

CEMETERY AND WAR MEMORIAL SUB-COMMITTEE MEETING Thursday 11th January 2018
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PRESENT

Cllr Andy Gill (Chair), Cllr Jennifer McGee, Cllr Angie Scott, Cllr Duncan Couchman, Sarah Eden

Apologies

Cllr Eileen Burt

1. Report of meeting on 1st November 2017

It was AGREED to receive the report of the meeting held on 1st November 2017 which was received by full council on 13th December 2017.

2. Matters Arising

Point 5, NCC – a reminder that any issues raised by the operative with regard to tools and equipment should be reported to the office immediately to be taken up with NCC.

Point 6, Complaint from Mrs Stephenson – Cllr Andy Gill did visit Mrs Stephenson and it was agreed that the 2nd memorial would be moved closer to main memorial, Geoff Cairns would be taking this forward prior to grass-cutting season. It was noted that a further complaint had been received from Mrs Stephenson regarding a chip on the memorial (see later).

Point 8, Memorial Mason Licence Application – the administrator advised that following the rejection of the license for Bluebell Memorial, an application for the install of the memorial had been received by North East Granite, who were licensed.

Point 9, Memorial Checklist – Cllr Andy Gill advised that this was still a concern as the cemetery attendant was not notifying the office when there was an issue with a install, but this had been fed back to NCC.

Point 10, Use of Cemetery Chapel – the administrator apologized as this should have been on the agenda. **It was AGREED** to add this to the March agenda.

Point 11, Budget – Cllr Andy Gill suggested that there could be an opportunity to have the pedestrian gate to the Old Cemetery completed in this financial year with the money in balances and as such the item was on the agenda. Cllr Jennifer McGee said that would reduce the amount required in next years' budget. Cllr Andy Gill mentioned that he had thought about a path leading from the new cemetery to the old cemetery and that an approximate cost was being sought.

3. Complaint from Mrs Stephenson regarding chip on memorial

The administrator apologized for not having visited the cemetery prior to the meeting to take a photograph. Cllr Gill advised that he had seen the chip on the granite memorial and it looked recent.

It was AGREED to contact Mrs Stephenson to advise that this was being looked into and to contact a memorial mason to ask if this could be mended. *Subsequently, Cllr Andy Gill has checked photographs he took of memorials and those taken in July show the chip.*

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4. Unauthorised items on Graves

The administrator advised that there had been no contact recently in respect of unauthorised planting and additional items on graves but that one of those that was decorated with gravel and planters had to have things removed as there was a 2nd interment. The administrator confirmed that the family was spoken to beforehand and they advised they would not be replacing the items.

The administrator advised that it was necessary to audit memorials again soon in order to allow 2nd letters to be issued to those contravening the regulations, prior to the beginning of grass-cutting season.

It was AGREED that Cllrs Andy Gill and Angie Scott would visit and note those who required a 2nd letter advising that items should be removed by the end of March or the graves would not be maintained by the contractor.

5. Pedestrian Gate into Old Cemetery

Cllr Andy Gill proposed that the group seek a quote to replace the dilapidated wooden gate into the old cemetery, off Highfield Lane, with a metal gate in order to make a feature of it. **It was AGREED.**

6. Cemetery Budget & Expenditure

The administrator advised although the group had agreed the sum to propose for the Cemetery Development budget in 2018/19 there was still the budget heading for running costs to agree.

Income 2018/19		
Cemetery Fees	£28,119.00	
	<u>£28,119.00</u>	
Expenditure 2018/19		
NCC rates	£1,150.00	est.
Telephone	£240.00	
Electricity	£120.00	est.
Water	£250.00	est.
NCC Contract	£32,859.00	est.
	<u>£34,619.00</u>	
Budget Required	<u>£6,500.00</u>	

The above figures were received and agreed as legitimate conservative estimates. The administrator also presented previous years' figures that showed cemetery fees were difficult to predict. **It was AGREED** to request a budget of £6,500 for cemetery running costs which were off-set against cemetery income.

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7. Cemetery Maintenance and scheduled work

Cllr Andy Gill reported that following a walk about with Geoff Cairns, the following work had been discussed and needed to be followed up:

- A large coping stone at the entrance to the old cemetery that needs to be removed or replaced where it has come loose.
- Weeds cleared from the entrance to the old cemetery especially but also more generally.
- Boundary hedging.
- The gulley outside the cemetery chapel needs to be cleared and be scheduled to clear periodically.
- The boards that cover the graves are stood up but the posts need to be concreted in to house them so they are stable.
- Concerns were raised about spoil being tipped into the wooded area in section 5 of the Old Cemetery; a new process for this needs to be investigated.
- Treatment of cemetery memorial seats.
- Moving the 2nd memorial for Mrs Stephenson.
- The topping up and seeding schedule.

It was AGREED that the next meeting would be held on Tuesday 6th March at 10:30 am.

8. An emergency item was discussed that will be received by the full council under section 68 of the Council's Standing Orders as the matter is confidential.