

ST DENNIS PARISH COUNCIL

Minutes of the Cemetery Meeting held at ClayTAWC on Wednesday the 13th March 2025 at 7.35pm

Present: Cllr Edmunds (Chair), Cllr Burnett (Vice Chair), Cllr Clarke, Cllr A Griffin, Cllr Kelsey.

In Attendance: Lynn Clarke, Parish Clerk Tamsyn Moore Senior Administrative Assistant.

C20/24 – Apologies

None. Cllr James Absent.

C21/24 – Declarations of Interest

None.

The Chair reminded those present that if any other matter arises during the meeting, advice should be sought from the Clerk and the Chair before continuing.

C22/24 – Public Participation

None.

C23/24 – To adopt the Cemetery Meeting Minutes of the 21st August 2024.

Resolved – To accept the minutes. All present in favour.

C24/24 – Matters arising from the last meeting.

- Memorial Testing has been advertised.
- Community Engagement Event has been undertaken.
- Memorial Safety Testing has been undertaken.
- Expired Exclusive Rights of Burial have been transferred back to Parish Council Ownership and notices have been put up in the Cemetery to trace potential owners.

C25/24 – To approve the cost of a bin liner for the cemetery bin.

The Clerk advised that the new liner purchased was the wrong size but it does fit in one of the playing field bins.

It was **Resolved:** Proposer and seconder received, unanimously agreed to purchase a new liner the right size at a cost of £58.98 + VAT and the delivery charge of £12.50 + VAT from Glasdon.

C26/24 – To review the Cemetery Regulations.

The Regulations were reviewed and it was **Resolved:** proposer and seconder to amend the memorials section to reflect that different types of temporary marker will be accepted and for members of the public to contact the office for further information and; the Tribute section to be amended one foot in all areas rather than 1 ft; and for the document formatting to be unified. All present in favour.

The Clerk advised that more Cemeteries are moving from 6 months to between 8 and 12 months before allowing headstones to be erected. It was agreed to undertake further investigation and to discuss at the next meeting.

C27/24 – To discuss feedback from the information session on the 18th January and consider any points raised.

No members of the public attended the information session. Discussions took place to establish an action plan for future information sessions, the points below were highlighted.

- To make this an annual event.
- To undertake the event to coincide with a significant date.
- To possibly hold a Cemetery tidy event and to coincide with the information sessions.

It was agreed that this will be investigated further alongside the publication strategy and plan review.

C28/24 – To consider the cost of a replacement bench in the Cemetery.

It was **Resolved**: Proposed and seconded to approve a budget of up to £600 for the purchase of the bench and the creation of a new bench base. The bench presented was grey the office to check the availability of the brown Speyside bench prior to an order being placed. Bench base to be installed by Parish Council staff. All present in favour.

C29/24 – To consider additional planting in the Cemetery.

The Clerk put forward a suggestions from staff and the public for additional shrubs and bulbs to be planted within the Cemetery grounds. It was noted that bulb planting season has passed. A suggestion of planting *Sarcococca Humilis* (Christmas Box) that flowered during the winter with a height of 1.5m and a spread of 2m was proposed and seconded. It was **Resolved** for the Cemetery Working Party to arrange a meeting to identify locations and amount of plants required. The office to investigate costs for the plants. Costs and locations to be agreed via email. All present in favour.

C30/24 – To consider the provision of a shelter with a memorial wall in the Cemetery.

This was discussed at length and whilst the idea was agreed in principal further investigation is required for style and location of the shelter.

It was **Agreed** that the working party would identify a suitable location and committee members would investigate types of shelter that would be suitable for this project.

C31/24 – To Agree the quote for a bollard and chain at the Cemetery entrance.

Members were provided with different options for the bollards and it was proposed and seconded that a removable bollard be installed with a length of chain across the entrance and a budget be set of £250 delegated to the office to manage. An amendment was proposed and seconded to raise the budget to £400 should an additional bollard be required. It was **Resolved** unanimously to accept the original proposal with the amended budget of £400 delegated.

C32/24 - To review the recent memorial inspection and to retrospectively approve the cost of staking.

Cllrs were informed that 6 memorials were identified as unstable during the testing and it was advised that staking be undertaken. One owner has been identified from the six unstable memorials notices have been erected requesting ownership details of the remaining five.

Three other memorials were identified as requiring monitoring. Two of these memorials for monitoring notices will be placed as ownership details are currently not held.

The Parish Council must allow 3 months to investigate ownership prior to undertaking any repairs or lying flat of the memorials. It was agreed to obtain quotes for the repairs and to have these reviewed following the three month period.

It was **Resolved**: proposed and seconded to retrospectively agree the £240 costs for the staking. All present in favour.

C33/24 - To consider the hire of a machine to remove the moss from the Cemetery Paths.

It was **Resolved**: Proposer and seconder received, and agreed unanimously to approve a budget of £150 delegated to the office for the hire of the machine.

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.

C34/24 – Confidential Items.

None.

Any other urgent and relevant confidential item, for information, that the Chair considers appropriate.

The meeting was closed by the Chair at 8.05 pm.

Signed..... Date.....

Chair of the Cemetery Committee

DRAFT