



Minutes of the proceedings of the **CEMETERY COMMITTEE MEETING** held at Hutton House, Chilton on Tuesday 22<sup>nd</sup> October 2024 at 7.25pm

**Present: -- Acting Chair -**Cllr. P. Herbert

**Cllrs: -** E. Bruce, D. English, J. Houlihan, S. Reece, S. Sutherland (Mayor)

**Finance and Admin Officer-** Mrs Anne Hall (AH)

**Locum Town Clerk: -** Mrs. Joanne Dickinson (JD)

39. **Apologies for Absence** – Cllr V. Collinson & Cllr P. Malpas apologies received and accepted by Members
40. **Declarations of Interest-** None
41. **Member Dispensation** – None received
42. **Public Participation-** None present
43. **Approve and accept the recommendations therein-**
- a. Minutes of Cemetery Committee Meeting held on 24<sup>th</sup> September 2024- Matter arising from the minutes was provided on behalf of Cllr Malpas by Cllr Reece. There were no objections from Members to include these matters for updates- The gentleman who was going to remove the bricks is unable to due to higher costs than anticipated. The contractor who carried out the work recently at the Memorial Garden has/will provide a quotation for them to be removed. JD & AH to arrange. A Member had noticed that many of the replaced capping stones need to be reviewed by the contractor as remedial works to be carried out as a snagging list. The pillars noticed were on the left-hand side when you enter the cemetery. The plaque had been removed without any damage.  
**RESOLVED- Cllr Sutherland proposed the minutes were accepted as a true record. Seconded by Cllr Reece. All agreed.**
44. **Discuss the following matters-**
- a. Correspondence regarding a bench installation at the cemetery- background to this request was provided to the Members. Members discussed the request the following points were raised-
- i. The bench would need to be bolted into the ground with a concrete standing.
- ii. Cllr English offered to install the bench if the fixings were provided.
- iii. Members discussed the future maintenance of the bench and who would be responsible for this.
- iv. Cemetery Regulations-a section to be added in about rules for future bench installations.  
**RESOLVED- Cllr Sutherland proposed that the committee agree in principle to the installation of the bench already purchased. The location of the bench is to be stipulated by the Committee, the fixing brackets to be provided by the resident for the committee to install and that the staining of the bench should be similar to the existing benches in the cemetery. Seconded by Cllr English. All agreed.**
- b. Procedure for topping up of graves- Following on from carrying out the monthly checks it was noted that there were quite a few graves where they needed topping up. As part of the grounds maintenance contract weekly tasks the contractor should provide an update on what grave numbers had been topped up.  
**RECOMMENDATION- It was agreed to ask the contractor to let the council know which graves have been topped up on a weekly basis and that the graves will be regularly inspected.**
- Members also discussed the following-**
- i. There are a couple of small trees on graves. It was suggested that one of the trees could be cut back and the other tree is a slow growing tree. The origins of the trees on each grave is not known as to

whether they were planted by family. **AH to contact the families of both graves to see if they have planted the trees.**

- ii. The A4 notices on headstones have been on a while. It was agreed that they be removed and the cemetery spreadsheet updated to state that the A4 notices had been placed on but no contact had been made. **AH to update the cemetery spreadsheet.**

**45. To receive the year to date Financial Report and budget spend year to date** – the next information will be cascaded in November. AH confirmed that the cemetery budget was within budget year to date.

**46. To review the Cemetery Regulations-** AH has updated the regulations since they were last circulated. Members agreed that the regulations will be reviewed at the next meeting. AH asked to add in about the protocol for bench installation, information about topping up of graves and the procedure regarding headstones that need laying down and putting a notice on the headstone asking family to contact the council.

**47. To confirm the date of the next meeting-** 26th November 2024

Meeting Closed at 8.00pm.

Cllr Pearl Malpas  
Chair of the Committee,  
26<sup>th</sup> November 2024