

## Weaverham, Cuddington and Acton Bridge Cemetery Committee Meeting

**Date & time** 24th January 2026 at 14.00 **Location** Weaverham Community Centre  
**Attendees** Cllr J Freeman (WPC) (Chairperson), Cllr D Ruchat (CPC), Cllr S Brookes (CPC), Cllr A Crist (CPC), Cllr P Wilkinson (WPC), Cllr P Wakefield (WPC), Cllr C Fifield (ABPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk & RFO), Miss P Jackson (Temporary Ass. Clerk to the Committee)  
**Apologies** Cllr J McDonald (CPC), Cllr Gerrard (WPC), Cllr T Brocklebank (ABPC)  
**Absent**  
**Minutes written by** Mrs C Robinson (Clerk & RFO)  
*The meeting commenced at 14:00*

Agenda item	Notes & actions
<b>70. Apologies</b>	Apologies for Absence – as noted above.
<b>71. Declarations of interest</b>	There were no disclosable pecuniary interests declared.
<b>72. Minutes of Committee meetings held on 19<sup>th</sup> August 2025 and 10th December 2025</b>	<p>The Clerk has reported a personal data breach to the Information Commissioners Office concerning the August 2025 minutes. All existing versions are to be destroyed.</p> <p style="text-align: right;"><b>Action: Cemetery Committee &amp; Employees</b></p> <p>Cllr Fifield proposed and Cllr Wilkinson seconded and it was <b>RESOLVED</b> that, the revised minutes of the Cemetery Committee meeting held on 19<sup>th</sup> August 2025 are accepted as a true and correct record.</p> <p>Cllr Brookes proposed and Cllr Ruchat seconded and it was <b>RESOLVED</b> that, the minutes of the Cemetery Committee meeting held on 10th December 2025 are accepted as a true and correct record.</p>
<b>73. Public Open Forum</b>	There were no members of the public present
<b>74. 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) Note: The Maintenance Contractor is on holiday for 4 days not 2 weeks.</li> <li>b) Wet weather continues to stop work, including topple testing</li> <li>c) A Christmas clear up needs to be arranged, a Friday morning TBC</li> <li>d) There has been damage to the roof of the building, the corner tiles have been moved. The Maintenance Manager will need to get 2 quotes for repairs. Moss also needs to be removed. <span style="float: right;"><b>Action Mr Robinson</b></span></li> <li>e) The conifer next to GOR1 is overgrown and needs cutting back. Cllr Brookes proposed and Cllr Crist seconded and it was <b>RESOLVED</b> to accept the current maintenance contractors quote of £450.00 for the work.</li> <li>f) The current maintenance contractor has requested that the front hedge width be reduced to allow for improved access for ongoing maintenance. Cllr Brookes proposed and Cllr Wakefield seconded and it was <b>RESOLVED</b> to accept their quote of £1640.00 for the work. <span style="float: right;"><b>Action Mr Robinson</b></span></li> <li>g) The Maintenance Manager expressed concern at the access to the cemetery when there are adverse weather conditions; there were several cars that slipped backwards on the ice towards the road when he gritted recently. Those present agreed that in certain adverse weather condition the road access should be closed to cars and a sign, cable tied to the gate. <span style="float: right;"><b>Action Mr Robinson</b></span></li> </ul>

h) An in-depth review on Health and Safety requirements has highlighted some potential shortcomings in how contractors and sub-contractor are managed, and that there should be a list of approved contractors (incl. Funeral Directors, grave diggers, stone masons and Ground works). The Maintenance Manager has started drafting policies for full review at the next meeting. **Action Mr Robinson**

**75. Clerks Report**

The Clerk provided a report detailing interments from 1<sup>st</sup> April 2025 up until 21<sup>st</sup> January 2026 in advance of the meeting. In summary:

	Burials	Burials- C/R	GOR	Total	New Graves	New GOR plots
Parishioners	21	8	14	43	13	6
Non-Parishioners	11	3	5	19	5	3
<b>Total</b>	<b>32</b>	<b>11</b>	<b>19</b>	<b>62</b>	<b>18</b>	<b>9</b>

