

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

**Date & time** 15th August 2025 at 19.00      **Location** Weaverham Community Centre  
**Attendees** Cllr J Freeman (WPC) (Chairperson), Cllr C Fifield (ABPC), Cllr A Crist (CPC), Cllr S Brookes (CPC), Cllr T Brocklebank (ABPC), Cllr I Mills (WPC), Cllr J McDonald, Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Cllr P Wilkinson (from 19:15)(WPC), Mrs C Robinson (Clerk & RFO), Miss P Jackson (Temporary Clerk to the Committee)

### Apologies

**Absent** Cllr D Ruchat (CPC), Cllr Gerrard

**Minutes written by** Mrs C Robinson (Clerk & RFO)

*The meeting commenced at 19:02*

Agenda item	Notes & actions
<b>40. Apologies</b>	Apologies for Absence – as noted above. The Clerk had been informed since the last meeting that Cllr Gerrard has replaced Cllr Edwards (WPC) and Cllr McDonald has filled the vacant position from CPC.
<b>41. Public Open Forum</b>	There were no members of the public present
<b>42. Election of Chairman for the forthcoming year</b>	Cllr Mills proposed and Cllr Fifield seconded and it was <b>RESOLVED</b> that Cllr Freeman would remain as Chairman for the following year. This would be the 2 <sup>nd</sup> year out of a maximum of 3 allowed, as per the Constitution.
<b>43. Election of the Vice Chairman for the following year</b>	As Cllr Ruchat was not present at the meeting, he could not be proposed as Vice Chairman. Cllr Freeman proposed and Cllr Brookes proposed and it was <b>RESOLVED</b> that Cllr Crist would be appointed to the position of Vice Chairman, whilst it is established it Cllr Ruchat would want to remain as Vice Chairman for another year.
<b>44. Declarations of interest</b>	There were no disclosable pecuniary interests declared.
<b>45. Minutes of Committee meeting held on 19th August 2025</b>	Cllr Brocklebank proposed and Cllr Brookes seconded and it was <b>RESOLVED</b> that, the minutes of the Cemetery Committee meeting held on 19th August 2025 are accepted as a true and correct record.
<b>46. Review and decision on of any amendments to the cemetery rules</b>	No proposals for any changes had been proposed.
<b>47. Review and decision on amendments to the Constitution</b>	Cllr Freeman proposed and Cllr Fifield seconded and it was <b>RESOLVED</b> to propose one amendment to the constitution to the 3 Parish Councils: From:7. Meetings a) The committee shall meet every 2 months and shall hold such additional meetings as may from time to time be necessary. To: 7. Meetings b) The committee shall meet quarterley and shall hold such additional meetings as may from time to time be necessary.  The amendment would come into force from 2026 to allow the Parish Councils to approve the amendment. Once approved the meetings would be held January, April, June & October. The JCC felt it might not be necessary to hold a meeting in January 2026 as there will be a meeting in December 2025. <b>Action Mrs Robinson</b>
<b>48. Review and decision on any increase to the cemetery fees</b>	Cllr Freeman proposed and Cllr Fifield seconded and it was <b>RESOLVED</b> to increase the fees by 5% to the nearest £5, with the exception of the non-resident interment fees as they are currently considerably more than double the resident fees (a result of the removal of the grave digger fees a few years previously).

