

Weaverham, Cuddington and Acton Bridge Cemetery Committee Meeting

Date & time	19th August 2025 at 19.00	Location	Acton Bridge Parish Rooms
Attendees	Cllr J Freeman (WPC) (Chairperson), Cllr D Ruchat (CPC), Cllr C Fifield (ABPC), Cllr A Crist (CPC), Cllr S Brookes (CPC) Cllr P Wilkinson (WPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)		
Apologies	Cllr T Brocklebank (ABPC), Cllr I Mills (WPC)		
Absent			
Minutes written by	Mrs C Robinson (Clerk)		

The meeting commenced at 19:00

Agenda item	Notes & actions
26. Apologies	Apologies for Absence – as noted above. The Clerk also informed the meeting that Cllr Phil Hallman had resigned from Cuddington Parish Council and therefore the cemetery committee, and she was yet to be notified of a replacement.
27. Declarations of interest	There were no disclosable pecuniary interests declared.
28. Minutes of Committee meeting held on 18th June 2025	Cllr Crist proposed and Cllr Fifield seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 18th June 2025 are accepted as a true and correct record.
29. Public Open Forum	There were 3 members of the public present, two from Nagle Brothers Funeral Directors. They declined to raise any issues of concern at this point.
30. Review and decision to approve the revised memorial application	The Clerk had circulated the revised memorial application (with the proposed change highlighted), prior to the meeting. Cllr Fifield proposed and Cllr Wilkinson seconded and it was RESOLVED to adopt the new memorial application. The Clerk to add the date approved and version to the footer. Action: Mrs Robinson
31. Cemetery Maintenance Mangers 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 for discussion and decisions:</p> <p>a. Review and decision on banning specified grave digger. Mr Robinson highlighted the issues with Sean Coverley; in particular the soil being spread around the cemetery and driving on the paths (photo circulated to the JCC at the meeting). Despite several verbal warnings to Sean and to a funeral director – Sean had continued to ignore the cemetery rules. Cllr Crist proposed and Cllr Brookes seconded and it was RESOLVED to ban Sean Coverley from digging graves at Gorstage Cemetery. A letter will need to be written to the local funeral director s informing them of the decision. Action Mr Robinson</p> <p>The Maintenance Manager also highlighted some other issues raised in his report:</p> <ul style="list-style-type: none"> • Weeding, levelling and reseeding is continuing, more grass seed has been purchased, 2 new weeders have been purchased, he can't reseed when it's too hot • Moles – the mole deterrent has stopped working – he will purchase more solar powered mole deterrents. Action Mr Robinson • Parking – some people are still parking irresponsibly (on the grass etc), even when there are spaces in the car park. The JCC suggested putting notes in windscreens • GOR3 – needs weeding again