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

**76. Finance Report**

**a. Total Balances as at 21<sup>st</sup> January 2026**

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		1,393.02
Reserve A/c		120,325.69
National Savings A/c		23,806.46
Unrepresented bankings		1,060.00
Unpresented Chqs/DDs	177.14	
		<u><u><b>146,408.03</b></u></u>

**Summary**

Total Balance B/Fwd @ 6/12/25	146,637.81
Plus total receipts	3,994.46
Less total payments	<u>4,224.24</u>
<b>Total Balance C/fwd to 22/01/26</b>	<u><u><b>146,408.03</b></u></u>

*Income vs Expenditure – The overall balance is still slighter greater than the figure at the start of the financial year (which was 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	30,201.88	3,621.32	<b>89%</b>
Total Receipts	38,256.08	40,068.88	31,845.15	8,223.73	<b>79%</b>

*% of the year to date:81%*

- 77. Updates on matters arising were given**
- There has been an email received on Cemex’s land donation. They wanted to pass on assurances that they are not pulling out.
  - The non-regular shaped headstone (application reviewed & declined at the December JCC meeting) – after some difficult conversations, the family have submitted a revised application that the Clerk has approved.
  - A new Laptop has been bought from Currys in the sale, reduced from over £1k to £396.86.
  - The Investment sub-committee is meeting immediately after this meeting to fill in the investment forms
  - The revised Constitution has been agreed by all 3 Parish Councils

**78. Correspondence**

Nothing of note (excluding agenda item 80) to raise with the JCC

<b>79. Exclusion of the press and public</b>	Cllr Wilkinson proposed and Cllr Fifield seconded and it was <b>RESOLVED</b> to exclude the public and representatives of the press during consideration of the next agenda item on the grounds that matters contain sensitive information and by the reason of the confidential nature of the business being transacted.
<b>80. Correspondence received by email</b>	Cllr Wakefield proposed and Cllr Wilkinson seconded and it was <b>RESOLVED</b> by a majority (5 to 3) to take no further action on the emails set out in Appendix A. Cllr Freeman proposed and Cllr Fifield seconded and it was <b>RESOLVED</b> that should any further emails be received concerning the same issue, that the Clerk will call a meeting of Cllr Freeman, Cllr Ruchat and Cllr Brocklebank to review the correspondence and make recommendations to the JCC on next steps.
<b>81. AOB</b>	Nothing raised
<b>82. Date of next meeting</b>	Dates going forward should be April (review Year-end), July (site visit), October (Annual meeting), January. The JCC agreed an extra (special) meeting should also be held on <b>24<sup>th</sup> February 2026</b> to review a couple of the issues raised at the January meeting. Rules for grave diggers and rules for all users of the cemetery should be added to the next agenda, as well as a review of the Interment form. <b>Action Mrs Robinson</b>

*The meeting closed at 16:05*

Signed..... (Chairperson)

Date.....

Joint Cemetery Committee meeting 24th January 2026

Cemetery Maintenance Manager's Report

## 5. Cemetery Maintenance Manager's Report

### Maintenance Contract

No issues.

The contractor will be on holiday for two weeks.

### Health & Safety

The topple testing has been delayed due to the adverse weather and will resume as soon as possible.

### DECISIONS REQUIRED

#### Regular Tasks

Task	Comment
Tidy Up	The weather is severely hampering work. <b>The Christmas clear up date needs to be agreed.</b>
Clear Branches & Leaves	The front entrance of the cemetery was tidied of leaves and litter. This needs to be repeated as more leaves have fallen down the bank.
Garden of Remembrance	Following on from winter, there are a number of plaques that will need to be levelled. As we can no longer source the exact same gravel, new similar gravel will be used beneath the plaque. This will start to bleed into the existing gravel which will look a little messy until weathered.
Back Fill Areas	Two recent plots have settled and have been backfilled. Grass seeding will have to wait until April.
Replace Camera Cards	A camera needs to be replaced and one is still not getting power.
Building Maintenance	<b>Moss needs to be removed from roof. Brickwork around tap needs repointing.</b> <b>It has been brought to our attention that there is a problem with the roof. The corner tiles on the right hand side have moved breaking both the tiles and the concrete haunch. I have made it safe by pushing it back into place. As the tile is cracked in two, quotes will be required to repair it properly before any water ingress.</b>
Pests	
Benches	

