (Incl. Transfers & Reservations)	55.00
Precept from Parish Councils	1871.57
Donations	
Interest & VAT reclaim	111.52
Total	9,038.09

Payments 18/06/24 – 18/08/2024

Date debited from bank Account	Cheque no./DD	Payee	Details	Total
20/08/2024	DD 05775349/001	O2 Monthly charge	Mobile phone charges	8.18
06/09/2024	002024	S Cadman	August Maintenance	733.00
11/09/2024	002025	Weaverham Community Centre	August Meeting room hire	18.00
12/09/2024	Standing order	Graeme Robinson	Salary	347.10
12/09/2024	Standing order	Carole Robinson	Salary	608.60
16/09/2024	DD PC-51168	Propel Finance	Mobile Phone finance	11.68
18/09/2024	DD 05775349/001	O2 Monthly charge	Mobile phone charges	7.82
30/09/2024	DD4073150757	Water Plus	Water Supply	20.14
30/09/2024	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	11.76
08/10/2024	002026	S Cadman	September Maintenance	733.00

14/10/2024	Standing order	Graeme Robinson	Salary	347.10
14/10/2024	Standing order	Carole Robinson	Salary	608.60
	002027	HMRC	PAYE C & G Robinson July, Aug & Sept	257.00
	002028	Northwich Town Council	Bench refurbishment	240.00
Total				3951.98

Forecast vs Actuals:

Forecast vs Actuals 14th October				
Payments (Current Account) 1st April to 14th October				
	Actual 2023/24	Forecast 2024/25 (5% increase)	Spend to date	Amount remaining
Cemetery Maintenance	15415.98	16186.78	8132.98	8053.80
Cemetery Infrastructure	736.00	772.80	0.00	772.80
Salaries & NI	12462.38	13085.50	7203.90	5881.60
Admin	865.82	909.11	396.34	512.77
Insurance	395.93	415.73	0.00	415.73
Subscriptions	212.00	222.60	183.00	39.60
IT	654.98	687.73	0.00	687.73
VAT	1594.02	1673.72	695.92	977.80
Training	0.00	0.00	0.00	0.00
Misc	520.00	546.00	0.00	546.00
Total Payments	32857.11	34499.97	16612.14	17887.83
			48%	
Receipts 1st April - 14th October				
	Actual 2023/24	Forecast 2024/25 (10% increase)	Received to date	Amount remaining
Pre-purchase	8440.00	9706.00	860.00	8846.00
Plot	10945.00	12586.75	5080.00	7506.75
Interments	11505.00	13230.75	7620.00	5610.75
Headstone	4665.00	5364.75	3645.00	1719.75
Transfer of ownership	325.00	373.75	137.50	236.25
Reservations	80.00	92.00	180.00	-88.00
Donations	1003.00	1153.45	0.00	1153.45
Precept	2000.00	2000.00	1871.57	128.43
Misc	510.00	586.50	0.00	586.50
Interest	1158.13	1331.85	253.63	1078.22
VAT reclaim	596.88	686.41	1591.54	-905.13
Total Receipts	41228.01	47112.21	21239.24	25872.97
			45%	
01/04/2024				
14/10/2024				
Number days	196			
Days in the year	365			
% of year	54%			

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

16. AOB:

- The Clerk and Maintenance Manager will be away for the w/c Monday 28th October – although the Clerk will be able to work remotely.
- Acton Bridge Parish rooms are not available on Wednesday evenings for the JCC to meet. As per the constitution the meetings should be rotated; does the JCC want to consider holding 2 meetings in 2025 on a Tuesday?

17. Date of next meeting - Wednesday 11th December 2024 19:30 – Weaverham Community Centre TBC