49. 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> <ul style="list-style-type: none"><li>• Approx. 100 ton of soil has been used to backfill all graves requiring attention; there is one bay left to level. The remaining grass seeding will now probably need to be sown next year due to the temperature/weather.</li><li>• The mole deterrents seem to be working well, the Maintenance Manager will purchase a few more to distribute around the cemetery. <b>Action Mr Robinson</b></li><li>• Cllr Fifield proposed and Cllr Crist seconded and it was <b>RESOLVED</b> that the Maintenance Manager hire a skip costing approx. £324 + Vat to dispose of the 13 ton bags of cuttings from last year and all the other accumulated debris as the waste bin keeps being overfilled. <b>Action Mr Robinson</b></li></ul>																													
50. Clerks Report	<p>The Clerk provided a report detailing interments from 1<sup>st</sup> April 2025 up until 14<sup>th</sup> October 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>14</td><td>6</td><td>10</td><td>20</td><td>8</td><td>4</td></tr><tr><td>Non-Parishioners</td><td>7</td><td>1</td><td>2</td><td>10</td><td>3</td><td>2</td></tr><tr><td><b>Total</b></td><td><b>21</b></td><td><b>7</b></td><td><b>12</b></td><td><b>40</b></td><td><b>11</b></td><td><b>6</b></td></tr></table> <p><i>Interments in new graves includes 3 interments in graves that had been that had been pre-purchased.</i></p> <p>The Clerk highlighted that Paula Jackson has been in the temporary Clerk role since 1st September 2025. Her main goal is to bring the Epitaph system up to date by 31st December, and to start scanning and destroying hard copies of documents that can be attached to specific plots.</p> <p>a) The Joint Cemetery Committee considered a request from the family of the 3<sup>rd</sup> interment in the cemetery in 1972 to allow them to replace the existing headstone with a like for like memorial, without going through a very complicated transfer of ownership. The JCC agreed, but pointed out that if there were to be any future interments, it would require a transfer of ownership <b>Action Mrs Robinson</b></p>		Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	14	6	10	20	8	4	Non-Parishioners	7	1	2	10	3	2	<b>Total</b>	<b>21</b>	<b>7</b>	<b>12</b>	<b>40</b>	<b>11</b>	<b>6</b>	
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51. Finance Report	<p><b>a. Total Balances as at 14<sup>th</sup> October 2025</b></p> <table><tr><td></td><td><b>DR -ve</b></td><td><b>CR +ve</b></td></tr><tr><td>Current A/c</td><td></td><td>1,325.97</td></tr><tr><td>Reserve A/c</td><td></td><td>118,536.61</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>1, 075.00</td></tr><tr><td>Unpresented Chqs/DDs</td><td>150.00</td><td></td></tr><tr><td></td><td></td><td><b>144,594.04</b></td></tr></table> <p><b>Summary</b></p> <table><tr><td>Total Balance B/Fwd @ 01/04/25</td><td>141,779.24</td></tr><tr><td>Plus total receipts</td><td>8,446.88</td></tr><tr><td>Less total payments</td><td>5,652.08</td></tr><tr><td><b>Total Balance C/fwd to 14/06/25</b></td><td><b>144,594.04</b></td></tr></table> <p><b>Income vs Expenditure</b> – The overall balance is now similar to the figure at the start of the financial year.</p> <p>The Clerks salary will be adjusted from the November payment to reflect the reduction in hours</p>		<b>DR -ve</b>	<b>CR +ve</b>	Current A/c		1,325.97	Reserve A/c		118,536.61	National Savings A/c		23,806.46	Unrepresented bankings		1, 075.00	Unpresented Chqs/DDs	150.00				<b>144,594.04</b>	Total Balance B/Fwd @ 01/04/25	141,779.24	Plus total receipts	8,446.88	Less total payments	5,652.08	<b>Total Balance C/fwd to 14/06/25</b>	<b>144,594.04</b>
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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	21,115.86	12,707.34	<b>62%</b>
Total Receipts	38,256.08	40,168.88	20,945.14	19,123.74	<b>52%</b>

% of the year to date:54%

The **Investment Sub-Committee** met on the 14<sup>th</sup> October and had reviewed the information required for the applications for the two funds that the JCC have agreed on. The applications will require the names of the signatories, Cllr Fifield proposed and Cllr Freeman seconded and it was **RESOLVED** that the Nat West bank account signatories, Cllrs Freeman, Ruchat and Fifield and the Clerk, Mrs Robinson will also be the signatories on the investment funds.