	<ul style="list-style-type: none">Pot holes at the entrance– are they the responsibility of CWAC? Should they be reported to Highways. The grids are not on the interactive map maintained by CWAC. <p style="text-align: right;">Action Mr Robinson</p>																																															
32. Clerks Report	<p>The Clerk provided a report detailing interments from 1st April 2025 up until 15th August 2025 in advance of the meeting. In summary:</p> <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>11</td><td>5</td><td>7</td><td>23</td><td>7</td><td>4</td></tr><tr><td>Non-Parishioners</td><td>3</td><td>1</td><td>1</td><td>5</td><td>1</td><td>1</td></tr><tr><td>Total</td><td>14</td><td>6</td><td>8</td><td>28</td><td>8</td><td>5</td></tr></table> <p><i>Interments in new graves includes 2 interments in graves that had been that had been pre-purchased.</i></p> <p>The clerk highlighted that memorial requests, transfers of ownership and interments are all at higher levels than 24/25 for the % of the year completed.</p>		Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	11	5	7	23	7	4	Non-Parishioners	3	1	1	5	1	1	Total	14	6	8	28	8	5																			
	Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots																																										
Parishioners	11	5	7	23	7	4																																										
Non-Parishioners	3	1	1	5	1	1																																										
Total	14	6	8	28	8	5																																										
33. Finance Report	<p>a. Total Balances as at 15thAugust 2025</p> <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>316.04</td></tr><tr><td>Reserve A/c</td><td></td><td>117,831.30</td></tr><tr><td>National Savings A/c</td><td></td><td>23,806.46</td></tr><tr><td>Unrepresented bankings</td><td></td><td>0.00</td></tr><tr><td>Unpresented Chqs/DDs</td><td>174.56</td><td></td></tr><tr><td></td><td></td><td>141,779.24</td></tr></table> <p><u>Summary</u></p> <table><tr><td>Total Balance B/Fwd @ 01/04/25</td><td>143,107.25</td></tr><tr><td>Plus total receipts</td><td>4,549.94</td></tr><tr><td>Less total payments</td><td>5,877.95</td></tr><tr><td>Total Balance C/fwd to 14/06/25</td><td>141,779.24</td></tr></table> <p><i>Income vs Expenditure – The overall balance has decreased by just under £3k since the start of the financial year.</i></p> <p>Cllr Fifield proposed and Cllr Brookes seconded and it was RESOLVED the financial records presented are a true and fair record.</p> <p>The Clerk also included a forecast vs Actuals report, full details circulated prior to the meeting:</p> <table><tr><td></td><td>Actual 2024/25</td><td>Forecast 2025/26 (5% increase)</td><td>Actual 2025/26 (to date)</td><td>Difference</td><td>% to date</td></tr><tr><td>Total Payments</td><td>32,212.57</td><td>33,823.20</td><td>15,439.22</td><td>18,383.98</td><td>46%</td></tr><tr><td>Total Receipts</td><td>38,256.08</td><td>40,168.88</td><td>12,478.26</td><td>27,590.62</td><td>31%</td></tr></table> <p><i>% of the year to date:38%</i></p> <p>b. Update on Local Government Services Pay Agreement</p> <p>Both the Clerk and the Maintenance Manager have contracts stating they are currently on SCP 21 on the National pay rates; the new rate has been agreed at national level at £17.18 (from £16.65) backdated to 1st April 2025. The Clerk will calculate the outstanding back pay and incorporate into the next months’ salary. The adjustment is still to be made to the monthly Standing orders for incorrect hourly calculation (7 instead 7.5), and this salary increase also needs to be added. Appraisals are still outstanding.</p> <p style="text-align: right;">Action Mrs Robinson</p>		<u>DR -ve</u>	<u>CR +ve</u>	Current A/c		316.04	Reserve A/c		117,831.30	National Savings A/c		23,806.46	Unrepresented bankings		0.00	Unpresented Chqs/DDs	174.56				141,779.24	Total Balance B/Fwd @ 01/04/25	143,107.25	Plus total receipts	4,549.94	Less total payments	5,877.95	Total Balance C/fwd to 14/06/25	141,779.24		Actual 2024/25	Forecast 2025/26 (5% increase)	Actual 2025/26 (to date)	Difference	% to date	Total Payments	32,212.57	33,823.20	15,439.22	18,383.98	46%	Total Receipts	38,256.08	40,168.88	12,478.26	27,590.62	31%
	<u>DR -ve</u>	<u>CR +ve</u>																																														
Current A/c		316.04																																														
Reserve A/c		117,831.30																																														
National Savings A/c		23,806.46																																														
Unrepresented bankings		0.00																																														
Unpresented Chqs/DDs	174.56																																															
		141,779.24																																														
Total Balance B/Fwd @ 01/04/25	143,107.25																																															
Plus total receipts	4,549.94																																															
Less total payments	5,877.95																																															
Total Balance C/fwd to 14/06/25	141,779.24																																															
	Actual 2024/25	Forecast 2025/26 (5% increase)	Actual 2025/26 (to date)	Difference	% to date																																											
Total Payments	32,212.57	33,823.20	15,439.22	18,383.98	46%																																											
Total Receipts	38,256.08	40,168.88	12,478.26	27,590.62	31%																																											
34. Updates on matters arising were given	<ul style="list-style-type: none">The Precept invoices to the 3 Parish Councils were issued 18th AugustThe Clerk has contacted 2 stone masons re oversized memorials. One has adjusted the headstone once, it is still too big, they are returning to do again, the other mason is ignoring the Clerks emails. The JCC asked the Clerk to write a formal letter to the Stone																																															

