



**Minutes of the Cemetery Committee meeting held
on Thursday 5th November 2020 via Zoom at
6.30pm**

Present: Cllrs J Humphries (Chair), S Allcroft, M Swinbank, G Watson and L Wearn.

In attendance: P Hatley, Town Clerk; J Pibworth, Assistant to the Town Clerk.

CEM20/12 Apologies

Councillor A Symmonds.

CEM20/13 Questions from the public

None.

CEM20/14 Declarations of Interest

None.

CEM20/15 Minutes of Last Meeting

The minutes of the Cemetery Committee meeting held on 6th August 2020 were tabled for approval.

RESOLVED: The minutes of the meeting held on 6th August 2020 were agreed as a true record.

CEM20/16 Minutes of Last Meeting – to raise any matters not covered by the agenda

CEM 20/05 Councillor Swinbank asked if NCC had been asked about the new bin near to the entrance to the Cemetery. The Town Clerk said this had not been progressed, but he would action this.

CEM 20/10 Councillor Humphries advised that he had been looking at potential arches for the new Remembrance Garden area.

CEM20/17 Cemetery Activity

The Assistant to the Town Clerk took councillors through the Cemetery activity data as at September 30th 2020 and the year to date activity as at October 31st 2020.

2020/21

So far in 2020/21 there had been 28 burials (21 burials and 7 ashes burials). There were 13 plots purchased with a burial (11 in area 37A, 1 in 38A and 1 in 19A) and 15 burials in pre purchased plots. There had also been 5 plots bought without a burial (3 in 37A and 2 plots in area 42A). The chapel has been used on 3 occasions and an additional surcharge of £3,945 has been made.

Remaining plots – Old part area 19A has 7 plots available, the Natural Burial Area has 32 plots available (7 have been sold but not used); area 37A (consecrated) has 17 plots available, area 37A (un-consecrated) has 16 plots available plus ashes plots.

The chapel was used on 3 occasions and there was an additional surcharge of £3,945. She added that there had already been 3 burials in November and another 3 booked.

RESOLVED: To note the activity update.

CEM20/18 Budget update 2020/21

The Assistant to the Town Clerk took councillors through the budget sheet as at 30th September 2020 and highlighted the following lines of expenditure:

Expenditure for 2020/21 is currently £19,997.02 and noted the following lines:

Wages, PAYE – £16,042.09 for 6 months wages.

Phones - £125.00 (£25 fixed charge of £25 per month).

Rates £459.08 (water rates paid for the full year 2020/21).

Building repairs - £128.15 (5 months gas contract).

Machines and repairs - £665.01 for tractor service and repairs.

Grounds maintenance and tree works – £1,979.02 (tree pollarding £900, specialist tree survey £575, trade waste £324.22, supplies £179.80).

Electricity - £104.02 (5 months electricity charges).

Water - £359.66 – 2 quarter water bills for Lodge and ground taps.

Income for 2020/21 is currently £28,855.

RESOLVED: To receive the 2020/21 budget figures.

CEM20/19 Updates

a) Works

The Assistant to the Town Clerk reported that the path in the new ashes area has now been done. Some of the budget needs to be spent in the remainder of the year including works to the chapel and workshop buildings. A survey needs to be undertaken including the roofs of both buildings.

Councillors felt that the heating should be upgraded to infrared heaters as soon as possible but that an additional quote be obtained to ensure value for money.

Councillor Swinbank asked if the buildings were listed. The Assistant to the Town Clerk advise that she would find out.

RESOLVED: To obtain quotes for surveys of the Chapel and workshop.

b) Tree Works

Tree works – The Assistant to the Town Clerk reported that the next phase of the lime tree strategy (12 trees) will be pollarded in February / March 2021. This will leave enough budget to replace trees which might come down during the winter.

Councillor Humphries explained that he felt that the conifer needed to be removed.

The Assistant to the Town Clerk advised that she would check the detailed tree survey to what state of the tree and organise removal if appropriate.

RESOLVED: To accept the update.

