

**Minutes of the Cemetery Committee meeting held on  
Thursday 15th May 2014  
in the Committee Room, Clayport Street, Alnwick at 7.00pm**

**Present:** Cllrs D Farrar (Chairman), S Mavin, K Moore, M Swinbank and A Symmonds.

**In attendance:** W Batey, Chief Officer and Town Clerk, J Pibworth, Administration Assistant.

**CEM 14/01 Apologies**

Cllr S Allcroft, Cllr P Allcroft.

**CEM 14/02 Declarations of Interest**

None.

**CEM 14/03 Cemetery Activity, 2013/14 Budget Outturns, 2014/15 Budget Update including proposed expenditure**

The Clerk circulated the Cemetery year to date activity data as at May 15th 2014. This showed that in 2013/14 there had been a total of 42 burials and 6 ashes interred. Out of the 42 burials, 20 had resulted in new plots being purchased whilst 12 new plots had been purchased without burial. The Chapel had been used on 8 occasions, and 4 burials had an out of parish surcharge. So far in 2014/15 there had been 5 burials and 4 ashes interred.

Councillor Moore asked if people can choose where they were buried? The Town Clerk explained that they can and confirmed the Superintendent was making another 20 plots available in the old part of the cemetery.

The Town Clerk circulated the Cemetery Income, Expenditure and Estimates sheet. He went through the 2013/14 outturn figures which show expenditure of £43,189.30 and income of £29,508.75; the budget for 2014/15 (anticipated expenditure £58,750, income £9,123.74) and expenditure and income as at 5th May 2014 (expenditure £9,123.74, income £3,425 excluding the burial on 15th May). He reminded the committee to note that the Full Council had agreed to carry forward £2,750 for building repairs into 2014/15.

The Town Clerk went through the two quotes he had received for the pointing work in the cemetery, the cheapest being £2,000 plus materials. Councillor Swinbank asked where this was for. The Town Clerk explained it was for 150 sq m of wall running parallel with Sainsbury's and included some coping stones that need re-bedding. Councillor Moore asked how soon the work would start. Town Clerk said Chris could start work week beginning 26th May depending on the weather.

**RESOLVED: i) To receive the budget figures and update ii) To accept the quote for pointing work from Chris Bowden for £2,000 plus materials.**

Councillor Farrar asked about expenditure and what else we need to do. The Town Clerk explained that there were several things that need doing including fencing at Cemetery Lodge, more work on the Chapel, the soakaway and repairs to the drive. The electric testing has been done at the

Cemetery and might lead to some work being identified.

Councillor Farrar asked if we could get quotes for the work that needs doing. The Town Clerk said we would do the soakaway ourselves but he would get quotes for the rest.

Councillor Swinbank asked who deals with the trade waste. The Town Clerk confirmed that Max Recycle (Durham Trade Waste) deal with the trade waste and we had just paid for the next 12 months.

#### **CEM 14/04 Ground Water Audit for New Area and possible layout for new area**

The Town Clerk reported that a ground water audit was carried on 17th and 18th April. He reminded the committee that the site already has planning permission but it was best practice to have a ground water audit done.

Five test pits were dug, the soil and water seepage analysed. Mostly glacial deposits (very common) but trial pit 3 (middle hole) was quite sandy. The water levels were then monitored over a 24 hour period (excluding test pit 5). Water level had risen in two pits and dropped in one. The audit showed that the whole site was suitable for single burials and areas 2 and 4 were suitable for double burials.

The Town Clerk confirmed the new site would not be needed for about 18 months so we had time to monitor the 5 sites. Paul Godbold (Bold Environmental) had offered to interpret any results we send to him free of charge. Councillor Farrar suggested fortnightly monitoring and to review at the July committee meeting using a monitoring form and recording the last few days weather.

The Town Clerk also agreed to find out the number of single / double burials over last 5 years.

Councillor Farrar asked if the extent of the sandy patches in test pit 3 was known. The Town Clerk said we didn't know. Councillor Farrar also suggested the Superintendent came to the July committee meeting to discuss designs or we arrange an on-site meeting.

**RESOLVED: i) To accept the groundwater audit report, ii) to carry out fortnightly monitoring and report to the July committee meeting, iii) arrange meeting with the Cemetery Superintendent to discuss designs.**

#### **CEM 14/05 Friends of the Cemetery**

The next programmed date for the volunteers was the 17th May. Suggestions for work schedule included: Christmas wreaths / dead flowers removal; litter picking; checking new planting; work around the drive and tidying edges.

#### **CEM 14/06 World War 1 Graves**

The Town Clerk confirmed that some of the World War 1 graves have not as yet had poppies planted as we need more seeds.

**RESOLVED: To order more poppy seeds for the graves not yet planted.**

**CEM 14/07 Any Other Business**

Councillor Farrar asked about two previous actions, these were:

- a) bin chained to the oak tree and b) litter bins – The Town Clerk to take forward with the Superintendent and to look at solutions for better bins,

Meeting closed at 8.02pm