

## Weaverham, Cuddington and Acton Bridge Cemetery Committee Annual Meeting

<b>Date &amp; time</b>	10th December 2025 at 19.00	<b>Location</b>	Cuddington and Sandiway Village Hall
<b>Attendees</b>	Cllr J Freeman (WPC) (Chairperson), Cllr D Ruchat (CPC), Cllr S Brookes (CPC), Cllr T Brocklebank (ABPC), Cllr I Mills (WPC), Cllr J McDonald (CPC), Cllr P Wilkinson (WPC), Cllr P Wakefield (WPC), Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk & RFO), Miss P Jackson (Temporary Ass. Clerk to the Committee)		
<b>Apologies</b>	Cllr A Crist (CPC), Cllr C Fifield (ABPC), Mr K Byrne,		
<b>Absent</b>	Cllr Gerrard		
<b>Minutes written by</b>	Mrs C Robinson (Clerk & RFO)		

*The meeting commenced at 19:04*

Agenda item	Notes & actions
<b>56. Apologies</b>	Apologies for Absence – as noted above.
<b>57. Vice Chairman</b>	As Cllr Ruchat confirmed he would like to remain as Vice Chairperson, Cllr Freeman proposed and Cllr Brocklebank seconded and it was <b>RESOLVED</b> that Cllr Ruchat would remain as Vice Chairperson for the year.
<b>58. Public Open Forum</b>	There were no members of the public present
<b>59. Declarations of interest</b>	There were no disclosable pecuniary interests declared.
<b>60. Minutes of Committee meeting held on 15th October 2025</b>	Cllr McDonald proposed and Cllr Brookes seconded and it was <b>RESOLVED</b> that, the minutes of the Cemetery Committee meeting held on 15th October 2025 are accepted as a true and correct record.
<b>61. Review and decision on enforcing cemetery rules for headstones</b>	<p>The Clerk gave an update on the challenges of enforcement of the maximum height of headstones and explained a request from a family concerning a headstone that is only fractionally over the maximum height when ground/plinth levels are taken into account. Cllr Freeman proposed and Cllr Brocklebank seconded and it was <b>RESOLVED</b> to allow the family to rectify when the memorial is removed to have an additional inscription added.</p> <p style="text-align: right;"><b>Action Mrs Robinson</b></p> <p>Cllr Ruchat also raised the issue of the non-regular shaped headstone circulated by email by the Clerk to the JCC on 10<sup>th</sup> November. After discussion, Cllr Wilkinson proposed and Cllr McDonald seconded and it was <b>RESOLVED</b> not to approve the headstone due to it having embellishment that meant it was not symmetrical and not ‘a regular shape’ as per the cemetery rules.</p> <p style="text-align: right;"><b>Action Mrs Robinson</b></p>
<b>62. Review and decision on extending the temporary clerk’s contract for another 3 months</b>	<p>After discussion Cllr Brookes proposed and Cllr Brocklebank seconded and it was <b>RESOLVED</b> that the temporary Clerk, Miss Paula Jackson, would remain in role until 31<sup>st</sup> March 2026.</p> <p style="text-align: right;"><b>Action Mrs Robinson</b></p> <p>As the Clerks laptop was purchased in 2018, and the Clerk and temp Clerk really needed a laptop each, Cllr Brookes proposed and Cllr Wilkinson seconded and it was <b>RESOLVED</b> the Clerk could purchase a new laptop to a maximum value of £500.</p> <p style="text-align: right;"><b>Action Mrs C Robinson</b></p>
<b>63. Cemetery Maintenance Mangers report</b>	<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> <ul style="list-style-type: none"> <li>a) The continuous wet weather is hampering all maintenance activity at the cemetery. The fence needs addressing.</li> <li>b) Topple testing needs to be completed, the Maintenance Manager needs a template to complete for every headstone and will try to have a procedure for review at the next meeting.</li> </ul> <p style="text-align: right;"><b>Action Mr Robinson</b></p>

- c) Cllr Wakefield volunteered to look at the issues with the tap and the re-pointing behind it. **Action Cllr Wakefield**
- d) The conifer next to GOR1 is too large; branches need to be removed and the crown lifted. The Maintenance Manager to get quotes for the work. **Action Mr Robinson**

**64. Clerks Report**

The Clerk provided a report detailing interments from 1<sup>st</sup> April 2025 up until 5<sup>th</sup> December 2025 in advance of the meeting. In summary:

	Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	18	6	14	38	9	6
Non-Parishioners	11	1	4	16	5	3
<b>Total</b>	<b>29</b>	<b>7</b>	<b>18</b>	<b>54</b>	<b>14</b>	<b>9</b>

*Interments in new graves includes 3 interments in graves that had been that had been pre-purchased.*

The number of interments (59 minimum by end of the calendar year, giving a potential of 80 for the full year), is relatively high compared to previous years.

