

Carlton Parish Council

Minutes of the Cemetery Working Group meeting held on 8th February 2023

Present: Cllrs Taylor, Barker and Lowes.

Attending: Helen Phillips - Clerk

12. Apologies for Absence

Apologies and reason for absence were received from Cllr Quinn.

Resolved: That the Cllr Quinn's apology and reason for absence be received and approved.

13. Declarations of Interest

There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

14. Minutes from CWG meeting held on 29th October 2022

The minutes of the CWG meeting were received, for information only.

15. Policy Review

The Group considered the draft version of the Cemetery Rules, notably point 4.1, with amendments suggested by the clerk.

A discussion was held considering the advice received via the clerk from the YLCA. It was felt that the period of time considered for the Exclusive Right to Erect a Memorial should match the Exclusive Right of Burial which is 99 years. The Rules should reflect the requirement and responsibility of the plot owner/ family to complete any indicated action raised from the council's memorial testing and cover the financial aspect of that action.

The wording relating to an 'half plot' in the Cemetery Rules was requested to be amended to show, 'cremation interment plot'.

Resolved: That the clerk to amend the Cemetery Rules and Cemetery Charges documents as discussed, in readiness to present to the council at the meeting on 28th February 2023.

16. Cemetery Structures

A discussion was held covering points 16.1- 16.3 in relation to the findings of the structural report received by the clerk.

It was found that the priorities are ensuring the chapel is made watertight and that the South and West boundary walls of the cemetery are refurbished to suppress the actions of weathering.

16.1 The Group considered the report received for the structural survey of the cemetery chapel and the cemetery boundary walls.

16.2 The Group considered the actions required for the chapel as recommended in the structural survey.

- 16.3 The Group considered the actions required for the cemetery boundary walls as recommended in the structural survey.

Resolved: That

- i) the clerk to explore the state and costs of the guttering adjacent to the roof and tower, removal of any vegetation and repairs/replacement to the roof slates adjacent to the tower; and
- ii) the clerk gather three quotes for the two costs of refurbishing the South and the West cemetery boundary walls (inner and outer) to present to the Finance Committee as soon as is possible.

17. Cemetery

- 17.1 The Group considered providing numbered grave plot markers within the cemetery.

It was felt that the provision would be impractical as it could cause issues for the groundworks contractor and would be difficult to manage. It was suggested and agreed that a simple cemetery burial plot plan be added to the council's website and added to the cemetery noticeboard to aid visiting families to find their relatives plot.

Resolved: That the clerk add the cemetery burial plot plan to the council's website and the cemetery noticeboard.

- 17.2 The Group considered creation of an area within the cemetery for cremation interments.

A discussion was held and it was felt that this was not a priority at present but could be considered in the future after the actions were completed for the red and amber memorial tested plots.

Resolved: That the area for cremation interments be deferred to a meeting in the future.

- 17.3 The Group received a verbal update by the clerk regarding the cost of providing and installing a fence panel to shield the storage area at the far left corner of the cemetery.

The clerk explained that a site visit was to occur with a contractor to discuss installation of the fence panel to shield the storage area in the cemetery.

Resolved: That the clerk arrange the site visit and installation of the fence panel providing the cost is within the remit of delegated authority under the council's Financial Regulations.

18. Memorial Testing

- 18.1 The Group received a verbal update from the clerk on the completion of corrective actions, including costs to the council for these works.

The clerk had contacted a local monumental mason to be provided with a cost for re-siting of three long term laid down monuments where family contact information was no longer available.

Information regarding the original installer of red tested memorials has been gathered and the clerk will persevere with contacting the plot owners and/or the mason concerned to complete the required corrective actions.

Resolved: That

- i) the clerk explore costs of correcting the aged laid down memorials; and
- ii) continue to work towards completing corrective actions for the remaining red tested memorials.

18.2 The group considered the repair/ restoration of the aged memorials.

Resolved: That the restoration of aged, displaced, and damaged memorials be deferred until the remainder of the red and amber tested memorials has been completed.

19. Date and Time of Next Meeting

Resolved: That the date of the next meeting with be confirmed at a future date.

The meeting concluded and was closed by the Chair at 9.10pm.