	<p>Mason (Say it in Stone) and to send it by recorded delivery. If that doesn't yield a result the Clerk will need to write to the owners of the burial rights. The JCC also agreed that no further applications will be accepted from Say it in Stone, until the matter is resolved.</p> <p style="text-align: right;">Action Mrs Robinson</p> <ul style="list-style-type: none"> • The Clerk has contacted Cuddington PCs Clerk for update on Cemex, there seems to be an issue with communication between the solicitors The next Cemex meeting is 22nd October. • The Clerk has had an enquiry re bench – and the enquirers have been told about the current moratorium, the JCC agreed they are still happy for the Clerk to look at memorial plaques on the bench near GOR 3. Cllr Freeman suggested the Clerk talk to Nagle Brothers Funeral Directors about memorial plaques. Action Mrs Robinson • The Clerk has initiated the changing of signatories with Nat West – but it doesn't seem to have been actioned by all required Cllrs. Cllr Crist will contact Cllr Ruchat to see if he has managed to action the request. Action Cllr Crist • The Clerk informed the JCC that the investment of funds was no further forward – partly because she needed the bank signatories to be sorted out, as she assumed it would need to be the same signatories, and partly because she had no capacity to do anything other than the basic running of the cemetery day to day due to personal issues. • The representatives from Nagle Brothers Funeral Directors asked for their concerns to be heard at this point as they subcontracted their grave digging to Sean Coverley, and his banning would make things harder for them. They pointed out they had received nothing in writing about the concerns with this specific gravedigger, that they felt the criteria for a complaint should be assessed within health and safety regulations and asked if the JCC were going to appoint grave diggers – which the JCC declined. They also asked that new graves be marked 5 working days before an interment. They then left the meeting.
35. Correspondence	Nothing of note to raise with the JCC
36. Exclusion of Press and Public	<p>Cllr Freeman proposed and Cllr Brookes seconded and it was RESOLVED to exclude the public and representatives of the press from the meeting during consideration of item 12 on the grounds that matters contain sensitive information.</p> <p>The remaining member of the public was asked to leave the room</p>
37. Review and decision on temporary support for the Clerk	<p>The Clerk explained the background to the request for temporary support on compassionate grounds and proposed that that the Committee recruit temporary support for the Clerk side of the role to input data into the computer system, whilst the Clerk continued to fulfil the Responsible Officer side of the role, managing correspondence, the finances and the accounts. The temp role will be based at the Clerks home address. The member of the public who had left the room was Miss Jackson who would be suitable and able to cover the role.</p> <p>Cllr Brookes proposed and Cllr Crist seconded and it was RESOLVED to offer Miss Jackson a fixed term contract of 4 months for 4 hours a week starting from 1st September, at an hourly rate of £15.06 (LC1 above substantive range) for assistance for the Clerk on compassionate grounds - and the Clerk's hours will be reduced from 7.5 to 4 for the same duration.</p> <p>A temporary contract will need to be drafted (ChALC?) and references gathered.</p> <p style="text-align: right;">Action Mrs Robinson</p> <p>Miss Jackson was asked to come back in the room and was offered the role – which she accepted.</p>

38. AOB	<ul style="list-style-type: none"> • The Maintenance Manager had spoken to a Surveyor working outside the cemetery who said he had been looking at traffic calming measures on Weaverham Road. • The Clerk was asked to arrange an Investment sub Committee meeting. <p style="text-align: right;">Action Mrs Robinson</p>
39. Date of next meeting	Wednesday 15th October 2025 19:00 – Annual Meeting - Sandiway & Cuddington Village Hall

The meeting closed at 20:15

Signed..... (Chairperson)

Date.....

DRAFT

6. Cemetery Maintenance Manager's Report

Maintenance Contract

No issues.

Health & Safety

No new issues.

DECISIONS REQUIRED

1. Purchase new mole deterrents £19.90
2. Grass seed: £71.99
3. Proposal to ban Shaun from working at the cemetery. We have had many issues with the quality of his work and with him breaking cemetery rules including:
 - a. The disposal of soil around the cemetery instead of taking it away
 - b. Throwing soil over the hedge on to Cemex land
 - c. Graves that are too high and that are left in a poor state – I have had to drop 4 of the last five graves that he has done
 - d. Towing his digger up the path and parking on the grass despite being told this was not allowed due to the construction of the path

Regular Tasks

Task	Comment
Tidy Up	There appears to be more litter than normal at the entrance to the cemetery from cars using Gorstage Lane/Weaverham Road.
Clear Branches & Leaves	
Garden of Remembrance	All weeded but with the weather this has to be done more frequently.
Back Fill Areas	Only Sections 1 & 2 still need to be weeded and re-seeded. The weather is stalling germination of the grass seed. DECISION REQUIRED: We need more grass seed. Cost £71.99
Replace Camera Cards	A camera needs to be replaced and one is still not getting power.
Building Maintenance	Moss needs to be removed from roof. Brickwork around tap needs repointing.
Pests	The mole deterrent has stopped working. We will need a replacement. Costs range from £10 for 4 solar powered units, up to over £19 for a single battery powered one. I suggest that we try a set of solar powered to see which are better. The Yucan set of 4 has a 5-star rating on Amazon and works the same way as the existing one. To replace the existing one would cost £19.25. DECISION REQUIRED: Cost £19.90
Benches	