**65. Finance Report**

**a. Total Balances as at 5<sup>th</sup> December 2025**

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		4,547.62
Reserve A/c		117,723.73
National Savings A/c		23,806.46
Unrepresented bankings		710.00
Unpresented Chqs/DDs	150.00	
		<u><b>146,637.81</b></u>

**Summary**

Total Balance B/Fwd @ 15/10/25	144,594.04
Plus total receipts	6,905.55
Less total payments	4,861.78
<b>Total Balance C/fwd to 14/06/25</b>	<u><b>146,637.81</b></u>

*Income vs Expenditure – The overall balance is slighter greater than the figure at the start of the financial year (Just below £145k).*

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

	Actual 2024/25	Forecast 2025/26 (5% increase)	Actual 2025/26 (to date)	Difference	% to date
Total Payments	32,212.57	33,823.20	25,827.64	7,995.56	<b>76%</b>
Total Receipts	38,256.08	40,068.88	27,850.69	12,218.19	<b>70%</b>

*% of the year to date:68%*

**66. Updates on matters arising were given**

- All Precept invoices to the 3 Parish Councils have now been paid
- As the minutes for October have approved, and the bank signatories have completed the 2 application forms – the Clerk can send off the applications for the 2 agreed investment funds. A meeting of the investment committee needs to be arranged in January for the completion of the application forms. **Action Mrs Robinson**

	<ul style="list-style-type: none"> <li>• There hasn't been an update on Cemex's land donation. The key contact has been made redundant and the Cemex meeting planned for 22/10 was cancelled. It is looking more unlikely that the transfer of land will take place.</li> <li>• Meetings – All the Parish Councils have confirmed the change to the constitution for JCC meetings to take place quarterly.</li> <li>• The issue with the memorial too far over to the left appears to have a solution as the owner of the burial rights and the stone mason have agreed the memorial will be replaced more centrally when the additional inscription is added in the new year.</li> </ul>
<b>67. Correspondence</b>	Nothing of note to raise with the JCC
<b>68. AOB</b>	Nothing raised
<b>69. Date of next meeting</b>	<b>TBC.</b> Initial thought is to keep the February meeting date, then move to quarterly starting in April. Dates going forward should be April (review Year-end), July (site visit), October (Annual meeting), January.

*The meeting closed at 19:46*

Signed..... (Chairperson)

Date.....

Joint Cemetery Committee meeting 10th December 2025

## Cemetery Maintenance Manager's Report

### 7. Cemetery Maintenance Manager's Report

#### Maintenance Contract

No issues. Leaf collection has been delayed due to mechanical issues with the equipment but it has been completed. There are still some leaves left to fall. These will be managed.

TCC are waiting for a dry day to complete the wildflower cutting.

#### Health & Safety

The topple test is underway. I will produce a procedure that details how we manage topple tests going forward. This will be my priority until completed. I hope to review this at the next meeting.

#### DECISIONS REQUIRED

#### Regular Tasks

Task	Comment
Tidy Up	The weather is hampering work.
Clear Branches & Leaves	
Garden of Remembrance	GOR 2 has had the leaves removed.
Back Fill Areas	Ongoing as a maintenance activity. Obviously we cannot seed at the moment so only being done as a safety issue.
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 deterrents appear to have been switched off on two of the devices so the moles came back. They have been switched back on.
Benches	

#### Other Activities

Task	Details	Progress
Tree work		
Shrubs		
Edging	The wooden edge in GOR2 has rotted. I have removed a section that collapsed.	ONGOING

	New edging will be ordered once the weather breaks. This is still ongoing and has been overtaken by the levelling work.	
Paths	Bollard is to be installed on main path  Broken slabs need to be replaced next to the hut.	ONGOING  ONGOING
Hedges		
Building	Moss needs to be removed	ONGOING
Fences & Gates	Main fence needs to be fixed. If the Cemex land is not going to happen, I will organise quotes for the work.  Fence to be removed following the site visit.	ONGOING
Roads	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.  The potholes at the entrance need to be filled.	ONGOING
Drains	The drains need to be cleared. I will organise quotes.	ONGOING
Wild Flower	Being cut back.	ONGOING
Cemetery Grounds		
Car Park		
Complaints		
Equipment	I have bought a new petrol can. £10.00.	