CEM20/20 Fees 2021-22

The Assistant to the Town Clerk explained that she had spoken to Amble and Hexham Town Councils and that they were both increasing fees for 2021/22 and that Hexham had agreed an increase of 3% for residents. She suggested that only the fee lines with a knock on effect on costs be increased. She advised that a 2.5% increase in fees would add £20 to a burial in a new plot whilst a 5% increase in fees would add £45.

The Town Clerk explained that there were two things for the committee to be aware of. Firstly the possible desire of the council to keep any council tax increase to a minimum and to get to a break-even point for the cemetery.

Councillor Wearn felt that as it had a particularly hard year for a lot of people she would support a 2.5% increase in fees to be in line with inflation.

Councillors voted for a 2.5% fee increase on the fees recommended by the Assistant to the Town Clerk.

RESOLVED: To recommend the cemetery fees for 2021/22 (as contained at the end of these minutes) to Full Council for approval.

CEM20/21 Budget 2021/22

The Town Clerk took councillors through the proposed budget sheet for 2021/22. He advised that building works needed to be planned out into a 5-year programme.

Wages, PAYE – £37,000 (£850 increase).

Apprentice – £8,200 (£2k increase).

Fuel – £1,000 (no increase).

Stationery, Phone - £400 (no increase).

Rates / Water rates - £500 (reduction of £50).
Machines & Repairs – £4,000 (same budget).
Building repairs - £5,000 (same budget).
Training - £500 (same budget).
Subscriptions £100 (same budget).
Clothing & safety clothing - £250 (same budget).
Grounds maintenance and tree works – £7,500 (same budget).
Electricity - £700 (same budget).
Water - £750 (increase of £150 to reflect current spend).
New Area – no budget needed but may be C/Fwd budget.
Income – budgeted at £45,000.

RESOLVED: To recommend the Cemetery Budget of £65,900 for 2021/22 to Full Council.

CEM20/22 Any Other Business

Councillor Humphries asked if some daffodils could be ordered for the cemetery. The Assistant to the Town Clerk advised that she had order ½ ton of daffodils which had arrived.

Councillor Humphries also asked if the new planters and seats could be moved. The Assistant to the Town Clerk advised that the seats would be installed when Syd returned from holiday.

Councillor Wearn asked if the chapel had been used during the COVID-19 pandemic. The Town Clerk advised that it had been used but will not be during the lockdown period to December 2nd.

Councillor Humphries advised that the issue with a grave with a cracked base had now been sorted. The Town Clerk advised that the Town Council had offered to do some the repairs but the owner had requested that a third party came and look at the work needed.

The meeting closed at 7.14pm

Minute CEM 20/28**COST FOR RESIDENTS****BURIALS**

Burial Rights for up to 100 years incl. right to erect headstone	£675
Burial Rights for child's plot (up to 12 yrs old)	Nil
Burial of person over 12 years old	
- Depth 4ft	£410
- Depth 5ft	£665
Burial of child (1 month old up to 12 years old)	
- Depth 4ft	Nil
- Depth 5ft	Nil
Burial of child (stillborn or child up to 1 month old)	Nil
Burial of Child (up to 12 years old, only charge is for out of parish)	£250 burial right + £175 burial fee
Natural/Woodland Burial	£1,165 (includes memorial stone)

CREMATED REMAINS

Burial Rights for up to 100 years incl right to erect headstone	£350
Burial Charge	£235
Scattering of Ashes	£130

MEMORIALS ETC

Right to erect headstone for graves prior to 1/4/12	£150
Right to place vase/shield/cross etc.	£70
Extra Inscriptions	£35
Headstone foundation	£135
Engraved plaque for fence (natural burial area)	£75
Inscription of slate mem. stone (natural burial area)	£75
Search of Cemetery records (by post)	From £30
Search of records with superintendent	From £30
Transfer of a Deed	£55
Use of Chapel	£185
Non residents	+100%
Saturday increase	+100%
Public Holiday increase	+100%

Proposed 2021/22