#### Other Activities

Task	Details	Progress
Tree work	<b>The large conifer in GOR 1 is overgrowing a plot and will need to be either removed completely, or the crown raised. If the crown is raised it will look untidy as conifers do not grow back. The brown dead foliage will be visible. I have no idea what state the wall is behind it or whether there is any damage. I should have an update at the meeting.</b>	
Shrubs		
Edging	The wooden edge in GOR2 has rotted. I have removed a section that collapsed.  New edging will be ordered once the weather breaks.	ONGOING
Paths	Bollard is to be installed on main path  Broken slabs and broken concrete need to be replaced next to the building.	ONGOING  ONGOING
Hedges	<b>The contractor is preparing a quote to reduce the hedge at the front of the cemetery as agreed at the previous meeting.</b>	
Building	Moss needs to be removed from the roof.	ONGOING
Fences & Gates	Main fence needs to be fixed. The double fence along the boundary needs to be removed.	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.	ONGOING
Wild Flower		
Cemetery Grounds	<b>The grounds were gritted during the snow and the grit bins have been refilled. A warning about access during the snow was posted on social media. Given the risk of sliding down the hill, should the cemetery be closed during periods of heavy snow?</b>	
Car Park		
Complaints		
Equipment		

## Joint Cemetery Committee meeting 24<sup>th</sup> January 2026 – Clerks Report

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

3. **To approve and sign minutes of the Joint Cemetery Committee meetings held on 19th August 2025 and 10th December 2025** – please let me have any amendments asap.

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

### 6. Cemetery Clerk's report

From 1<sup>st</sup> April 2025 up until 21<sup>st</sup> January 2026:

- There have been 32 burials, 11 cremated remains burials and 19 cremated remains interred in the GOR.
- 21 burials, 8 cremated remains burials and 14 cremated remains in the Garden of Remembrance were of parishioners.
- 11 burials, 3 cremated remains burial and 5 cremated remains in the Garden of Remembrance were of non - parishioners.
- 2 further interments are in the diary in January and February.
- 2 cremated remain interments are still to be arranged.
- 48 memorial requests have been approved, 26 for new memorials.
- 4 graves have been pre-purchased (0 by non-residents)
- 13 Transfers of ownership have been completed
- 2 Reservations (Residents only) – one in the Garden of Remembrance, the other in Section 7
- 

	Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	21	8	14	43	13	6
Non-Parishioners	11	3	5	19	5	3
<b>Total</b>	<b>32</b>	<b>11</b>	<b>19</b>	<b>62</b>	<b>18</b>	<b>9</b>

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

Shortly before Christmas, the Clerk received a message and had follow up conversations and a meeting (along with Miss Jackson) at the cemetery, about a mourner's belief another interment had taken place in their relative's grave. It hadn't, and it has all be sorted out, but it was a stressful issue to deal with.

### 7. Finance Report

a. Cemetery Balances to date

#### Total Balances as at 21<sup>st</sup> January 2025

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		1,393.02
Reserve A/c		120,325.69
National Savings A/c		23,806.46
Unrepresented Bankings		1,060.00
Unpaid Chqs/DDs (yet to be presented)	177.14	
	<b>146,408.03</b>	

#### Summary

Total Balance B/Fwd @ 6/12/2025	146,637.81
Plus total receipts	3,994.46

Less total payments  
**Total Balance C/fwd to 22/01/26**

4,224.24  


---

**146,408.03**  


---

**Receipts 06/12/25 – 21/01/26**

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	1,720.00
Interment fees	1,560.00
Memorial fees	495.00
Misc (Incl. Transfers & Reservations)	117.50
Precept from Parish Councils	0.00
Donations	0.00
Interest & VAT reclaim	101.96
<b>Total</b>	<b>3,994.46</b>

