

**Minutes of the Cemetery Committee meeting
held on Thursday 17th January 2019
in the St James's Church Centre, Pottergate, Alnwick at 7.00pm**

Present: Cllrs G Mavin, M Swinbank, A Symmonds and C Westendarp.

In attendance: W Batey, Town Clerk, J Pibworth, Assistant to the Town Clerk.

CEM 18/30 Apologies

Councillors Allcroft and Humphries.

CEM 18/31 Declarations of Interest

None.

CEM 18/32 Minutes of Last Meeting – to raise any matters not covered by the agenda

CEM18/28 Pointing – The Town Clerk showed a plan highlighting the pointing that had already been undertaken on the cemetery walls. He advised that there were still areas to be done and that a further 100 sq metres would be done in 2019/20. A decision would be needed as to which parts of the wall on the Sawmill side of the cemetery to point.

He reported that one of the trees on the front boundary had caused a hairline crack in the wall and that remedial work to build the wall out around the tree would be needed.

RESOLVED: To undertake the rebuild work around the tree on the front boundary.

CEM 18/33 Cemetery Activity

The Town Clerk reported that there had been 3 burials since the last meeting. He took councillors through the Cemetery activity data as at January 16th.

So far in 2018/19 there had been 31 burials (25 burials and 6 ashes burials). He reported that 11 plots had been purchased with burial (in area 37A) and 9 without a burial (1 in 38A, 5 in 19A and 3 in 37A).

Remaining plots – Old part area 19A has 10 plots available, the Natural Burial Area has 33 plots available (9 have been sold but not used); area 37A (consecrated) has 49 plots available, area 37A (un-consecrated) has 16 plots available plus ashes plots.

RESOLVED: To note the activity update.

CEM 18/34 2018/19 budget update

The Town Clerk took councillors through the budget sheet as at 16th January. Expenditure for 2018/19 is currently £35,952.69 and he noted the following lines:

Wages, PAYE – 7 months wages. On track for the end of the year.

Fuel – should be on budget at end of year.

Phone – new contract negotiated.

Machine repairs – no expenditure since last time but servicing due on tractors.

Grounds – additional tools and plants have been bought.

Income for 2018/19 is currently £29,981 with an outstanding invoice from Bourne Co-operative Funeralcare and the Denwick contribution.

Councillor Swinbank asked if the fuel was diesel oil. The Town Clerk advised that it was for the cemetery vehicles.

Councillor Swinbank asked if the NCC Contribution would continue. The Town Clerk advised that it would. Councillor Symmonds felt it was not right to be the same figure each year.

RESOLVED: To note the update and receive the budget figures.

CEM 18/35 Updates

a) Works

The Town Clerk gave an update on the following:

Chapel Carpet – is being fitted this week.

Damp survey – undertaken on the Lodge building. Has raised some items which need to be addressed and includes suggestions for the occupants. Works would be organised.

Councillor Swinbank advised that as part of the Town Council's aim to be carbon neutral all the buildings that the Town Council own or manage needed to be looked at. The Town Clerk advised that an annual inspection by an officer could be organised.

Soakaways – contractor on standby to clear them when the weather improves.

b) Planting/Trees

Tree survey - the Town Clerk reported that a risk based tree survey was seen as best practice. He advised that a major survey was done in January 2015 with a recommendation to be done every 5 years making the next survey due in 2019/20. He advised that a company had been sourced who could offer a detailed, risk based survey and that a meeting had been arranged on January 18th to discuss the survey.

He advised that 103 trees had been identified as high risk due to their location and size and these had been plotted on a map to be used during the survey. These could then be inspected annually, 3 yearly or 5 yearly.

The Assistant to the Town Clerk reported that the tulips for the ashes area had arrived and been planted. She also advised that the plants for the children's area had also arrived and were being grown on, before planting out.

RESOLVED: To accept the updates.

CEM 18/36 Grave Plot Issue

The Town Clerk explained that there had been a funeral for a resident who had purchased a plot some time ago. The deed had not been found at the time of the funeral so a new plot had been purchased. Following the funeral, the deed has subsequently been found so he recommended that the fee of £600 for the new plot was reimbursed.

RESOLVED: To reimburse the £600 fee paid for the new plot.

CEM 18/37 Any Other Business

The Town Clerk advised that a pressure washer had been budgeted to be purchased out of the cemetery machinery reserves and he would progress this.

The meeting closed at 7.59pm