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	TTC have tied up the internal hedges.	
Building	Moss needs to be removed	ONGOING
Fences & Gates	Main fence still needs to be fixed.	ONGOING
	Fence to be removed following the site visit.	ONGOING
Roads	<p>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.</p> <p>The grids at the entrance of the cemetery need to be cleared out. They are full of soil and weeds.</p> <p>The potholes at the entrance need to be filled.</p>	ONGOING
Drains	The drain is still partially blocked	ONGOING
Field		
Wild Flower	Wildflowers are looking sad partly due to the time of the year and partly due to the hot weather.	
Cemetery Grounds		
Car Park		
Complaints		
Equipment	I have purchased two new weed extractors to replace the old ones that broke. These were needed to continue with the weeding.	

Joint Cemetery Committee meeting 19th August 2025 – Clerks Report

1. Apologies – Apologies received from Cllr Brocklebank (still tbc) and Ken Byrne. I have been informed by Cuddington PC's Clerk that Cllr Phil Hallman has resigned from Cuddington PC. I have not been informed about any replacement for the Joint Cemetery Committee.

3. To approve and sign minutes of the Joint Cemetery Committee meeting held on 18th June 2025 – no amendments received to date, please let me know if you have any amendments asap.

4. Public Open Forum - I am aware of one member of the public who may decide to attend, she is wanting to see the workings of the Joint Cemetery Committee. The reason for this will become clear under item 12.

5. Review and decision to approve revised memorial application – Please see attached revised application (proposed change highlighted). **Decision Required**

7. Cemetery Clerk's report

From 1st April 2025 up until 15th August 2025:

- There have been 14 burials, 6 cremated remains burials and 8 cremated remains interred in the GOR.
- 11 burials, 5 cremated remains burials and 7 cremated remains in the Garden of Remembrance were of parishioners.
- 3 burials, 1 cremated remains burial and 1 cremated remains in the Garden of Remembrance were of non - parishioners.
- No further interment are in the diary
- 2 cremated remain interments are still to be arranged.
- 23 memorial requests have been approved, 15 for new headstones.
- 1 grave has been pre-purchased (0 by non-residents)
- 6 Transfers of ownership have been completed
- 0 Reservations (Residents only) – 0 in Garden of Remembrance

	Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	11	5	7	23	7	4
Non-Parishioners	3	1	1	5	1	1
Total	14	6	8	28	8	5

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

8. Finance Report

a. Cemetery Balances to date

Total Balances as at 15th August 2025

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		316.04
Reserve A/c		117,831.30
National Savings A/c		23,806.46
Unrepresented Bankings		0.00
Unpaid Chqs/DDs (yet to be presented)	174.56	
		141,779.24

Summary

Total Balance B/Fwd @	
14/06/2025	143,107.25
Plus total receipts	4,549.94

Less total payments	5,877.95
Total Balance C/fwd to 14/06/25	141,779.24

Receipts 14/06/25 – 15/08/25

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	1,720.00
Interment fees	1,450.00
Memorial fees	1,080.00
Misc (Incl. Transfers & Reservations)	82.50
Precept from Parish Councils	0.00
Donations	0.00
Interest & VAT reclaim	217.44
Total	4,504.94

Payments 14/06/25 – 15/08/2025

Date debited from bank Account	Cheque no./DD	Payee	Details	Total
18/06/2025	DD 05775349/001	O2 Monthly charge	Mobile phone charges	8.40
25/06/2025	002069	Mrs C Robinson	Expenses- tools, soil, grass seed, printer ink, stamps	965.96
30/06/2025	Charges	Nat West Bank	Unpaid Items fee	24.00
01/07/2025	DD4073150757	Water Plus	Water Supply	21.05
14/07/2025	Standing order	Carole Robinson	Salary	410.00
14/07/2025	Standing order	Graeme Robinson	Salary	460.00
21/07/2025	002072	HMRC	PAYE C & G Robinson April, May and June	1173.45
21/07/2025	DD 05775349/001	O2 Monthly charge	Mobile phone charges	8.40
22/07/2025	002071	S Cadman	June Maintenance	756.00
25/07/2025	002073	Cai Megicks	Backfilling graves 2 days ; 16 hours	195.36
31/07/2025	DD ZA269757	ICO	Data Protection certification	47.00
31/07/2025	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	23.46
12/08/2025	Standing order	Carole Robinson	Salary	410.00
12/08/2025	Standing order	Graeme Robinson	Salary	460.00
12/08/2025	002075	Cai Megicks	Backfilling graves 2 days ; 16 hours	134.31
13/08/2025	002074	S Cadman	June Maintenance	756.00
	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	24.56
Total				5,877.95

Income vs Expenditure – The overall balance has decreased by just under £3k since the start of the financial year.