## Joint Cemetery Committee meeting 10<sup>th</sup> December 2025 – Clerks Report

**1. Apologies** – No Apologies received. The Clerk has been informed since the last meeting that Cllr P Wakefield has replaced Cllr I Mills (WPC).

**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 15<sup>th</sup> October 2025** – no amendments received to date, please let me know if you have any amendments asap.

**5. Review and decision on enforcing cemetery rules for maximum height of headstones** – Enforcement of the maximum overall height of 38” is proving challenging. The previously identified headstone has led to a very unpleasant telephone conversation with the Stone Mason, and a difficult conversation with members of the family. The memorial is probably only fractionally over the maximum when the level/slope of the plinth is taken into account. The owner of the burial rights has asked that the JCC consider allowing the family to rectify, when the memorial is next removed for an additional inscription (not likely to be a great deal of time). The family have also highlighted a memorial in section 3 (installed many years ago) that is over 40 inches in height. **Please can the JCC consider the burial rights owners request and give the Clerk guidelines on addressing historic issues.**

**6. Review and decision on extending the temporary clerk’s contract for another 3 months to end March 2026** – Paula Jackson has been in the temporary Clerk role since 1st September 2025. She will achieve her main goal of bringing the Epitaph system up to date by 31st December. She will have also started scanning and destroying hard copies of documents that can be attached to specific plots by this point too, but there is a great deal more to be done. **The Clerk and temporary Clerk would like the JCC to agree to continue the current arrangement until the end of the current financial year** – when it should be far more clear on the best way to move forward with the Clerk role, as they both have personal situations that are still unclear. **Is this a good time to replace the Clerk’s laptop?** To enable both to work without impacting the other. The current laptop was purchased in 2018.

### 8. Cemetery Clerk’s report

From 1<sup>st</sup> April 2025 up until 5<sup>th</sup> December 2025:

- There have been 29 burials, 7 cremated remains burials and 18 cremated remains interred in the GOR.
- 18 burials, 6 cremated remains burials and 14 cremated remains in the Garden of Remembrance were of parishioners.
- 11 burials, 1 cremated remains burial and 4 cremated remains in the Garden of Remembrance were of non - parishioners.
- 5 further interments are in the diary in December.
- 2 cremated remain interments are still to be arranged.
- 46 memorial requests have been approved, 23 for new memorials.
- 3 graves have been pre-purchased (0 by non-residents)
- 12 Transfers of ownership have been completed
- 1 Reservation (Residents only) – in Garden of Remembrance

	Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	18	6	14	38	9	6
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<b>Total</b>	<b>29</b>	<b>7</b>	<b>18</b>	<b>54</b>	<b>14</b>	<b>9</b>

*Interments in new graves, includes 3 interments in graves that had been pre-purchased, and 1 that had been reserved.*

The number of interments (59 minimum by end of calendar year, potentially giving a potential of 80 for the full year), is relatively high compared to the last 3 years, **52** in total for 2024/25; **58** in total for 2023/4, 2022/23 **60** in total, 2021/22 **80**, 2020/21 **78** in total, highest number was actually **89** in 2017/18.

## 9. Finance Report

### a. Cemetery Balances to date

#### Total Balances as at 5<sup>th</sup> December 2025

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		4,547.62
Reserve A/c		117,723.73
National Savings A/c		23,806.46
Unrepresented Bankings		710.00
Unpaid Chqs/DDs (yet to be presented)	150.00	
		<u>146,637.81</u>

#### Summary

Total Balance B/Fwd @ 15/10/2025	144,594.04
Plus total receipts	6,905.55
Less total payments	<u>4,861.78</u>
<b>Total Balance C/fwd to 6/12/25</b>	<b><u>146,637.81</u></b>

### Receipts 14/10/25 – 5/12/25

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	2,110.00
Interment fees	3,795.00
Memorial fees	630.00
Misc (Incl. Transfers & Reservations)	55.00
Precept from Parish Councils	128.43
Donations	0.00
Interest & VAT reclaim	187.12
<b>Total</b>	<b>6,905.55</b>