**Payments 6/12/25 – 21/01/2026**

Date debited from bank Account	Cheque no./DD	Payee	Details	Total
12/12/2025	Standing order	Carole Robinson	Salary	245.00
12/12/2025	Standing order	Graeme Robinson	Salary	460.00
16/12/2025	002089	S Cadman	November Maintenance	756.00
16/12/2025	002091	Paula Jackson	Salary	271.08
17/12/2025	002092	Mrs C Robinson	Expenses- printer ink, stamps, folders	69.19
19/12/2025	DD 05775349/001	O2 Monthly charge	Mobile phone charges	8.40
31/12/2025	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	11.87
08/01/2025	002093	Zurich Insurance	Annual	395.92
09/01/2026	DD4073150757	Water Plus	Water Supply	21.00
12/01/2026	Standing order	Carole Robinson	Salary	245.00
12/01/2026	Standing order	Graeme Robinson	Salary	460.00
15/01/2026	002096	Paula Jackson	Salary	240.96
16/01/2026	002097	HMRC	PAYE C & G Robinson, P Jackson Oct, Nov & Dec	248.28
20/01/2026	DD 05775349/001	O2 Monthly charge	Mobile phone charges	8.40
21/01/2026	002094	S Cadman	December Maintenance	756.00
	002095	C&SPPFA	Hire village hall for December meeting	15.00
	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	12.14
<b>Total</b>				<b>4,224.24</b>

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

Forecast vs Actuals				
Payments (Current Account) 1st April to 21st January 2026				
	Actual 2024/25	Forecast 2025/26 (5% increase)	Spend to date	Amount remaining
Cemetery Maintenance	15773.44	16562.11	14656.81	1905.30
Cemetery Infrastructure	0.00	0.00	0.00	0.00
Salaries & NI	12980.02	13629.02	12646.30	982.72
Admin	772.61	811.24	536.78	274.46
Insurance	395.91	415.71	395.92	19.79
Subscriptions	403.81	424.00	197.00	227.00
IT	525.00	551.25	539.00	12.25
VAT	1361.78	1429.87	1117.37	312.49
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>30201.88</b>	<b>3621.32</b>
			89%	
% of year	81%			
Receipts 1st April - 21st January 2026				
	Actual 2024/25	Forecast 2025/26 (5% increase)	Receipts to date	Amount remaining
Pre-purchase	2150.00	2257.50	1720.00	537.50
Plot	10590.00	11119.50	6800.00	4319.50
Interments	13720.00	14406.00	13985.00	421.00
Headstone	5490.00	5764.50	4500.00	1264.50
Transfer of ownership	385.00	404.25	447.50	-43.25
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	940.87	1032.65
VAT reclaim	1591.54	1671.12	1361.78	309.34
<b>Total Receipts</b>	<b>38256.08</b>	<b>40068.88</b>	<b>31845.15</b>	<b>8223.73</b>
			79%	

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

- There has been an email received on Cemex's land donation. From the Solicitor representing Cuddington PC 'He (Mark?) says that last summer Cemax had a reorganising with a big change in personnel. It is now not clear who to get authority from. The bureaucracy / their policies are so stringent and have to be sanctioned at the right level. He's hoping to get to speak to the right person. He wanted to pass on assurances that they are not pulling out.'
- Non-regular shaped headstone – following a conversation with the stone mason, the Clerk received a message on the answerphone which included a threat to go to the newspapers if they did not get satisfaction. The situation has been sorted out, following several conversations, and the family have submitted a revised application that the Clerk has approved.
- New Laptop bought from Currys in the sale, reduced from over £1k to £396.86.
- I am attempting to arrange the Investment sub-committee meeting to fill in the investment forms immediately after this meeting.

## 11. Correspondence

Nothing of note to raise with the JCC

## 13. Date of next meeting – TBC April? Acton Bridge Parish Rooms