**Action Mrs Robinson**

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

- The precept invoices to the 3 Parish Councils were issued 18th August – Acton Bridge still to be received – Clerk to chase. **Action Mrs Robinson**
- The stone mason (Fishwicks) has done a 2nd adjustment to the oversized headstone and the memorial is now within the size allowed, but the other stone mason (Say it in Stone) has ignored emails and the recorded delivery letter. The JCC reviewed the letter to the owner of the burial rights, and Cllr Freeman proposed and Cllr Brookes seconded and it was **RESOLVED** that it could be sent without any amendments. **Action Mrs Robinson**
- There has been no update on Cemex, unfortunately the key contact has been made redundant, the next Cemex meeting is due to go ahead 22/10 tbc.
- The new signatories have now been successfully added to the Nat West Accounts

**53. Correspondence**

Nothing of note to raise with the JCC

**54. AOB**

- Cllr freeman proposed and Cllr Crist seconded and it was **RESOLVED** to co-opt Ken Byrne onto the Joint Cemetery Committee for another year.

**55. Date of next meeting**

**Wednesday 10th December 2025 19:00 - Sandiway & Cuddington Village Hall**

The meeting closed at 19:40

Signed..... (Chairperson)

Date.....

## Joint Cemetery Committee meeting 15<sup>th</sup> October 2025 – Clerks Report

**1. Apologies** – No Apologies received. The Clerk has been informed since the last meeting that Cllr Gerrard has replaced Cllr Edwards (WPC) Cllr McDonald has filled the vacant position from CPC.

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

**3 & 4 Election of the Chair & Vice Chair** – The Constitution allows for a maximum of 3 years for a Councillor in each of the roles, rotated through the 3 Parish Councils. The current Chair (Cllr Freeman) and Vice Chair (Cllr Ruchat) have been in role for one year.

**6. To approve and sign minutes of the Joint Cemetery Committee meeting held on 16<sup>th</sup> August 2025** – 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** – No proposals for any changes received

**8. Review and decision on any amendments to the Weaverham, Cuddington and Acton Bridge Cemetery Committee Constitution** – for the 1 proposed amendment to quarterly meetings; they would need to be held: January(01)/April(04)/July(07)/October(10) – to ensure the accounts can be reviewed in April for inclusion to the Parish Councils year-end figures, and the Annual Meeting to be held in October, as per the constitution.

**9. Review and decision on any increase on Cemetery fees.** The Chairperson has asked me to circulate an increase of 5% rounded to the nearest £5, for review and discussion.

### 11. Cemetery Clerk's report

From 1<sup>st</sup> April 2025 up until 14<sup>th</sup> October 2025:

- There have been 21 burials, 7 cremated remains burials and 12 cremated remains interred in the GOR.
- 14 burials, 6 cremated remains burials and 10 cremated remains in the Garden of Remembrance were of parishioners.
- 7 burials, 1 cremated remains burial and 2 cremated remains in the Garden of Remembrance were of non - parishioners.
- 3 further interments are in the diary
- 2 cremated remain interments are still to be arranged.
- 34 memorial requests have been approved, 21 for new headstones.
- 3 grave has been pre-purchased (0 by non-residents)
- 10 Transfers of ownership have been completed
- 1 Reservations (Residents only) – 1 in Garden of Remembrance

	Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	14	6	10	30	8	4
Non-Parishioners	7	1	2	10	3	2
<b>Total</b>	<b>21</b>	<b>7</b>	<b>12</b>	<b>40</b>	<b>11</b>	<b>6</b>

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

**Paula Jackson** has been in the temporary Clerk role since 1<sup>st</sup> September 2025. Her main goal is to bring the Epitaph system up to date by 31<sup>st</sup> December, and to start scanning and destroying hard copies of documents that can be attached to specific plots.