Forecast vs Actuals				
Payments (Current Account) 1st April to 15th August 2025				
	Actual 2024/25	Forecast 2025/26 (5% increase)	Spend to date	Amount remaining
Cemetery Maintenance	15773.44	16562.11	7573.36	8988.75
Cemetery Infrastructure	0.00	0.00	0.00	0.00
Salaries & NI	12980.02	13629.02	6786.39	6842.63
Admin	772.61	811.24	282.11	529.13
Insurance	395.91	415.71	0.00	415.71
Subscriptions	403.81	424.00	197.00	227.00
IT	525.00	551.25	0.00	551.25
VAT	1361.78	1429.87	576.36	853.51
Training	0.00	0.00	0.00	0.00
Misc	0.00	0.00	24.00	-24.00
Total Payments	32212.57	33823.20	15439.22	18383.98
			46%	
% of year	38%			
Receipts 1st April - 15th August 2025				
	Actual 2024/25	Forecast 2025/26 (5% increase)	Receipts to date	Amount remaining
Pre-purchase	2150.00	2257.50	1290.00	967.50
Plot	10590.00	11119.50	1720.00	9399.50
Interments	13720.00	14406.00	5155.00	9251.00
Headstone	5490.00	5764.50	2340.00	3424.50
Transfer of ownership	385.00	404.25	165.00	239.25
Reservations	450.00	472.50	0.00	472.50
Donations	0.00	0.00	0.00	0.00
Precept	2000.00	2000.00	0.00	2000.00
Misc (Incl precept)	0.00	0.00	0.00	0.00
Interest	1879.54	1973.52	446.48	1527.04
VAT reclaim	1591.54	1671.12	1361.78	309.34
Total Receipts	38256.08	40068.88	12478.26	27590.62
			31%	

b. Update on Local Government Services Pay Agreement 2025/26:

Both the Clerk and the Maintenance Manager have contracts stating they are currently on SCP 21 on the National pay rates; the new rate has been agreed at national level (see attached Local Govt Services pay agreement for 25/26) at £17.18 (from £16.65) backdated to 1st April 2025. The Clerk will calculate the outstanding back pay (just under £4 per week), and incorporate into the next months' salary. The adjustment is still to be made to the monthly Standing orders for incorrect hourly calculation (7 instead 7.5), and this salary increase also needs to be added. Appraisals are still outstanding.

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

- Precept invoices to the 3 Parish Councils issued 18th August
- Clerk to update at the meeting the latest position on investment of funds

- Clerk has contacted 2 stone masons re oversized memorials. One has adjusted the headstone once, it is still too big, they are returning to do again, the other mason is ignoring the Clerks emails. Is the JCC happy for the Clerk to contact the family if the stone mason continues to ignore contact? Should the Clerk refuse to approve further memorial requests from this stone mason until this is resolved? **Decision required**
- Clerk has contacted Cuddington PCs Clerk for update on Cemex, seems to be an issue with Cemex's solicitor.
- Clerk has spoken to Northwich Town Council so far, re scattering of ashes, will share comments at the meeting. More investigation required.
- Enquiry re bench – have told the enquiry about the current moratorium, are the JCC still happy for the Clerk to look at memorial plaques on the bench near GOR 3? **Decision required**
- Clerk has initiated the changing of signatories with Nat West – but it doesn't seem to have been actioned by all required Cllrs

10. Correspondence

Nothing of note to raise with the JCC

12. Review and decision on proposal from the current Clerk to consider temporary support for the Clerk role, whilst she continues as the Responsible Financial Officer (RFO)

Clerk to give an update on current personal circumstances and commitments – and will make a proposal for temporary support. **Decision required**

14. Date of next meeting –Wednesday 15th October 2025 – AGM (incl. review of Constitution, Rules & Regulations, Fees) (Cuddington & Sandiway Village Hall TBC)