### Payments 15/10/25 – 5/12/2025

Date debited from bank Account	Cheque no./DD	Payee	Details	Total
20/10/2025	002084	Mrs C Robinson	Expenses- tools (mole repellents) , grass seed, fuel, printer ink, stamps	219.53
20/10/2025	002083	Paula Jackson	Salary	240.96
21/10/2022	DD 05775349/001	O2 Monthly charge	Mobile phone charges	8.40
21/10/2025	002082	Cai Megicks	Backfilling graves 3 days ; 16 hours	195.36
31/10/2025	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	80.04
06/11/2025	002085	HMRC	PAYE C & G Robinson July, Aug & Sept	612.07
10/11/2025	002087	Mrs C Robinson	Expenses - Soil	450.00
11/11/2025	002086	S Cadman	October Maintenance	756.00
12/11/2025	Standing order	Carole Robinson	Salary	245.00
12/11/2025	Standing order	Graeme Robinson	Salary	460.00
19/11/2025	DD 05775349/001	O2 Monthly charge	Mobile phone charges	8.40

24/11/2025	002088	Paula Jackson	Salary	271.08
28/11/2025	DD0014101734	SUEZ R&R UK LTD	Refuse collection 01/10/25 - 31/03/26	1299.76
28/11/2025	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	15.18
<b>Total</b>				<b>4,861.78</b>

**Income vs Expenditure** – The overall balance is slightly greater than the figure at the start of the financial year (Just below £145k).

Forecast vs Actuals				
Payments (Current Account) 1st April to 5th December 2025				
	Actual 2024/25	Forecast 2025/26 (5% increase)	Spend to date	Amount remaining
Cemetery Maintenance	15773.44	16562.11	13103.80	3458.31
Cemetery Infrastructure	0.00	0.00	0.00	0.00
Salaries & NI	12980.02	13629.02	10475.98	3153.04
Admin	772.61	811.24	445.54	365.70
Insurance	395.91	415.71	0.00	415.71
Subscriptions	403.81	424.00	47.00	377.00
IT	525.00	551.25	539.00	12.25
VAT	1361.78	1429.87	1103.62	326.24
Training	0.00	0.00	88.70	-88.70
Misc	0.00	0.00	24.00	-24.00
<b>Total Payments</b>	<b>32212.57</b>	<b>33823.20</b>	<b>25827.64</b>	<b>7995.56</b>
			76%	
% of year	68%			
Receipts 1st April - 5th December 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	5510.00	5609.50
Interments	13720.00	14406.00	12425.00	1981.00
Headstone	5490.00	5764.50	4005.00	1759.50
Transfer of ownership	385.00	404.25	330.00	74.25
Reservations	450.00	472.50	90.00	382.50
Donations	0.00	0.00	0.00	0.00
Precept	2000.00	2000.00	2000.00	0.00
Misc	0.00	0.00	0.00	0.00
Interest	1879.54	1973.52	838.91	1134.61
VAT reclaim	1591.54	1671.12	1361.78	309.34
<b>Total Receipts</b>	<b>38256.08</b>	<b>40068.88</b>	<b>27850.69</b>	<b>12218.19</b>
			70%	

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

- There has been no update/instructions given to the Clerk concerning another vote on the Vice Chairman as Cllr Ruchat was not at the October JCC meeting (and therefore could not be proposed as Vice Chair). **Is a vote on the Vice Chair to be added to the agenda for the next JCC meeting?**
- All Precept invoices to the 3 Parish Councils have now been paid
- Once the minutes for October have approved, and the bank signatories have completed the 2 application forms – the Clerk can send off the applications for the 2 agreed investment funds. **Cllr Ruchat staying as signatory? See 1<sup>st</sup> point above.**

- There has still been no update on Cemex's land donation. With the key contact being made redundant, and the Cemex meeting planned for 22/10 was cancelled. It is looking more unlikely that the transfer of land will take place.
- Meetings – Weaverham PC and Acton Bridge PC have confirmed the change to the constitution for JCC meetings to take place quarterly, just waiting for Cuddington PC to confirm.
- The issue with the memorial too far over to the left appears to have a solution as the owner of the burial rights and the stone mason have agreed the memorial will be replaced more centrally when the additional inscription is added in the new year.

#### **11. Correspondence**

Nothing of note to raise with the JCC

**13. Date of next meeting** –Currently **Tuesday 17th February 2026 19:00** Acton Bridge Parish Rooms **TBC**