### 12. Finance Report

a. Cemetery Balances to date

#### Total Balances as at 14<sup>th</sup> October 2025

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		1,325.97
Reserve A/c		118,536.61
National Savings A/c		23,806.46
Unrepresented Bankings		1,075.00
Unpaid Chqs/DDs (yet to be presented)	150.00	

**144,594.04**

### Summary

Total Balance B/Fwd @	
14/08/2025	141,779.24
Plus total receipts	8,466.88
Less total payments	5,652.08
<b>Total Balance C/fwd to 15/10/25</b>	<b>144,594.04</b>

### Receipts 16/08/25 – 14/10/25

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	1,680.00
Interment fees	3,475.00
Memorial fees	1,035.00
Misc (Incl. Transfers & Reservations)	200.00
Precept from Parish Councils	1,871.57
Donations	0.00
Interest & VAT reclaim	205.31
<b>Total</b>	<b>8,466.88</b>

### Payments 16/08/25 – 14/10/2025

Date debited from bank Account	Cheque no./DD	Payee	Details	Total
20/08/2025	DD 05775349/001	O2 Monthly charge	Mobile phone charges	8.40
09/09/2025	002076	Mrs C Robinson	Expenses- tools blower & weed extractors), grass seed, fuel, printer ink, stamps	601.83
09/09/2025	002078	Cai Megicks	Backfilling graves 6 days ; 21 hours	402.93
12/09/2025	Standing order	Carole Robinson	Salary	410.00
12/09/2025	Standing order	Graeme Robinson	Salary	460.00
16/09/2025	Standing Order	Edge IT Sysytems	1 Hr training Paula Jackson	102.00
18/09/2025	DD 05775349/001	O2 Monthly charge	Mobile phone charges	8.40
23/09/2025	002077	S Cadman	August Maintenance	756.00
30/09/2025	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	24.01
03/10/2025	00281	Cai Megicks	Backfilling graves 6 days ; 38 hours	463.98
06/10/2025	DD4073150757	Water Plus	Water Supply	21.25
07/10/2025	Standing Order	Edge IT Systems	Annual Subscription fees Invoice 38915	646.80
07/10/2025	00279	Paula Jackson	Salary	120.48
10/10/2025	00280	S Cadman	September Maintenance	756.00
13/10/2025	Standing order	Carole Robinson	Salary	410.00
13/10/2025	Standing order	Graeme Robinson	Salary	460.00
<b>Total</b>				<b>5,652.08</b>

**Income vs Expenditure** – The overall balance is similar to the figure at the start of the financial year.

**The Clerks salary** will be adjusted from the November payment to reflect the reduction in hours – backpay due to increase in rate has left an overall balance of £23.87 ytd (Clerk owes), whereas the Maintenance Manager is owed a small amount of back pay. For November and December the Standing order for the Clerks pay will be changed to £245 per month.

## Forecast vs Actuals

Payments (Current Account) 1st April to 14th October 2025				
	Actual 2024/25	Forecast 2025/26 (5% increase)	Spend to date	Amount remaining
Cemetery Maintenance	15773.44	16562.11	10492.14	6069.97
Cemetery Infrastructure	0.00	0.00	0.00	0.00
Salaries & NI	12980.02	13629.02	8646.87	4982.15
Admin	772.61	811.24	353.07	458.17
Insurance	395.91	415.71	0.00	415.71
Subscriptions	403.81	424.00	197.00	227.00
IT	525.00	551.25	539.00	12.25
VAT	1361.78	1429.87	775.08	654.78
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>21115.86</b>	<b>12707.34</b>
			62%	
% of year	54%			
Receipts 1st April - 14th October 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	3400.00	7719.50
Interments	13720.00	14406.00	8630.00	5776.00
Headstone	5490.00	5764.50	3375.00	2389.50
Transfer of ownership	385.00	404.25	275.00	129.25
Reservations	450.00	472.50	90.00	382.50
Donations	0.00	0.00	0.00	0.00
Precept	2000.00	2000.00	1871.57	128.43
Misc	0.00	0.00	0.00	0.00
Interest	1879.54	1973.52	651.79	1321.73
VAT reclaim	1591.54	1671.12	1361.78	309.34
<b>Total Receipts</b>	<b>38256.08</b>	<b>40068.88</b>	<b>20945.14</b>	<b>19123.74</b>
			52%	

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

- Precept invoices to the 3 Parish Councils issued 18<sup>th</sup> August – Acton Bridge still to be received – Clerk to chase
- Investment sub-committee meeting 14<sup>th</sup> October – an update will be given at the meeting
- The stone mason (Fishwicks) has done a 2<sup>nd</sup> adjustment to the oversized headstone and the memorial is now within the size allowed, but the other stone mason (Say it in Stone) has ignored emails and the recorded delivery letter. JCC to review the letter to the owner of the burial rights. **Review of letter required**
- No update on Cemex, unfortunately the key contact has been made redundant, next Cemex meeting 22/10 tbc.
- New signatories have now been added to the Nat West Accounts

### 14. Correspondence

Nothing of note to raise with the JCC

**16. Date of next meeting** –Currently **Wednesday 10th December 2025 19:00** booked at Cuddington & Sandiway Village Hall, but depends on agenda item 8

Joint Cemetery Committee meeting 16th October 2025

Cemetery Maintenance Manager's Report

## 10. Cemetery Maintenance Manager's Report

### Maintenance Contract

No issues. Leaf season is upon us. Once the leaves have finished dropping they will be collected up in a single session. I will try to keep things as tidy as possible until then.

The wildflowers are starting to be cut back and will need to be collected up.

Hedges have been tidied up.

### Health & Safety

A topple test will be conducted over the next few weeks as a priority. Headstones marked as having ground anchors will be recorded. Photos will be taken of each grave stone together with notes on any issues.

## DECISIONS REQUIRED

### Regular Tasks

Task	Comment
Tidy Up	The priority has been to complete the levelling. I will try to catch up with tidying.
Clear Branches & Leaves	We have an excess of acorns and chestnuts that can be difficult to walk on. I am trying to keep on top of it but it is ongoing. I have put out a warning on Facebook.
Garden of Remembrance	All need to be weeded.
Back Fill Areas	The cemetery is looking level and back to grass in all but Section 1. Most of Section 1 is levelled and seeded. Only one bay still to be sorted out albeit it is getting late for seed to germinate. This couldn't be done due to a funeral in the bay.  The last five graves have been levelled up and reseeded.
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 be working well. <b>I suggest that we purchase another 4 to place near the hedge.</b>
Benches	

## Other Activities

Task	Details	Progress
Tree work		
Shrubs		
Edging	<p>The wooden edge in GOR2 has rotted. I have removed a section that collapsed.</p> <p>New edging will be ordered once the weather breaks. This is still ongoing and has been overtaken by the levelling work.</p>	ONGOING
Paths	<p>Bollard is to be installed on main path</p> <p>Broken slabs need to be replaced next to the hut.</p>	<p>ONGOING</p> <p>ONGOING</p>
Hedges		
Building	Moss needs to be removed	ONGOING
Fences & Gates	<p>Main fence needs to be fixed.</p> <p>Fence to be removed following the site visit.</p>	<p>ONGOING</p> <p>ONGOING</p>
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 potholes at the entrance need to be filled.</p>	ONGOING
Drains	The drains need to be cleared. I will organise quotes.	ONGOING
Field		
Wild Flower	<p>Being cut back.</p> <p>There are still 13 ton bags of cuttings from last year. I suggest that we organise an 8T skip to clear the bags and debris that has accumulated. We have been unable to use the bin to dispose of the waste as it has been filled – and overfilled – with the weeds from the levelling.</p> <p><b>DECISION REQUIRED.£324 inc VAT.</b></p>	ONGOING
Cemetery Grounds	I have purchased a selective weed killer. It is too late to apply it this year but I will apply it in Spring to reduce the broadleaf weeds. I will continue to spot weed until then.	
Car Park		
Complaints		
Equipment	After 5 years, the rake has broken. I will order a new one.	